



DEPARTMENT OF DEFENSE
Defense Commissary Agency
Fort Lee, VA 23801-1800

DIRECTIVE

Absence and Leave Program

DeCAD 50-28
December 19, 2008

FPO: Human Resources
OPR: DeCA/HRR

References: (a) DeCA Manual 50-28.1, "Absence and Leave Manual"
(b) Chapter 63 of title 5, United States Code
(c) Part 630 of title 5, Code of Federal Regulations
(d) DeCA Collective Bargaining Agreements
(e) DoD Directive 5105.55, "Defense Commissary Agency (DeCA)," March 12, 2008

1. PURPOSE. This Directive:

- a. Establishes the policies and procedures governing leave administration in DeCA.
- b. Establishes guidance in DeCA Manual 50-28.1 (Reference (a)).
- c. Is established in compliance with DoD Directive 5105.55 (Reference (e)).

2. APPLICABILITY. The policy and guidance outlined in this Directive apply to all DeCA employees within the continental United States and outside the continental United States covered by the General Schedule, Federal Wage System, and National Security Personnel System.

3. POLICY. It is DeCA policy that:

- a. Leave will be administered in a fair and consistent manner in accordance with the law; the rules and regulations of the United States Office of Personnel Management; and the provisions of this Directive.
- b. This Directive must be applied in conjunction with applicable collective bargaining agreement (CBA) provisions (Reference (d)). Whenever this Directive and the CBA cover the same subject, the bargaining unit provision prevails for employees covered by the CBA.

4. RESPONSIBILITIES. All responsible parties listed below shall conform to the guidelines described in Reference (a).

a. Supervisors and Managers. Supervisors and managers shall schedule employees' absences in order to maintain the workforce necessary for mission accomplishment, permit employees to make adjustments in their plans in order to meet work requirements, ensure that all absences from scheduled tours of duty are charged to the appropriate leave category, and ensure that employees know the procedures for requesting and using leave. Approval of leave is a discretionary matter reserved to the supervisor. The taking of leave is not an absolute right afforded an employee, but is conditioned on the needs of the Federal service. It is essential that managers and supervisors who approve leave and time and attendance input records have a thorough understanding of leave provisions.

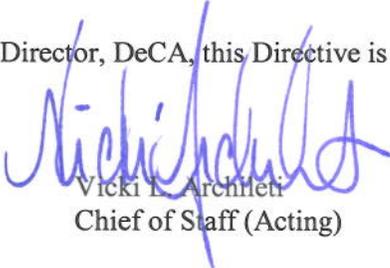
b. First-Line Supervisors. First-line supervisors shall approve or deny all types of leave, i.e., annual, sick, advanced annual, advanced sick, and leave without pay, based on the workload and work requirements to accomplish the Agency's mission.

c. Employees. Employees shall observe designated duty hours and be punctual in reporting for work and returning from lunch, breaks, etc. Employees will obtain advanced authorization for absence from duty from their supervisor and correctly report all leave taken.

5. MANAGEMENT CONTROL SYSTEM. This Directive contains internal management control provisions that are subject to evaluation, testing, and other requirements of DeCA Directive 70-2 and as specified by the Federal Managers' Financial Integrity Act.

6. RELEASIBILITY – UNLIMITED. This Directive is approved for public release and is located on DeCA's Internet Web site at www.commissaries.com.

7. EFFECTIVE DATE. By order of the Director, DeCA, this Directive is effective immediately.



Vicki L. Archileti
Chief of Staff (Acting)