


Approved for Release

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Date

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DEPARTMENT OF COMMERCE
OFFICE OF HUMAN RESOURCES MANAGEMENT

HUMAN RESOURCES (HR) BULLETIN # 046, FY06

SUBJECT: Sick Leave for General Family Care or Bereavement and to Provide Care of a Family Member with a Serious Health Condition

EFFECTIVE DATE: October 1, 2006 (or pay period 20, 2006)

EXPIRATION DATE: Effective until canceled or superseded

SUPERSEDES: Title 5 CFR, Part 630, Subpart D, Sick Leave, §630.401 - §630.406

BACKGROUND: On January 5, 2005, the Office of Personnel Management (OPM) issued proposed regulations to assist agencies in administering programs, to standardize pay and leave policies and assist in simplifying payroll processing under the e-Payroll initiative, and to help employees better balance work and family responsibilities.

PURPOSE: The purpose of this HR bulletin is to provide updated policy guidance on the use of sick leave as amended by OPM's final regulations on the use of sick leave.

COVERAGE AND EXCLUSIONS: Provisions of the Bulletin are applicable to all employees covered under Chapter 63 of Title 5, United States Code and 5 CFR 630, Absence and Leave. For exceptions to this coverage, see Leave Regulations at: <http://ohrm.os.doc.gov/leave>.

BASIC PRINCIPALS:

01. Employees are no longer required to maintain an 80-hour sick leave balance in order to use: (1) more than 40 hours of sick leave for general family care or bereavement purposes, up to the maximum of 104 hours per leave year; and (2) 480 hours of sick leave to care for a family member with a serious health condition.
02. If the number of hours in an employee's tour of duty changes during the leave year, the employee's entitlement to use sick leave for general family care or bereavement must be recalculated based on the new tour of duty.

03. A maximum of 30 days of sick leave may be advanced to a full-time employee at the beginning of a leave year, or at any time thereafter, when required by the exigencies of the situation for a serious disability or ailment of the employee or a family member or for purposes relating to the adoption of a child. A maximum of 13 days of sick leave per leave year may be advanced to a full-time employee for general family care or bereavement purposes. A part-time employee or an employee on an uncommon tour of duty may be advanced sick leave prorated based on the number of hours in the employee's regularly scheduled administrative workweek.
04. Unless otherwise indicated by a local collective bargaining or partnership agreement, an employee must provide medical certification within 15 calendar days after the date the supervisor requests such certification. If an employee is unable to provide the requested medical certification within 15 calendar days (after the date requested and despite the employee's diligent, good faith efforts), the employee must provide the medical certification within a reasonable period of time, but no later than 30 calendar days after the date of the request.
05. Sick leave used in the computation of an annuity may not be subsequently used, transferred, or recredited, and is considered used.

REFERENCES: Title 5 CFR, Part 630, Federal Register: August 17, 2006 (Volume 71, Number 157)

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