



Glenn Procedural Requirements

GLPR 3600.1

Effective Date: 07/10/2019

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COMPLIANCE IS MANDATORY

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Responsible Office: J/ GRC Human Resources Office

Leave and Work Schedules w/Change 1 (06/04/2024)

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Change History

Change	Date	Description/Comments
Basic	07/10/2019	Initial release. This directive cancels/replaces GLPR 3610.1
Change 1	06/04/2024	Administrative Change: Extend expiration date 1 year (from 7/10/2024 to 7/10/2025) to complete substantive changes per GLPR 1410.1 Updated Plum Brook Station to Neil A. Armstrong Test Facility Updated Code J organization name to “GRC Human Resources Office”

PREFACE

P.1 PURPOSE

This Glenn Procedural Requirement (GLPR) outlines the responsibilities, procedures, and guidelines for determining work schedules and approval of absence and leave in accordance with applicable laws and regulations. It provides Center direction that should be used in conjunction with the referenced statutory, regulatory, and Agency requirements.

P.2 APPLICABILITY

- a. This directive is applicable to all organizations at Glenn Research Center (GRC) Lewis Field and Neil A. Armstrong Test Facility.
- b. This directive is applicable to documents developed or revised after the effective date of this GLPR.
- c. In this directive, all mandatory actions (i.e., requirements) are denoted by statements containing the term “shall.” The term “may” denotes a discretionary privilege or permission, “can” denotes statements of possibility or capability, “should” denotes a good practice and is recommended, but not required, “will” denotes expected outcome, and “are/is” denotes descriptive material.
- d. In this directive, all document citations are assumed to be the latest version, unless otherwise noted.
- e. Employees excluded from coverage are listed in 5 United States Code (U.S.C.) § 6301(2) (B).

P.3 AUTHORITY

- a. NASA Procedural Requirement (NPR) 3600.1, Attendance and Leave
- b. NPR 3600.2, NASA Telework Program
- c. NPR 3530.1, NASA Pay and Compensation Program

P.4 APPLICABLE DOCUMENTS AND FORMS

- a. Government Organization and Employees, 5 U.S.C. § 6301(2) (B)
- b. Government Organization and Employees, 5 U.S.C. § 6322
- c. Family and Medical Leave, 5 CFR § 630.1201-1212
- d. Standards of Ethical Conduct for Employees of the Executive Branch, 5 CFR 2635
- e. NPR 9620.1, Payroll
- f. Glenn Policy Directive (GLPD) 1590.2, Social, Recreational, and Non-NASA Activities

- g. Letter of Delegation (LoD) Office of Human Capital Management (OHCM), Human Capital Management Delegation of Authority
- h. Office of Personnel Management (OPM) Handbook on Leave and Workplace Flexibilities for Childbirth, Adoption, and Foster Care
- i. OPM Fact Sheet: Sick Leave for Family Care or Bereavement Purposes
- j. Form WH-380

P.5 MEASUREMENT/VERIFICATION

Independent audits, Center self-assessments, and external audits are performed as part of the NASA Desk Guide for Human Resources Operations Assessment to ensure requirements in this directive are met.

P.6 CANCELLATION

This GLPR 3600.1 cancels GLPR 3610.1B, Work Schedules w/Change 5 (12/13/2017), dated September 23, 2011.

**LAURENCE
SIVIC** Digitally signed by
LAURENCE SIVIC
Date: 2019.07.10
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Laurence A. Sivic
Associate Director

CHAPTER 1: Responsibilities

1.1 Supervisors

Supervisors shall be responsible for the following:

- a. Determining and informing employees of appropriate work schedules.
- b. Communicating requirements and expectations regarding the scheduling and granting of leave requests to employees.
- c. Approving employee absences and leave requests, in accordance with LoD Human Resources Delegation of Authority, Section IV, Attendance and Leave.

1.2 Employees

Employees shall be responsible for the following:

- a. Adhering to the requirements of the assigned tour of duty and leave request/approval procedures.
- b. Ensuring that his or her work responsibilities are met, including being available for meetings.
- c. Accurately recording the total workhours and/or leave hours in the automated time and attendance system, in accordance with established requirements.
- d. Notifying his or her supervisor when leaving the Center during duty hours (not including lunch periods).
- e. Notifying his or her supervisor of plans to deviate from the lunch hour band and/or the core hour requirement in advance, in order to obtain supervisory approval. Requests will be processed in accordance with procedures established by the supervisor.

CHAPTER 2: Annual Leave

2.1 Scheduling and Granting Annual Leave

2.1.1 Annual leave is considered scheduled when it has been requested by the employee and approved by the supervisor in advance. Annual leave shall be requested and approved in writing via e-mail, NASA's electronic timekeeping system, or as determined by the supervisor.

2.1.2 Annual leave for absences as a result of incarceration may be approved, subject to the supervisor's right to schedule.

2.1.3 If an employee requests annual leave and the employee has no annual leave available (including available advanced annual leave), approved leave will be charged to available compensatory time off, then available credit hours, other appropriate paid leave, and then to Leave Without Pay (LWOP) (if no paid leave is available).

2.1.4 For emergency annual leave, the employee shall contact his or her supervisor on the first day of the absence and request leave. When requesting emergency annual leave, the employee shall specify the estimated duration and reason for the absence. The notification shall be made at the start of, or within two hours after, the beginning of the employee's scheduled tour of duty. For employees on a flexible work schedule, this notification shall be done by the end of the flexible start band.

