



Department of Defense INSTRUCTION

NUMBER 1400.25, Volume 630

March 19, 2015

Change 3, Effective November 21, 2023

USD(P&R)

SUBJECT: DoD Civilian Personnel Management System: Leave

References: See Enclosure 1

1. PURPOSE

a. Instruction. This instruction is composed of several volumes, each containing its own purpose. The purpose of the overall instruction, in accordance with the authority in DoD Directive 5124.02 (Reference (a)), is to establish and implement policy, establish procedures, provide guidelines and model programs, delegate authority, and assign responsibilities regarding civilian personnel management within the DoD.

b. Volume. In accordance with the authority in Reference (a), DoD Directive 1400.25 (Reference (b)), part 630 of Title 5, Code of Federal Regulations (Reference (c)), and chapter 63 of Title 5, United States Code (Reference (d)), this volume reissues Volume 630 of this instruction (Reference (e)) to establish policy and implement leave policies for DoD employees.

2. APPLICABILITY. This volume applies to OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD (referred to collectively in this volume as the "DoD Components").

3. POLICY. In accordance with References (c) and (d), it is DoD policy that DoD Components administer leave for employees in a consistent and fair manner in compliance with this volume.

4. RESPONSIBILITIES. See Enclosure 2.

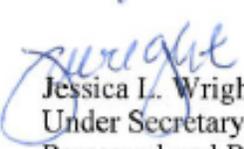
5. PROCEDURES. See Enclosure 3.

6. RELEASABILITY. **Cleared for public release**. Available on the Directives Division Website at <https://www.esd.whs.mil/DD/>.

7. SUMMARY OF CHANGE 3. The change to this issuance:

- a. Modifies excused absence for voting-related activities.
- b. Adds a new section, implementing parental bereavement leave for DoD employees.
- c. Adds new definitions in the Glossary.

8. EFFECTIVE DATE. This volume is effective April 13, 2015.


Jessica L. Wright
Under Secretary of Defense for
Personnel and Readiness

Enclosures

1. References
2. Responsibilities
3. Procedures

Glossary

TABLE OF CONTENTS

ENCLOSURE 1: REFERENCES.....4

ENCLOSURE 2: RESPONSIBILITIES.....5

 ASSISTANT SECRETARY OF DEFENSE FOR MANPOWER AND RESERVE AFFAIRS
 (ASD(M&RA)).....5

 DEPUTY ASSISTANT SECRETARY OF DEFENSE FOR CIVILIAN PERSONNEL
 POLICY (DASD(CPP)).....5

 DIRECTOR, DoD HUMAN RESOURCES ACTIVITY (DoDHRA).....5

 DoD COMPONENT HEADS.....5

ENCLOSURE 3: PROCEDURES.....6

 MINIMUM LEAVE CHARGE.....6

 UNCOMMON TOURS OF DUTY.....6

 TRANSFER OF FRACTIONAL UNITS OF LEAVE.....7

 ABSENCE IN CONNECTION WITH SERVING AS A BONE-MARROW OR ORGAN
 DONOR.....7

 EXCUSED ABSENCE.....7

 PARENTAL BEREAVEMENT LEAVE.....10

GLOSSARY.....12

 PART I: ABBREVIATIONS AND ACRONYMS.....12

 PART II: DEFINITIONS.....12

TABLE

 Applications of the Directly Proportional Rule.....6

ENCLOSURE 1

REFERENCES

- (a) DoD Directive 5124.02, “Under Secretary of Defense for Personnel and Readiness (USD(P&R)),” June 23, 2008
- (b) DoD Directive 1400.25, “DoD Civilian Personnel Management System,” November 25, 1996
- (c) Title 5, Code of Federal Regulations
- (d) Title 5, United States Code
- (e) DoD Instruction 1400.25, Volume 630, “DoD Civilian Personnel Management System: Leave,” December 1, 1996, as amended (hereby cancelled)

ENCLOSURE 2

RESPONSIBILITIES

1. ASSISTANT SECRETARY OF DEFENSE FOR MANPOWER AND RESERVE AFFAIRS (ASD(M&RA)). Under the authority, direction, and control of the Under Secretary of Defense for Personnel and Readiness (USD(P&R)), the ASD(M&RA) oversees the leave program.

