



## DECA DIRECTIVE 50-28

### ABSENCE AND LEAVE PROGRAM

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**Originating Component:** Human Resources Directorate

**Effective:** November 30, 2018

**Releasability:** Unlimited. This directive is approved for public release and is located on DeCA's internet website at [www.commissaries.com](http://www.commissaries.com).

**Reissues and Cancels:** DeCA Directive 50-28, "Absence and Leave Program,"  
December 19, 2008

**Approved by:** Timothy Ford, Chief, Executive Services Division

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**Purpose:** This directive establishes policy and assigns responsibilities for maintaining an effective and fair leave administration program that conforms to applicable law, regulation, and collective bargaining agreements. It is pursuant to Sections 6301 through 6391 of Chapter 63, Title 5, United States Code (U.S.C.) and Part 630 of Title 5, Code of Federal Regulations (CFR) and is in compliance with Department of Defense (DoD) Directive (DoDD) 5105.55.

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## **SECTION 1: GENERAL ISSUANCE INFORMATION**

**1.1. APPLICABILITY.** This Directive applies to all DeCA-activities and all DeCA personnel in accordance with (IAW) DoDD 5105.55. It applies to deca employees worldwide that are covered by the general schedule and federal wage system. This directive does not supersede any negotiated Collective Bargaining Agreement (CBA) language or past practice that is currently in place.

**1.2. POLICY.** It is DeCA's policy that:

a. Leave will be administered in a fair and consistent manner IAW the law, rules, and regulations of the United States Office of Personnel Management (OPM), and the provisions of this Directive.

b. This directive must be applied in conjunction with applicable CBA provisions. Whenever this Directive and the CBA cover the same subject, the bargaining unit provision prevails for employees covered by the CBA. This directive is in compliance with references listed within this document, DeCA Manual (DeCAM) 50-28.01 and other requirements within DeCA Directive (DeCAD) 70-2.

## **SECTION 2: RESPONSIBILITIES**

### **2.1. DIRECTOR OF HUMAN RESOURCES (HR).** The Director of HR:

- a. Establishes and oversees the Absence and Leave Program.
- b. Ensures all aspects of the Absence and Leave Program are monitored for regulatory compliance.

### **2.2. SUPERVISORS AND MANAGERS.** Supervisors and managers:

- a. 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.
- b. Have a thorough understanding of leave administration provisions. The taking of leave is not an absolute right afforded an employee, but is conditioned on the needs of the Federal service. Approval of leave is a discretionary matter reserved to the supervisor.

**2.3. 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.

### **2.4. EMPLOYEES.** Employees:

- a. Observe designated duty hours and be punctual in reporting for work and returning from lunch, breaks, etc.
- b. Obtain advanced authorization from their supervisor for absences from duty and correctly report all leave taken.

## **GLOSSARY**

### **G.1. ACRONYMS.**

CBA	Collective Bargaining Agreement
DeCA	Defense Commissary Agency
DeCAD	Defense Commissary Agency Directive
DoD	Department of Defense
DoDD	Department of Defense Directive
HR	Human Resources
IAW	in accordance with
OPM	Office of Personnel Management

## **REFERENCES**

Code of Federal Regulations, Title 5, Part 630, "Absence and Leave," January 1, 2011  
DeCA Directive 70-2, "Internal Control Program," December 17, 2007  
DeCA Manual 50-28.01, "Absense and Leave Program," November 30, 2018  
DoD Directive 5105.55, "Defense Commissary Agency (DeCA)," March 12, 2008  
DoD Financial Management Regulation, 7000.14-R, Volume 8, "Civilian Pay Policy,"  
November 2015  
DoD Instruction 5025.01, "DoD Issuances Program," April 10, 2017  
United States Code, Title 5, Chapter 63, "Annual and Sick Leave," October 31, 2016