2.1.5 If the duration of the absence is unknown at the time of the initial request, the employee shall contact his/her supervisor to request leave at the beginning of the employee's scheduled tour of duty for each day he/she will be absent. When necessary, a supervisor may require employees to report such absence in advance of their scheduled tour of duty. This applies to work situations which require a continuous operation schedule, to those employees whose work shift extends into, or is followed immediately by, the next scheduled work shift, or if necessary to meet operational demands. In these cases, the supervisor shall inform employees of the advanced reporting requirements, the time limit for reporting, and the person to whom the notification is to be made.

2.1.6 An employee's failure to give the required notice may result in the absence being charged to absence without leave (AWOL). The supervisor may make an exception to the reporting time requirement when established facts indicate that the employee had an acceptable reason for failing to report within the time specified.

CHAPTER 3: Sick Leave

3.1 Leave Authorization

3.1.1 Approval or Disapproval

a. Supervisors are responsible for approving applications for the use of earned sick leave, ascertaining that the circumstances of the absence justify approval, and ensuring that required documents have been submitted.

b. When an application for sick leave is disapproved, the supervisor shall notify the employee. If the circumstance of the absence does not justify the charge to sick leave, the absence may be charged to annual leave or LWOP (see Chapter 5) if annual leave is not available, based on the request of the employee and approval of the supervisor. When the circumstance warrants, the absence may be considered an unauthorized absence and charged to AWOL as set forth in Chapter 8.

3.1.2 Employees are entitled to use accrued sick leave, if requested in accordance with established procedures and medically documented.

3.1.3 Leave Substitution

When sickness for one or more days occurs during a period of annual leave, the supervisor may approve the period of sickness as a charge to sick leave provided:

a. The employee requests the approval of sick leave from his or her supervisor within two days after return to duty, or he or she may request sick leave by notification to his or her supervisor on the day of the illness. If the sick leave is approved, the certificate in section 3.3 is not required for an absence of three consecutive days or less.

b. The timesheet is corrected to show the approved sick leave absence and the reduction of the previous annual leave charge. If the sick leave absence is more than three consecutive workdays, the request and approval should be documented in writing via e-mail or through NASA's electronic timekeeping system. If a correction must be made to a previously submitted timesheet, a corrected timesheet shall be submitted in NASA's electronic timekeeping system.

3.1.4 Annual leave may not be retroactively substituted for regular sick leave which has been applied for and granted.

3.1.5 An approved absence otherwise chargeable to sick leave may be charged to annual leave if requested by the employee and approved by the supervisor.

3.2 Absence Request or Notification

3.2.1 An employee shall request advance approval from his/her supervisor for sick leave for his/her own or family member's prearranged medical, dental, or optical examination or treatment

and, to the extent possible, for the adoption of a child or to make arrangements/attend the funeral necessitated by the death of a family member.

3.2.2 An employee who has an unplanned absence because of his/her own or a family member's illness or injury shall notify his or her supervisor on the first day of the absence and inform him or her of the approximate duration of the absence. The notification shall be made at the start of, or within two hours after, the beginning of the employee's scheduled tour of duty. For employees on a flexible work schedule (such as Maxiflex), this notification shall be done no later than the end of the flexible start band. If the duration of the absence is unknown at the time of the initial request, the employee is responsible for contacting his/her supervisor to request leave at the beginning of the employee's scheduled tour of duty for each day he/she will be absent.

3.2.3 An employee's failure to give the required notice may result in the absence being charged to absence without leave and/or the initiation of appropriate disciplinary action. The supervisor may make an exception to the reporting time requirement when established facts indicate that the employee had an acceptable reason for failing to report within the time specified.

3.2.4 If the employee requests sick leave and the employee has no sick leave available, approved leave will be charged to available annual leave, then available compensatory time off, then available credit hours, other appropriate paid leave, and then to LWOP (if no paid leave is available).

3.3 Sick Leave Certification

3.3.1 A doctor's certification is normally not required for periods of absence for sick leave of three consecutive workdays or less.

3.3.2 Normally, sick leave absences, including those related to leave substitution, in excess of three consecutive workdays shall be supported by a medical certificate. The medical certificate shall come from a health care provider. It shall be signed and dated. Electronic signatures are acceptable. The definition of health care provider is contained in 5 CFR § 630.1202. However, a supervisor may determine that the employee's personal certification is sufficient. An e-mail may be used to document this certification. The medical certificate or other acceptable evidence of incapacity shall be submitted to the supervisor within 15 days of the request. If the employee is unable to provide evidence within 15 days, despite the employee's diligent, good faith efforts, he or she shall provide it within a reasonable period of time, but no later than 30 calendar days after the supervisor makes the request. If the employee fails to provide the required evidence within the specified time period, he or she is not entitled to sick leave.

3.4 Permission to Return or Continue to Work

3.4.1 The employee shall receive clearance from his/her medical provider to continue to work or resume work duties in the following situations:

a. The employee has been absent for ten or more consecutive workdays because of illness or injury, regardless of the type of leave to which the absence period may be charged.

b. The employee has had a contagious disease, regardless of the duration or type of leave to which the absence may be charged.

c. The employee has been caring for a member of his/her immediate family afflicted with a contagious disease, regardless of the duration or type of leave to which the absence may be charged.

3.4.2 For the absence described in 3.4.1, the employee shall present, upon return to duty, a medical clearance. The medical clearance should state the reason for the absence, specify the date the employee may return to duty, and, if appropriate, state restrictions or limitations as to the type of duties that may be performed upon resuming work, and the time period when the employee may resume full-duty status.

3.4.3 The employee returning to duty after any absence specified in 3.4.1 should immediately report to his/her supervisor. The supervisor may request the opinion of a medical doctor in regard to the medical justification and return to duty certification provided.