2. DEPUTY ASSISTANT SECRETARY OF DEFENSE FOR CIVILIAN PERSONNEL POLICY (DASD(CPP)). Under the authority, direction, and control of the ASD(M&RA), the DASD(CPP) supports the development of civilian personnel policy covered by this volume and monitors its execution by DoD Components.

3. DIRECTOR, DoD HUMAN RESOURCES ACTIVITY (DoDHRA). Under the authority, direction, and control of the USD(P&R), the Director, DoDHRA will provide support to the DASD(CPP), as appropriate, in execution of the duties and responsibilities of this instruction.

4. DoD COMPONENT HEADS. The DoD Component heads:

a. Ensure that leave is authorized consistent with this volume and procedures issued by the USD(P&R).

b. Conduct ongoing quality assurance reviews to verify that leave is consistent with References (c) and (d).

c. Are the authority for establishing minimum charges for leave within their Components as outlined in part 630.206 of Reference (c).

d. Pursuant to part 630.305 of Reference (c), delegate, to the lowest practical level, responsibility for determining that a need is of such importance that it prevents the use of annual leave subject to forfeiture. Those who approve exigencies are responsible for establishing termination dates for the exigencies as required by part 630.306(a)(2) of Reference (c).

e. Delegate, to the lowest practical level, authority to grant excused absences. Such delegations may be at levels where the budgetary and mission impact of excused absence decisions can be fully realized.

ENCLOSURE 3

PROCEDURES

1. MINIMUM LEAVE CHARGE. The DoD Component heads will not establish minimum leave charges of less than 6 minutes.

2. UNCOMMON TOURS OF DUTY

a. Pursuant to part 630.210 of Reference (c), employees on uncommon tours of duty accrue and use leave on the basis of that uncommon tour.

b. To determine accrual rates according to the directly proportional rule outlined in part 630.210(a) of Reference (c), the number of hours in the uncommon tour is multiplied by the accrual rate divided by 80 (uncommon tour X (accrual rate/80) = uncommon accrual rate). Applications of this formula for employees on typical biweekly tours of duty are shown in the table.

Table. Applications of the Directly Proportional Rule

Tours of Duty	Leave Accrual Rate	Biweekly Accrual	Accrual in Last Full Pay Period of Calendar Year
112-hour tour	4	5 hours 36 minutes	5 hours 36 minutes
	6	8 hours 24 minutes	14 hours
	8	11 hours 12 minutes	11 hours 12 minutes
120-hour tour	4	6 hours	6 hours
	6	9 hours	15 hours
	8	12 hours	12 hours
144-hour tour	4	7 hours 12 minutes	7 hours 12 minutes
	6	10 hours 48 minutes	18 hours
	8	14 hours 24 minutes	14 hours 24 minutes

c. Employees on uncommon tours of duty repeating on a cycle of more than 1 biweekly pay period (e.g., a 3 biweekly pay period cycle) accrue leave based on the average hours in the biweekly tour. For example, an emergency medical technician on a tour of duty of 96 hours for 1 biweekly pay period and 120 hours for each of the following 2 biweekly pay periods works an average tour of 112 hours per pay period and accrues leave based on a 112-hour tour of duty.

3. TRANSFER OF FRACTIONAL UNITS OF LEAVE. Pursuant to part 630.506(b) of Reference (c), fractions of an hour of leave will transfer when an employee moves within the DoD. The ability to use the transferred fractional unit of leave will depend on the minimum leave charge applicable to the employee's new position.

4. ABSENCE IN CONNECTION WITH SERVING AS A BONE-MARROW OR ORGAN DONOR. An employee, in any calendar year, may not exceed 7 days of paid leave for bone marrow and 30 days for organ donations. Days will be converted to hours (e.g., 56 hours for an employee working 80 hours in a biweekly pay period). The minimum charge for this type of paid leave is the same minimum charge applied to sick leave. The directly proportional rule is applied to determine the hours for an employee whose leave is administered on other than an 80-hour biweekly pay period (e.g., this 56 hours converts to 84 hours for an employee on a 120-hour tour of duty).

