

DEFENSE LOGISTICS AGENCY
DEFENSE SUPPLY CENTER, COLUMBUS
POST OFFICE BOX 3990
COLUMBUS, OH 43216-5000

IN REPLY
REFER TO **DSCC-K**

JAN 20, 2000

MEMORANDUM FOR SUPERVISORS

SUBJECT: Excused Absences

Supervisors have limited authority under federal law to excuse employee absences of less than one hour. In accordance with 5 CFR 630.266, supervisors for adequate reason may excuse brief absences of less than one hour in situations where an employee is "unavoidably or necessarily absent, or tardy." This provision is addressed in the DSCC-AFGE Local 1148 Negotiated Agreement, Article 22, Section S2.

Authority to grant excused absences under 5 CFR 630.206 is limited. Federal law does not permit supervisors the authority to grant groups of employees excused absences such as a 59-minute early dismissal prior to the end of the work day or additional time beyond time granted by the DSCC Commander for authorized absences. Please direct questions concerning excused absences to your servicing Employee Relations Specialist or to Harvey Hodak, Labor Relations Officer, at 2-4112.

Director of Civilian
Personnel