3.4.4 If the Medical Officer's opinion is that the employee is not ready, willing, and able to work in his/her current position, consideration will be given to placing the employee in a temporary light-duty assignment, approving the employee's request for additional paid or unpaid leave, and/or considering if the use of administrative leave is appropriate. In such cases, the supervisor should contact the Employee Relations Officer for assistance before proceeding.

3.5 Sick Leave and Telework

3.5.1 Employees with medical documentation that indicates they are incapacitated to work shall not perform any assigned work during the period of incapacitation.

3.5.2 If an employee believes he/she may medically be able to telework while recuperating from an illness/injury, he/she shall obtain medical documentation that supports such a request and submit this with the telework request to their supervisor. The telework request will be approved or denied in accordance with NPR 3600.2.

CHAPTER 4: Leave for Family and Personal Care

4.1 Family and Medical Leave Act (FMLA) Entitlement

FMLA leave is not an additional leave category. It entitles eligible employees to unpaid leave (leave without pay or LWOP) for particular family or medical needs. It also allows for paid leave (annual leave or sick leave) to be substituted for unpaid leave, if used in accordance with established regulatory provisions (5 CFR § 630.1201-1212).

4.2 FMLA Requests

4.2.1 FMLA leave may involve leave without pay, annual leave, sick leave, or advanced sick leave.

4.2.2 Advanced notice shall be given when invoking entitlement to FMLA. If the leave to be taken is foreseeable based on an expected birth, placement for adoption or foster care, or planned medical treatment, the employee shall provide notice of his or her intent to take family and medical leave not less than 30 days before leave is to begin or, in emergencies, as soon as is practicable.

4.2.3 All FMLA leave should be requested in writing, regardless of the amount or type of leave being taken.

a. The leave-approving supervisor is responsible for ensuring that each FMLA request is maintained and the amount of FMLA leave taken and used in a 12-month period is accurately tracked.

b. Leave-approving supervisors shall ensure that FMLA leave is not granted in excess of the 12-week entitlement.

4.2.4 An employee will be granted provisional leave until all documentation is submitted in accordance with established requirements outlined in section 4.3.

4.2.5 If an employee does not comply with the notification requirements and does not provide medical certification in accordance with OPM regulations as outlined in this chapter, the employee is not entitled to FMLA leave nor any of the employment and benefit protections of the FMLA. In addition, the Center may then charge the employee AWOL or approve annual leave, sick leave, or LWOP as requested by the employee, in accordance with established procedures, to cover the period of absence.

4.3 Notice of Leave and Documentation Requirements

4.3.1 All FMLA leave requests shall include supporting documentation. The U.S. Department of Labor Certification of Health Care Provider Form (Form WH-380) may be used for this purpose and it can be found on the OPM Web site – <https://www.opm.gov/policy-data-oversight/pay-leave/leave-administration/#url=Leave-Forms>.

4.3.2 If the Center questions medical documentation, the Center may:

a. Require a second opinion, at the Center's expense, from a Center designated or approved independent health care provider. An opinion from a third health care provider may be required by the Center if the second opinion differs from the original one. The third health care provider will be designated or approved jointly by the Center and the employee and will be at the Center's expense. The third opinion will be binding.

b. The Center may also require recertification on a periodic basis. In such cases, the Center will notify the employee of the need for a recertification.

(1) Recertification may not be requested more than once every 30 calendar days for leave taken for the purposes of pregnancy, chronic conditions, or long-term conditions.

(2) Recertification for leave taken for other purposes may not be requested until the duration period specified in the medical documentation passes.

4.3.3 Any exception to this requirement may be made if the employee requests that the original leave period be extended, the circumstances described in the original documentation change significantly, or the Center-received information casts doubt on the continuing validity of the medical documentation.

4.3.4 If leave taken is foreseeable based on a planned medical treatment, the employee is responsible for consulting with his/her supervisor and scheduling the treatment so as not to unduly disrupt the operations of the Center. The Center may, for justifiable cause, request that an employee reschedule medical treatment, subject to the approval of the health care provider.

4.3.5 If the need for leave is not foreseeable, the employee (or his/her personal representative) is expected to provide notice to his/her supervisor within a reasonable period of time appropriate to the circumstances involved.

4.3.6 Employees shall provide required medical certification for a serious health condition no later than 15 calendar days after the date the Center requests the medical certificate. If it is not practicable under the circumstances to provide the certificate within 15 calendar days, the employee shall provide it within a reasonable period not to exceed 30 calendar days from the request.

4.3.7 A return-to-work certificate shall be required for FMLA leave invoked for a personal serious health condition or to care for another with a contagious illness in accordance with paragraph 3.5.2.

4.3.8 An employee on extended FMLA leave is expected to provide to his/her supervisor periodic updates on his/her status and intention to return to work.

4.4 Sick Leave for Family Care or Bereavement Purposes (formerly known as Family Friendly Sick Leave)

4.4.1 In addition to using sick leave for an employee's own medical reasons, employees may also use sick leave for family care purposes and bereavement. For more information, see OPM Fact Sheet: Sick Leave for Family Care or Bereavement Purposes – <https://www.opm.gov/policy-data-oversight/pay-leave/leave-administration/fact-sheets/sick-leave-for-family-care-or-bereavement-purposes>.

4.4.2 For information on leave and workplace flexibilities for childbirth, adoption, and foster care, see the OPM Handbook on Leave and Workplace Flexibilities for Childbirth, Adoption, and Foster Care: <https://www.opm.gov/policy-data-oversight/pay-leave/leave-administration/fact-sheets/handbook-on-leave-and-workplace-flexibilities-for-childbirth-adoption-and-foster-care.pdf>

CHAPTER 5: Leave Without Pay (LWOP)

5.1 Policy

5.1.1 The LWOP is a temporary nonpay status and absence from duty.

5.1.2 The LWOP shall only be granted to employees when it is considered to be in the best interest to NASA or there are compelling humanitarian considerations and the mission of the Center will not be negatively impacted.