5. EXCUSED ABSENCE

a. Periods of excused absence are considered part of an employee's basic workday even though the employee does not perform regular duties (e.g., an employee who performed duty for 36 hours and was granted 4 hours of excused absence would be paid for 40 hours even though the employee only performed 36 hours of regular duty).

b. The decisions of the Comptroller General of the United States provide for limited discretion to grant excused absence to situations involving brief absences. Where absences are for other than brief periods of time, a grant of excused absence is not appropriate unless the absence is in connection with furthering a function of the DoD.

c. The more common situations in which excused absence can be granted are:

(1) Voting. To support civic participation, supervisors may grant DoD employees an excused absence to vote or serve as a non-partisan poll worker or non-partisan observer. Supervisors are authorized to approve employees' requests for these purposes as long as their absence does not significantly impair mission-essential operations. To the greatest extent possible, supervisors should strive to accommodate employees' absence requests by making necessary operational adjustments. Excused absence for these purposes:

(a) Is up to 4 hours for each of the following election events in which the employee participates by voting:

1. Federal general election day.

2. Election events (including primaries and caucuses) at the Federal, State, local (i.e., county and municipal), Tribal, and territorial levels that do not coincide with a Federal general election day.

3. Federal special congressional elections not held on the date of a Federal general election.

(b) Is up to a maximum of 4 hours per leave year to serve as a non-partisan poll worker or to participate in non-partisan observer activities at the Federal, State, and local (i.e., county and municipal), Tribal, and territorial levels. This particular excused absence is in addition to the excused absence described in paragraph 5.c.(1)(a) of this enclosure.

(c) May be used for voting on the established election day or for early voting (i.e., voting before the election day, as authorized by the jurisdiction).

(d) Includes time spent at the employee's voting poll location and travel time to and from the location.

(e) May only be granted for the needed amount of absence.

(f) May not be granted during a non-workday or during overtime work hours outside the tour of duty established for leave charging purposes.

(2) Blood Donation. Employees who donate blood may be granted an excused absence to cover travel to and from the donation site, to donate the blood, and to recover from the donation. This provision does not include time spent by an employee who gives blood for their own use or receives compensation for giving blood.

(3) Permanent Change of Duty Station (PCS)

(a) Employees authorized PCS within the DoD may be granted excused absence before departing the old duty station and following arrival at the new duty station to accomplish personal tasks resulting from the move (e.g., to close or open personal bank accounts or to obtain driver's licenses or car tags).

(b) In similar situations, employees coming to the DoD from other Federal agencies may also be granted excused absences after the employee is placed on the DoD employment roll.

(c) This provision does not cover time involved in complying with PCS requirements such as obtaining passports and vaccinations, adhering to government housing authority requirements, or being present for packing and receiving of household goods. Accomplishing tasks that are conditional to the PCS is considered to be an official duty.

(4) Employment Interview

(a) Employees under notice of separation or change to lower grade for any reason except personal cause may be granted excused absence for job searches and interviews.

(b) Employees competing for positions within the DoD may also be granted excused absence for merit placement interviews.

(c) This provision does not cover travel time to job searches and interviews outside the commuting area.

(5) Counseling

(a) Excused absence may be granted to permit an employee to attend the initial counseling session (e.g., drug, alcohol, financial) resulting from a referral under the Employee Assistance Program.

(b) This provision does not include the official duty status an employee is in during the initial referral to the Employee Assistance Program.

(6) Certification

(a) An employee may be granted excused absence to take an examination (e.g., certified public accountant examination) in their functional area if securing the certification or license would enhance the employee's professional stature, thereby benefiting the DoD.

(b) This provision does not cover time spent preparing for such examinations.

(7) Volunteer Activities

(a) Excused absence may be granted to employees participating in management-sponsored volunteer projects (e.g., education mentorship or tutoring programs).

(b) This provision does not apply to time spent on volunteer activities not sponsored by management. Volunteer activity not sponsored by management may be promoted through established leave programs and the flexibility offered through alternative work schedules.

