



Douglas A. Ducey
GOVERNOR

STATE OF ARIZONA
DEPARTMENT OF EMERGENCY AND MILITARY AFFAIRS

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Major General Michael T. McGuire
THE ADJUTANT GENERAL

NGAZ-TAG

20 October 2016

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Excused Absences for Federal Technicians Policy

1. References:

- a. TPR 630 Leave and Absence Program, dated 27 August 2010
- b. TPR 752 Discipline and Adverse Actions, dated 27 August 2010
- c. DEMA Suspension With Pay Policy for Federal Technicians, dated 20 July 2016

2. Purpose: To address the process for determining the disposition of requests for approved absences. This policy furthers the Arizona National Guard's efficient and accountable management of technicians who request an "excused absence" that, if approved, will be treated as paid administrative leave.

3. Applicability: This policy applies to employees of the Arizona National Guard (AZNG) in a Title 32 dual-status or non-dual status Federal Technician position.

4. Policy:

a. The governing regulation for excused absences of federal Technicians is TPR 630 (August 27, 2010). TPR 630 should be consulted when attempting to address questions pertaining to excused absences as well as any questions regarding leave and absences in general. This policy is not intended to repeat or replace the provisions of TPR 630.

b. Appendix A to this policy reflects my approved delegation of authority for determining the disposition of excused absence requests.

(1) Group A reflects those matters for which there are limitations on what some leaders can approve. In some cases of full-day or multiple-day excused absences, only the most senior leaders in our organization are authorized to approve the requests.

(2) Group B reflects those matters that, in many cases, can be administered and approved at levels below the most senior leaders.

NGAZ-TAG

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c. Excused absences, other than those approved for tardiness or absences of less than hour, must be appropriately documented (OPM Form 71) and accounted for (timesheet).

d. Requests for excused absences requiring approval at more senior levels should be made in writing (email is acceptable) and routed through the technician's management chain. Senior leaders to whom I have delegated, through this policy, some of my approval authority for excused absences should be careful to avoid participating in an approval process that disables day-to-day operations by leaving supervisors and middle managers "out-of-the-loop" on what is being authorized for subordinate technicians in terms of an approved (or denied) excused absence. When replying to requests for excused absences, ensure the technician receives the required form along with a brief explanation (in writing/email) if you are denying the request or conditionally approving it. Written requests and replies help ensure we have clarity and accountability for the technician pay system. My expectation is that all persons with delegated authority to grant or deny excused absence requests will ensure compliance with all pertinent laws and regulations, and appropriately balance the needs of the technician with the interests of the AZNG and taxpayers.

e. The approval authority reflected in Appendix A of this policy is not subject to further delegation.


f. If you have a need with a technician that is not clearly addressed in TPR 630 as an approved form of leave, and you do not have the authority to grant an excused absence, you must operate through your chain to make a request of a leader who does have the authority or who can help develop a way to resolve the technician's request. It is not lawful to create paid time off for a technician when no such opportunity has been authorized by law, regulation or executive order.

g. This policy is administrative in nature. However, failure to adhere to the terms of this policy may lead to discipline or adverse actions under TPR 752.

5. Effective date: This policy is effective 45 days following the date first stated above.

6. Point of contact for this policy is the Human Resources Officer at 602-629-4801.

Encl



MICHAEL T. MCGUIRE
Major General, AZ ANG
The Adjutant General

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APPENDIX A

DELEGATION OF AUTHORITY TO GRANT AN EXCUSED ABSENCE IAW TPR 630

Group A: Technician may need to have approval from more than one level of leader in order to get the excused absence they seek							
LEADER	Adverse Weather and/or Emergencies	Community Activities	Conferences & Conventions	Representing Labor Organizations	Absences for PCS Purposes	Pending Adverse Action	In the Interests of the AZ National Guard (not otherwise addressed in the TPR)
	(Para 12-1)	(Para 12-2.a)	(Para 12-2.b)	(Para 12-2.c)	(Para 12-2.d)	(Para 12-2.e)	(Para 12-1)
Technician's Supervisor - first O-3/CW2/ WS 10 or GS-11 (minimum)	None	None		***	None	****	None
First O5/GS-14 in the Technician's Management Chain	Up to 4 hours per event*	None		***	Up to 4 hours	****	None
First O6/GS-15 in Technician's Management Chain	Up to 8 hours or 1 workday per event*	Up to 8 hours or 1 workday	Up to 8 hours or 1 workday**	***	Up to 24 hours or 3 workdays	****	Up to 8 hours or 1 workday
162nd Wing Commander/Director JTF/Director Admin Services/ACC/LCC/TAG	More than 1 workday per event*	More than 1 workday (limited to 3 workdays during a calendar year)	More than 1 workday**	***	More than 3 workdays	****	More than 1 workday

APPENDIX A (cont.)

DELEGATION OF AUTHORITY TO GRANT AN EXCUSED ABSENCE IAW TPR 630

Group B: Technician should seek approval from the lowest applicable listed level of leader in that particular Technician's Management Chain								
LEADER	Blood Donation (Para 12-3.a)	Voting (Para 12-2.b)	Tardiness & Brief Absences (Para 12-2.c)	Technician or Military Required Physical Examinations (Para 12-2.d)	Continuation Pay per the Federal Employees Compensation Act (FECA) (Para 12-2.e)	Organ/Bone Marrow Donor (Para 12-2.f)	Employee Interviews (Only interviews for AZNG positions or due to non-cause separation or reductions) (Para 12-2.g)	Employee Assistance Program (Para 12-2.h)
Supervisor (Technician's first O3/CW2/WS10 or GS-11 minimum)	Up to 4 hours per donation	The Lesser of reporting 3 hours after polls open or 3 hours before polls close	Less than 1 hour	Full examination time (including travel)	#	None	Time required	Time Required only for Initial Counseling and Assessment ##
First O5/GS-14 in the Technician's Management Chain	Same as above	Same as above	Same as above	Full examination time (including travel)	#	Time Required Not to exceed 7 days in a CY for Bone Marrow or 30 days in a CY for organ donation	Same as above	Time Required only for Initial Counseling and Assessment ##
First O6/GS-15 in Technician's Management Chain	Same as above	Same as above	Same as above	Full examination time (including travel)	#	Same as above	Same as above	Time Required only for Initial Counseling and Assessment ##

162nd Wing Commander/Director JTF/Director Admin Services/ACC/LCC/ TAG	Same as above	Same as above	Same as above	Full examination time (including travel)	#	Same as above	Same as above	Time Required only for Initial Counseling and Assessment ##
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Note 1: Unless otherwise noted, column totals are not additive. Example: A tech cannot get more than 1 hour of excused absence in a day (for tardiness/brief absence) by going to all four listed supervisors.

Note 2: All excused absences, other than for brief tardiness/absence, must be accounted for in an OPM Form 71 and the technician's timesheet (online or hardcopy). Requests for OPM 71 approvals should be appropriately routed through the management chain to ensure situational awareness at all supervisory levels.

Key

- * Separate events are determined by at least a 24-hour period (excluding the weekends/holidays) in which there has been no official excused absence due to weather/emergency
- ** Excused absences to attend National Guard Association Conferences will only be granted if the technician is an official delegate or an organization official.
- *** Refer to the Collective Bargaining Agreement for use of "Official Time" and 5 U.S.C. Chapter 71
- **** Refer to AZNG Policy on Suspension with Pay
- # Consult with HRO OWCP Advisor regarding excused absences under FECA
- ## Follow-on visits are subject to chargeable leave