5.1.3 More information is available on the OPM Fact Sheet: Effect of Extended LWOP (or Other Non-pay Status) on Federal Benefits and Programs – <https://www.opm.gov/policy-data-oversight/pay-leave/leave-administration/fact-sheets/effect-of-extended-leave-without-pay-lwop-or-other-nonpay-status-on-federal-benefits-and-programs>.

5.2 LWOP Authorization

5.2.1 Authorizing LWOP is a matter of supervisory discretion. Employees are entitled to LWOP only under certain conditions as described in OPM Fact Sheet: Leave Without Pay – <https://www.opm.gov/policy-data-oversight/pay-leave/leave-administration/fact-sheets/leave-without-pay>.

5.2.2 Matters that will be considered when an employee requests LWOP:

a. Each request for LWOP will be examined closely to assure that the value to the Government or the serious needs of the employee are sufficient to offset the costs and administrative inconveniences that result from the retention of an employee in a LWOP status.

b. Encumbrance of a position.

c. Loss of employee's services.

d. Obligation to provide employment at the end of the approved LWOP.

e. Credit of up to six months in a non-pay status during any calendar year is creditable service.

f. Eligibility for continued coverage (without cost to the employee for up to one year) for life insurance and continued coverage (with payment of employee's portion of the premiums by the employee for up to one year) for health insurance benefits.

5.2.3 Short periods of LWOP may be approved to accommodate personal needs if the work requirements of the organization will not be negatively impacted.

5.2.4 The LWOP shall not be approved instead of establishing a part-time schedule. Normally, LWOP shall not be approved intermittently if the total amount of LWOP will total more than 30 workdays in a leave year, unless the leave is requested under the FMLA.

5.3 Absence Charge

5.3.1 The LWOP is not charged for a holiday when the employee returns to duty at the beginning of the workday after the holiday.

5.3.2 The LWOP is charged for a holiday when the employee is in a LWOP status the last hour of the workday before and the first hour of the workday after the holiday.

5.4 Standards of Conduct

5.4.1 While in a LWOP status, employees remain subject to the Standards of Conduct for Employees in the Executive Branch (5 CFR 2635) and are responsible for conducting themselves in accordance with the regulations.

5.4.2 During the period that an employee is participating in a full-time university program, the employee may not perform work under a NASA grant or contract with the university or assist in the preparation of a proposal for a grant or contract that is to be submitted to NASA by the university without specific approval by the Agency.

CHAPTER 6: Excused Absences

6.1 Policy/Guidance

6.1.1 Excused absences may be granted in limited circumstances for the benefit of the Agency's mission or a government-wide recognized and sanctioned purpose.

6.1.2 An employee may be granted an excused absence or excused from work performance only during the basic workweek hours. An excused absence may not be granted during an employee's irregular overtime or Sunday work since entitlement is conditional upon actual work.

6.1.3 The Center has determined that an excused absence is appropriate for the circumstances outlined in this chapter as long as the absence will not have a negative impact on the accomplishment of the work of the organization and the absence is requested in advance and in accordance with established procedures, including appropriate documentation and approval by the appropriate authority. If not otherwise noted, the immediate supervisor is authorized to approve an excused absence for the purposes outlined below.

6.2 Excused Leave for Voting and Voter Registration

6.2.1 As appropriate, employees may be granted an excused absence to register or vote in Federal, state, county, or municipal elections, or in referendums on any civic matter in their community. An excused absence to register to vote will only be granted if the registration cannot be accomplished on a non-workday or during non-duty hours.

6.2.2 Supervisors may grant excused absences to vote on Election Day if polls are not open at least three hours before or after an employee's regular work schedule. Employees who meet this criteria may be granted an amount of excused leave which will permit them to report for work 3 hours after the polls open or leave work 3 hours before the polls close, whichever requires the least time off.

6.2.3 It should be rare employees on a flexible work schedule (i.e., Maxiflex), irregular tour, or alternative work schedule be granted an excused absence to register or vote.

6.2.4 If voting by absentee ballot is permitted, the employee may not be granted an excused absence.

6.3 Social Functions

6.3.1 Officially sponsored organizational social functions are those open to all employees in a particular organization; used to celebrate promotions, retirements, project accomplishments, or seasonal events; and approved in advance at the division level or equivalent.

a. Employees may be granted a duty time by immediate supervisors to attend such functions as follows: up to one hour for one-time events (promotions, retirements, etc.); and up to two hours in a calendar year for seasonal events (picnics, holiday celebrations, etc.).

b. Approving officials may also specifically approve duty time to be used to set up for and/or clean up after the event.

6.3.2 Employees may use duty time to attend Center-wide sponsored activities such as anniversary celebrations, holiday celebrations, special event celebrations, etc., as long as there will be no significant impact to accomplishing assigned work.

6.3.3 Individual employees are expected to obtain approval in advance from their immediate supervisor for their attendance at such events on official time. Any time spent at an event during normal duty hours, beyond that specifically approved as official time or excused absence, as appropriate, must be charged to an appropriate leave category.

6.3.4 Events anticipated to last longer than one hour should be scheduled either around the lunch hour or near the end of the workday to enable individuals to reasonably continue attendance while minimizing disruption to their normal work schedule.