(8) Emergency Situations

(a) Excused absence may be granted to employees to assist in emergency situations that is declared by, or requested from, authorized officials.

(b) This provision does not cover employees who respond to emergencies in National Guard or Reserve status.

(9) Physical Examination for Enlistment or Induction

(a) Excused absence may be granted to an employee to undergo medical examinations required by appropriate military authorities for enlistment or induction into the Military Services.

(b) This provision does not cover travel time outside the commuting area or situations in which the employee receives military compensation, can use military leave, or undergoes additional tests, examinations, or treatments for conditions discovered or suspected as a result of the examinations.

(10) Medal of Honor Holders. Invited Medal of Honor holders may be granted excused absence to attend or participate in events such as the inauguration of the President of the United States, Congressional Medal of Honor Society conventions, and services on Memorial Day or Veterans Day.

(11) Funerals

(a) Excused absence may be granted to employees to attend funerals in the situations established in section 6321 of Reference (d).

(b) This provision does not cover situations in which funeral leave is granted pursuant to part 630.801 of Reference (c) and section 6326 of Reference (d), or the official duty status of an employee in connection with funerals of fellow Federal law enforcement officers or Federal firefighters pursuant to section 6328 of Reference (d).

6. PARENTAL BEREAVEMENT LEAVE

a. Pursuant to section 6329d of Reference (d), DoD employees are entitled to 2 workweeks of paid leave for bereavement in connection with the death of a child occurring on or after December 27, 2021. This leave is administered separately from any other type of leave or time off the employee might otherwise use, including sick leave described in section 630.401(a)(4) of Reference (c).

b. Although definitions of “employee” and “son or daughter” are linked to the statutory terms in section 6381 of Reference (d), also known as the Family and Medical Leave Act, parental bereavement leave is administered separately. The individual must meet the definition of “employee” in section 6381 of Reference (d), at the time of their child’s death.

c. The 2 workweeks of parental bereavement leave must be used within a single 12-month period that commences on the child’s date of death. The 2 workweeks is based on the number of hours in the employee’s scheduled tour of duty at the time the 12-month eligibility period begins.

d. Once parental bereavement leave commences, it must be used continuously (non-intermittently) unless there is a mutual agreement between the supervisor and the employee to allow intermittent use.

e. Parental bereavement leave is charged in increments in accordance with paragraph 1 of this enclosure. This leave is used during the scheduled hours within the employee’s tour of duty, established for leave-charging purposes.

f. An employee may not receive more than 2 workweeks of parental bereavement leave in any 12-month period. Multiple children who pass on the same day commences a single 12-month period.

g. DoD Component heads may issue supplemental procedural guidance, including:

- (1) Intermittent use of parental bereavement leave.
- (2) Documentation required to verify eligibility for, and support the request of, parental bereavement leave.

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

ASD(M&RA)	Assistant Secretary of Defense for Manpower and Reserve Affairs
DASD(CPP)	Deputy Assistant Secretary of Defense for Civilian Personnel Policy
DoDHRA	Department of Defense Human Resources Activity
PCS	permanent change of station
USD(P&R)	Under Secretary of Defense for Personnel and Readiness

PART II: DEFINITIONS

Unless otherwise noted, these terms and their definitions are for the purposes of this instruction.

brief absence. Authorized time away from duty that is of short duration (e.g. few hours).

child. Defined as “son or daughter” in section 6381 of Reference (d), and further clarified in section 630.1202 of Reference (c).

Component head. Head of component or installation or activity who has been delegated personnel appointing authority.

employee. For purposes of parental bereavement leave only, defined in section 6381 of Reference (d).

excused absence. An administratively authorized absence from duty without loss of pay and without charge to other paid leave.

leave year. Begins on the first day of the first pay period commencing on or after January 1 of a given year and continues through the end of day before the first day of the next leave year.

PCS. The assignment, detail, or transfer of an employee to a different permanent duty station pursuant to a competent travel order that does not specify the duty as temporary, provide for further assignment to a new permanent duty station, or direct return to the old permanent duty station.

uncommon tour of duty. An established tour of duty that exceeds 80 hours of work in a biweekly pay period.