

DEFENSE LOGISTICS AGENCY
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IN REPLY
REFER TO

DSCC-KIA

FEB 12 2001

MEMORANDUM FOR ALL SUPERVISORS

SUBJECT: Military Leave

The purpose of this memorandum is to inform you of recent legislative changes that affect Military leave. Public Law 106-554 amends section 6323(a) of title 5, United States Code, by adding a new paragraph (3). The new section 6323(a)(3) states that the minimum charge for military leave is 1 hour and additional charges are in multiples of 1 hour. This change became effective on December 2 1,2000.

Based on this change, it is clear that Congress recognizes an 8-hour civilian workday as the basis for accruing 1 day of military leave and that there is no intent to charge an associate military leave for the hours that he or she would not otherwise work. Therefore, a full-time associate working a 40-hour workweek will accrue 120 hours (15 days x 8 hours) of military leave in a fiscal year, or the equivalent of three 40-hour workweeks. Military leave will be prorated for part-time associates and those on uncommon tours of duty based proportionally on the number of hours in each associate's regularly scheduled biweekly pay period.

In addition, beginning December 21, 2000, an associate may be charged military leave only for the hours during which the associate would otherwise have worked and received pay. Members of the Reserves and/or National Guard will no longer be charged military leave for non-duty days (typically weekends and holidays) that occur within the period of military service. Associates who request military leave for inactive duty training (which generally is 2,4, or 6 hours in length) will be charged only the amount of military leave necessary to cover the period of training and necessary travel. Hours in the civilian workday that are not chargeable to military leave must be worked or charged to another leave category, as appropriate.

As a reminder, in accordance with DOD Financial Management Regulation, Volume 8, a copy of the orders directing the associate to active military duty must be maintained with the DSCC Time and Attendance Record, FM 340. A separate copy of the orders must be forwarded to Financial Services, DSCC-RRF. Upon completion of active military duty, the associate must submit a verification of attendance to their supervisor and to Financial Services, DSCC-RRF. All time and attendance records and supporting documents are to be kept available for audit for 6 years and 3 months in accordance with the DOD Financial Management Regulation, Volume 8, Chapter 2, Paragraph 020703.

If you have any questions regarding leave or need additional information, please contact your servicing Employee Relations Specialist, or call 2-2224 to be referred.

Acting chief of