6.3.5 Social activities held at the Center remain subject to the requirements of GLPD 1590.2.

6.4 Glenn Occupational Health and Wellness Program

Employees should be provided duty time for voluntary or required participation in the Glenn Occupational Health and Wellness Program listed below. Participation in NASA health programs held offsite should be recorded as duty time as outlined in the following:

a. An employee should be provided duty time for emergency diagnosis or first-aid treatment administered onsite for a non-occupational illness or health emergency that occurs during the employee's work hours. If it is determined that the employee is too ill to resume his/her duties or emergency treatment is required at external medical facilities, the additional absence is charged to available sick leave or annual leave, or otherwise to LWOP, based on the employee's request.

b. An employee should be provided duty time for fitness for duty examinations and health examinations, such as the pre-placement examination and periodic re-examination required by the job assignment for designated employees in critical occupations, the examinations of employees who are exposed to a potentially hazardous environment, etc., if performed on site during the employee's normal duty hours. The employee may be granted an excused absence when the physical examination or test is required by the Medical Officer to be conducted at external medical facilities. The excused absence granted is limited to the time spent in travel and in undergoing the examination of tests. Generally, the excused absence period should not exceed eight hours. If the absence period extends beyond eight hours because exceptional circumstances are involved, the absence shall be approved by the Director of the GRC Human Resources Office. In this case the employee submits, for approval, a letter showing the necessity for the additional time. The letter is forwarded through supervisory channels to the Director Of Human Capital Office. Any excused absence granted shall be recorded on the time and attendance worksheet.

c. An employee should be provided duty time for preventive health services which include annual physicals, health education, specific disease examination, immunizations for overseas travel, etc., that were provided onsite during the employee's normal duty time.

d. An employee should be provided duty time, normally no more than three hours, for initial assessment appointments with the NASA Glenn Employee Assistance Program (EAP), when provided onsite. If the employee uses a NASA Glenn EAP offsite provider, duty time will be approved not to exceed 4 hours.

CHAPTER 7: Court Leave

7.1 Policy

The Center will grant court leave for jury and witness duty as provided for in 5 USC 6322 and NPR 3600.1.

7.2 Duration and Return

7.2.1 The court leave of absence is granted from the date stated in the summons/subpoena until the employee is discharged by the court.

7.2.2 When the employee is excused or discharged by the court (either for an indefinite period subject to call back by the court or for a definite period in excess of one day), the employee shall return to work.

7.2.3 When the employee is excused from jury duty for one day or a substantial part of a day, the employee is expected to return to duty. When approved by the supervisor, no return is required if there are less than two hours remaining in the workday or the return would create an unreasonable hardship on the employee and the employee can be excused from duty without an impact on the work of the organization.

7.3 Procedures

7.3.1 When an employee is called for jury service, the employee shall immediately notify his/her supervisor and provide a copy of the court order, summons, or subpoena received.

7.3.2 Upon notification, the supervisor:

- a. Notifies Chief Counsel to authorize postponement of jury duty (refer to Section 7.4, Excuse from Jury Duty), or
- b. Approves the absence as a charge to court leave if the employee is eligible and postponement is not requested. The absence is noted as Court Leave (CL) on the time and attendance worksheet if court leave is granted.

7.3.3 Upon return from jury service, an employee granted court leave shall present his/her certificate of attendance to the NASA Shared Services Center (NSSC) and their supervisor and refund jury fees to the Agency per NPR 9610.1 and NPR 9620.1. If jury fees are not involved, the certificate of attendance should be submitted through the supervisor to the NSSC.

7.3.4 An employee granted court leave shall present written evidence of attendance as a juror. This certificate should show dates served and the amount of jury fees, if any. The certificate is obtained from the Clerk of Courts or an officer of the court. If the certificate of attendance is not submitted, the absence will be charged as deemed appropriate by the supervisor.

7.4 Excuse from Jury Duty

7.4.1 Only in exceptional situations in which the public interest would be better served by an employee's staying on the job, e.g., where the services of the employee are absolutely necessary, will the GRC request release of an employee from jury duty.

7.4.2 In such cases, the employee's supervisor shall provide a written justification for release through the management chain including Director, Office of the General Counsel. The justification shall include:

- a. A copy of the summons, and;
- b. The specific project/work that requires postponement of jury duty and clearly shows to what extent the work schedule would be affected by the employee's absence.

7.4.3 The Chief Counsel will prepare a letter to the court explaining the facts and requesting the postponement. A copy of the letter is sent through supervisory channels to the employee.

7.5 Witness Service

7.5.1 When called for non-NASA witness service, the employee shall request advanced approval of the annual leave or LWOP absence from his/her supervisor.

7.5.2 When called for witness service in an official or nonofficial capacity, the employee shall immediately notify his/her supervisor. The supervisor determines from the type of service to be performed whether the absence will be considered official duty or charged to the appropriate leave category. If charged to court leave, "CL" is noted on the time and attendance worksheet. A copy of the subpoena or summons received should be forwarded to the NSSC in support of this absence.

7.5.3 When an employee is performing witness service in an official capacity, the time and attendance worksheet should reflect duty time for the period of witness service.

CHAPTER 8: Other Types of Absence

8.1 Absent Without Leave (AWOL)

8.1.1 The AWOL is not a type of leave, but is a leave charge that results from an administrative determination that the employee will not be granted any type of leave, including LWOP, for a period of absence. Reasons for denial of leave, which would result in an AWOL charge, include but are not limited to the following:

- a. Failure to follow proper leave procedures.
- b. Not meeting the eligibility requirements for sick leave (i.e., not having sick leave hours available.)
- c. Exceeding the number of Sick Leave for Family Care or Bereavement Purposes hours that can be approved.
- d. Failing to provide acceptable documentation in support of a sick leave request.
- e. Not being incapacitated for duty/not meeting the requirements for Family Friendly Sick Leave and the employee's absence would have a negative effect on the accomplishment of the work of the organization.

8.1.2 When leave has been denied and the employee is absent from work, the supervisor will place the employee on AWOL. This will be reflected on the time and attendance worksheet and documented in the time and attendance system.

8.1.3 A supervisor is authorized to retroactively charge the absence to the appropriate requested and approved leave category if the employee is able to provide acceptable justification or additional information for consideration.

8.1.4 A supervisor may retroactively change approved leave to AWOL if the employee does not submit appropriate documentation in a timely manner or additional information is obtained/learned that indicates the original approval was not justified.

8.1.5 A charge of AWOL may result in disciplinary action. When AWOL is charged, the supervisor should contact the Office of GRC Human Resources to discuss corrective action options.

8.1.6 Caution: The notations of AWOL and LWOP should not be confused or used interchangeably. AWOL is an unapproved absence from work, while LWOP is an approved absence that results in non-pay status.

8.2 Compensatory Time Off

8.2.1 Compensatory time off is time off in lieu of overtime pay for irregular or occasional overtime work.

8.2.2 Compensatory time may be granted and approved by the immediate supervisor.

8.2.3 Compensatory time off may be granted any time during the employee's scheduled tour of duty and may be used instead of sick or annual leave, if requested

8.2.4 An employee shall request compensatory time off from his/her supervisor prior to the planned absence in accordance with leave requesting procedures.

CHAPTER 9: Tours of Duty

9.1 Tours of Duty

The tours of duty available to an employee of GRC are as follows:

- a. Traditional tours (see paragraph 9.4)
- b. Irregular (first 40 hours) tours (see paragraph 9.5)
- c. Maxiflex tour (see paragraph 9.6)

9.2 Assignment to Tour of Duty and Location During Duty Hours

An employee is assigned to a tour of duty as follows:

9.2.1 All employees are assigned to the maxiflex tour of duty unless specifically assigned to another tour of duty.

9.2.2 When traveling for official Government business, an employee should arrange travel times during official business hours (8 a.m. to 4:30 p.m.) to the greatest extent possible. On travel days, an employee is normally expected to follow the traditional tour hours of 8 a.m. to 4:30 p.m. While at a temporary duty (TDY) site, the employee is expected to conform to the operational hours of the TDY site.

9.2.3 When work demands require employees to be present outside the scope of an assigned tour of duty, supervisors may reassign employee hours for the affected day, week, pay period, etc., to ensure that the work is accomplished to meet mission needs. Deviations to established tours of duty to meet temporary, one-time, or recurring work situations should be documented in the automated time and attendance system.

9.2.4 Each employee has an assigned place of duty (physical location or workstation).

9.2.5 For any absence from the Center at the starting time, during the hours of duty, or at the end of the workday, employees are expected to keep their supervisors informed and to ensure that the time recorded in the automated time and attendance system accurately reflects the total time worked for the day. Employees are expected to adhere to NPR 3600.2, NASA Telework Program while in a telework status.

9.3 Changing Tour of Duty Assignment

An employee's tour of duty assignment may be changed by submitting a written request from an employee's first line supervisor to the Financial Services Branch.

9.4 Traditional Tour of Duty

9.4.1 The basic work requirement for a full-time employee assigned to a traditional tour of duty is 8.5 hours per day (including an unpaid 30-minute lunch period). This equates to 40 workhours in a workweek and 80 workhours in a pay period.

9.4.2 The traditional tour of duty for an employee of GRC is 8 a.m. to 4:30 p.m., with a 30-minute lunch period that can be taken any time during the flexible lunch period outlined in Chapter 10.

9.4.3 Except for cases when officials, designated in Chapter 1, determine that the Center would be seriously handicapped in carrying out its functions or that costs would be substantially increased, special traditional tours of duty will be established according to the following requirements:

- a. Days outside the basic workweek will be consecutive.
- b. The occurrence of a holiday will not affect the designation of the basic workweek.
- c. Breaks in working hours of more than 1 hour to create a “split shift” will not be scheduled.

9.4.4 The specific workhours for a full-time employee to be established on a special traditional tour of duty will be specified in writing. This request will include the established workdays; number of hours, including overtime hours, if applicable; hours of the workday; and designated lunch time.

9.5 Irregular (First 40 Hours) Tour of Duty

9.5.1 The basic work requirement for an employee on an irregular tour of duty is 40 hours per work week.

9.5.2 The two types of irregular tours of duty for an employee of GRC are as follows:

a. Unlimited irregular tour includes the first 40 hours of a basic workweek, scheduled over not more than 6 days of the administrative workweek. This tour may only be used for those cases outlined in paragraph 9.5.3, and only in instances when work between 6 p.m. and 6 a.m. is necessary to meet the work demands of the organization or the Center.

b. The limited irregular tour includes the first 40 hours of a basic workweek scheduled between the hours of 6 a.m. and 6 p.m., over not more than 6 days of the administrative workweek. This type of irregular tour may be used for those situations outlined in paragraphs 9.5.3.

9.5.3 Justification of assignment to an irregular tour of duty:

a. A full-time employee may be assigned to an irregular tour if it is impracticable to prescribe a regular schedule for each workday due to the work requirements. This approach is used if significant additional costs will be incurred, or the ability of the organization to carry out its assigned function, or the employee’s personal life would be adversely affected.

b. A full-time employee may be assigned to work a limited irregular tour on a temporary basis for personal reasons (i.e., to help balance work and family responsibilities, to take care of a personal medical condition, etc.) if:

- (1) the assignment will not appreciably interfere with accomplishment of the work,
- (2) no additional costs to the Government will be incurred,
- (3) premium pay will not be paid solely because of the tour, and
- (4) the situation cannot be accommodated using another available tour of duty or other available flexibility with less impact to the organization and/or Center.

9.5.4 Eligibility:

- a. Full-time exempt employees are eligible for assignment to an irregular tour of duty.
- b. Full-time nonexempt and part-time employees (both exempt and nonexempt) are ineligible for assignment to an irregular tour of duty.

9.5.5 An employee assigned to an irregular tour is normally expected to comply with the tour of duty assigned to his or her organizational unit and to deviate only when necessary to satisfy the requirements of his or her job or personal circumstances (if approved under paragraph 9.5.3 above).

9.5.6 When necessary, an immediate supervisor may prescribe a specific start time and/or workhours for an employee to meet specific work requirements on a short- or long-term basis. A supervisor will normally provide the employee with advance notice and the justification for the change. The supervisor shall specify the dates for which this change will be in effect.

9.5.7 Daily work performance may be credited in no less than 15-minute increments. Fractional parts of the 15-minute increments may not be accumulated from day to day.

9.5.8 Additional hours of officially ordered and approved duty in excess of 40 hours within the administrative workweek are considered overtime hours.

9.5.9 An employee assigned to an irregular tour of duty who is required to work between 6 p.m. and 6 a.m. is paid night differential for hours after 6 p.m. and before 6 a.m. during the first 40 hours of the administrative workweek. An employee is considered to be “required” to work if the time worked during these hours is needed to meet the 40-hour weekly requirement.

9.5.10 An employee assigned to an irregular tour of duty who is required to work on a Sunday is entitled to Sunday pay. An employee is considered to be “required” to work if the time worked is needed to meet the first 40-hour weekly requirement.

9.6 Maxiflex

9.6.1 All employees are eligible for the maxiflex tour of duty.

9.6.2 The basic work requirement for a full-time employee is 80 hours in a biweekly pay period, and for part-time employees, as specified on the Standard Form (SF)-50 establishing the part-time position. The basic work requirement for employees, other than Senior Executive Service (SES), shall be worked between 6 a.m. and 6 p.m., Monday through Friday.

9.6.3 An employee may vary arrival and departure times on a daily basis.

9.6.4 Full-time employees, other than SES, are normally expected to be on duty during the core hours of 9:30 a.m. to 2:30 p.m. (excluding lunch), unless the employee is on approved leave, compensatory time, credit hours, excused absence, or other leave category. An exception to the core hour requirement may be made by supervisors on a case-by-case basis. This exception provision may be used to allow an employee to be absent from work on a scheduled workday if they have already met their biweekly work requirement. SES employees are exempt from the core hour requirement.

9.6.5 All employees, other than SES, may earn credit hours on a maxiflex schedule by working more than the biweekly work requirement.

a. The SES employees are not eligible for compensatory time off, credit hours, or premium pay (e.g. overtime pay, Sunday premium pay, holiday premium pay, night pay, standby duty pay, and hazardous duty pay). As a result, references to credit hours in the remaining sections of this chapter are not applicable to SES employees.

b. Credit hours are worked at the employee's option. The employee will keep the supervisor informed of credit hours to be worked by notifying the supervisor prior to working the hours or in accordance with the notification requirements established by the supervisor. The supervisor may restrict credit hours if there is no actual work that can be performed within the scope of the employee's position during the hours the employee is proposing to work. Credit hours cannot be earned while an employee is in a travel status. Travel status is defined as the status traveling to and from the employee's duty station when on official government travel.

c. Credit hours may be accumulated and carried over from one biweekly pay period to another within established limits for an indefinite period of time (see paragraph 9.6.5h).

d. Supervisors will approve the use of earned credit hours unless it will adversely impact the employee's work assignment or the accomplishment of the organization's mission.

e. An employee may request using credit hours on a pay-period-to-pay-period basis. The same procedure used to request leave in the organization may be used for this purpose (i.e., submitting an e-mail request and reflecting the approved credit hours in the automated time and attendance system).

f. Credit hours earned and used will be noted in the automated time and attendance system. Approval will be documented by the certification of time by the supervisor.

g. Credit hours may not be recorded as used before they are earned. If credit hours are being earned and used in the same pay period, they should be recorded as being earned on the day they are earned and being used at the end of the biweekly pay period.

h. Credit hours are distinguished from overtime hours in that they are not officially ordered and approved in advance by management. Except as provided below, credit hours may only be worked within an employee's non-overtime tour of duty during the hours from 6 a.m. to 8 p.m., Monday through Friday. An employee may earn credit hours on Saturday and Sunday between 6 a.m. and 6 p.m., with prior supervisory approval. Approval or disapproval shall be based upon valid business reasons.

i. A full-time employee may accumulate and carry forward no more than 24 credit hours from pay period to pay period. A part-time employee may accumulate and carry forward no more than one-quarter of the employee's biweekly work requirement from pay period to pay period. Both the employee and supervisor are responsible for ensuring that the carryover limit is not exceeded. Any credit hours over the carryover limit will be forfeited.

j. An employee who is permanently removed from the maxiflex tour of duty will be paid for accumulated credit hours at his or her current basic pay rate. Payment for accumulated credit hours is limited to a maximum of 24 hours for a full-time employee. For a part-time employee, the limit is one-quarter of the employee's biweekly work requirement. An employee may not be compensated for credit hours for any other reason (e.g., excess credit hours that cannot be carried forward into the next pay period).

9.6.6 An employee shall record the number of hours worked per day, as well as the total number of leave hours, including credit hours, as applicable, in the automated time and attendance system. A supervisor, however, may require an employee to record in and out times on a separate record, if abuse is suspected.

9.6.7 An employee is encouraged to develop a work schedule that balances work requirements with personal needs. Credit hours can only be earned when there is work to be performed. Supervisors retain the right to determine the work to be performed.

9.6.8 An immediate supervisor may prescribe and direct a specific start time and/or workhours for an employee to meet specific work requirements on a short- or long-term basis. When this is necessary, supervisors will normally provide the employee with advance notice. The supervisor will afford the employee as much advance notice as practical when it appears that conditions will permit a return to a flexible start time.

9.6.9 Any employee found to be misusing or ineffectively using the maxiflex tour of duty may be subject to disciplinary action and/or may be placed on a different tour of duty.

9.6.10 Supervisors of non-SES employees have the authority to approve deviations to the maxiflex work requirements to address emergency situations (such as in the case of a Pandemic or Continuity of Operations situation) as follows:

a. An extension to the hours an employee may opt to work; the basic work requirement may be granted to accommodate an emergency to ensure the work is accomplished.

b. An extension to the hours an employee may opt to work; credit hours may be granted to accommodate an emergency to ensure the work is accomplished.

CHAPTER 10: Lunch Periods

10.1 Overview

10.1.1 Lunch periods are considered free time during which an employee is relieved from duty. They are not considered work time for which compensation is payable.

10.1.2 An employee who works seven or more hours in a workday is required to take at least a 30-minute unpaid lunch break. A supervisor may allow a deviation from the requirement due to work needs or other appropriate circumstances as determined by the supervisor.

10.1.3 A tour of duty without a lunch period may be authorized when the work situation requires the continuous presence of the employee or when shift schedules are in operation and an overlapping of shifts is not possible to permit time off for lunch. In these cases, an employee is required to eat lunch at or in close proximity to his or her workstation, and the time will be considered duty time for which compensation is payable.

10.1.4 Normally, the lunch period is taken between 11 a.m. and 1 p.m. An employee may opt to take an extended unpaid lunch break of up to two hours. A lunch period longer than two hours or a deviation from the normal lunch band may be authorized on a case-by-case basis.

10.1.5 Supervisors may establish set lunch periods for a specific employee or groups of employees to meet operational needs. In these cases, supervisors will normally provide employees with advance notice of these requirements and the justification for them. The supervisor shall specify the dates for which the set lunch periods will be in effect.

CHAPTER 11: Part-Time and Intermittent Work Schedules

11.1 Part-Time Work Schedules

11.1.1 A part-time work schedule may be established when an employee requests such scheduling and the supervisor determines that the part-time work schedule is in the best interest of the Center.

11.1.2 To establish a part-time work schedule, a Request for Personnel Action is submitted through the Federal Personnel and Payroll System (FPPS). The request shall state the days of the week and the number of hours in the day that the employee will work.

11.1.3 Because employee benefits, including leave accrual, are impacted by a part-time work schedule, the GRC Human Resources Office will counsel the employee considering a part-time work schedule on the impact to his or her benefits before such a change is affected.

11.1.4 An employee on a part-time work schedule will be considered to be on a maxiflex tour of duty unless it has been determined that a fixed schedule is needed. If an employee is on the maxiflex tour of duty, all maxiflex provisions are applicable (e.g., flexible time bands, and earning and using credit hours), except the requirement to adhere to core hours.

11.1.5 If there is a need to have the part-time employee work a fixed schedule, the Request for Personnel Action should reflect this by outlining the special traditional tour (hours of the day and days of the week) to be worked.

11.1.6 The supervisor may request that a part-time employee indefinitely increase his or her workhours to meet operational needs but may not require the employee to do so unless reduction-in-force procedures are followed. Decreases in workhours may be made only at the request of the employee, unless made through appropriate reduction-in-force procedures.

11.1.7 Temporary changes in workhours (either total hours worked or the days the employee is scheduled to work) may be made informally by mutual agreement of the supervisor and employee. Such changes, if for two pay periods or less, may be made by reflecting the actual hours worked in the automated time and attendance system. Changes for longer periods require that written notification be sent to the Financial Services Branch (i.e., e-mail or written memorandum) prior to the end of the pay period in which the change will begin.

11.2 Intermittent Work Schedules

11.2.1 Intermittent work schedules may be established only when the work requirements cannot be regularly scheduled in advance.

11.2.2 To establish an intermittent work schedule, a Request for Personnel Action is submitted through FPPS.

11.2.3 If an employee's work schedule evolves into specific hours and days each week that can be scheduled in advance, the work schedule should be changed to part-time or full-time, as

appropriate.

11.2.4 On the days that an employee on an intermittent schedule is on duty, the provisions of the maxiflex tour of duty are applicable except for credit hours.

11.2.5 Because employee benefits, including leave accrual, do not ordinarily apply to intermittent employees, the GRC Human Resources Office shall be contacted and will counsel the employee considering an intermittent schedule.

11.3 Part-time and intermittent work schedules will only be established through the formal mechanisms identified above. It is inappropriate to establish a part-time or intermittent schedule by approving leave without pay to be used on an ongoing intermittent basis for an extended period of time. Normally, an extended period of time will be considered anything more than 90 days. An exception to this requirement would be leave without pay taken as an entitlement under specific statutory or regulatory provisions such as the FMLA.

Appendix A. Acronyms

AWOL	Absent Without Leave
CFR	Code of Federal Regulations
CL	Court Leave
EAP	Employee Assistance Program
FMLA	Family Medical Leave Act
FPPS	Federal Personnel and Payroll System
GRC	Glenn Research Center
GLPD	Glenn Policy Directive
GLPR	Glenn Procedural Requirements
LoD	Letter of Delegation
LWOP	Leave Without Pay
NPR	NASA Procedural Requirements
OPM	Office of Personnel Management
SES	Senior Executive Service
SF	Standard Form
TDY	Temporary Duty
USC	United States Code