



## FACT SHEET

### Leave

Last Reviewed: July 29, 2015

#### Background

PHS Officers are on duty 365 days a year, 24/7. That means an officer may be recalled to duty while on station, annual, administrative or terminal leave. It also means that prior approval is required for most leave from either the supervisor or leave granting authority. Additionally, a leave maintenance clerk should keep a record of leaves taken. The table below describes the types of leave available to PHS Officers.

#### Eligibility

- ▶ Officers earn 2.5 days of annual leave per 30 days based on the calendar year. In 2016, leave will be based on the fiscal year (October 1- September 30).
- ▶ Officers are not eligible for benefits under the following acts: 1) Family and Medical Leave Act, 2) Americans with Disabilities Act of 1990, and 3) The Rehabilitation Act of 1973.

#### Highlights

- ▶ Allowed to carryover 60 days of annual leave per calendar year. In 2016 only, officers may carry over more than 60 days of annual leave as there will be a transition for leave to be based on the fiscal year (October 1-September 30).
- ▶ All leave is calculated as all calendar days including nonworkdays and holidays. Nonworkdays and holidays immediately preceding or following a period of leave are not counted. If a nonworkday or holiday falls within a period of leave, it is counted as leave.
- ▶ Alternative Work Schedules (AWS) are not altered for leave (i.e., leave is for a work day, not 8 hours).

Type of Leave	Description and Requirements
Annual leave	Any period of one workday or more during which an officer is relieved from his or her scheduled working hours (other than sick leave) including all non-workdays falling within such period. Annual leave is charged as one full calendar day.
Station leave	Absence from duty and station for completing tasks that cannot be done outside of work hours and that require less than one work day to complete. Station leave is not limited to ½ day or to 4 hours. Station leave may be granted for not more than ½ work day per week to attend training at no expense to the government. Permission may be verbal or written (leave slip form PHS-1345) per agency protocol.
Sick leave	Leave granted when an officer is in need of medical services or is incapacitated for the performance of duties by sickness, injury, pregnancy or postpartum recovery period (maternity leave). There is no accrual of sick leave under the PHS leave system; however, sick leave is not without limits. An officer who becomes ill while on Annual Leave may request to have Annual Leave request amended.
Maternity leave	Period of approved sick leave related to pregnancy and postpartum recovery after delivery and is 42 days after normal delivery and 56 days after C-section (from day after discharge). Any sick leave beyond those limits must be justified by the officer's actual incapacity to return to full or limited duty.
Paternity leave	Non-chargeable leave up to 10 consecutive days within 45 days after the birth of a child. Only authorized for married PHS officers. May be combined with annual leave.

Adoption leave	Up to 21 days of non-chargeable leave in a calendar year for the purpose of adopting a child. Must be used within 21 days of the child moving to the officer's home. May be combined with annual leave. May be used on non-consecutive days. Not authorized if the child already lives with the officer, such as step-children or foster-to-adopt.
Emergency leave	Chargeable annual leave granted for personal or family emergencies involving the officer or a member of his/her immediate family (officer or spouse's parents, stepparents, grandparents, siblings, children & spouse). The initial period is usually for no more than 30 days unless the officer has a negative leave balance in which case the leave granting authority may consider only that which is absolutely necessary to take care of the emergency situation
Emergency leave of absence	Non-chargeable leave, not to extend more than 14 days. Used for a medical condition of a member of an officer's immediate family or for any hardship approved by the Assistant Secretary of Health. May only be used once during an officer's career. Granted only to prevent the officer from entering excess leave status that could result in recoupment of any pay/allowance.
Administrative leave	Excused from duty for a full workday or more without charge to annual leave. Up to 5 days per calendar year may be granted by the leave granting authority for 1) attendance at professional meetings, 2) taking professional exams, or 3) permissive temporary duty leave (see below). May use 6 additional days (3 days at each end of the move) in association with a Permanent Change of Duty Station (PCS).
Permissive Temporary Duty Leave	This is a type of Administrative Leave for an authorized absence to 1) participate or attend an official or semi-official program for which funding is not appropriated (e.g., a national convention hosted by uniformed service-connected organizations or a recruiting event), 2) house hunting in connection with a PCS, or 3) accompanying a dependent or a military member to a military treatment facility outside the local area.
Court leave (jury duty)	Non-chargeable leave of absence from duty without loss of pay or charge to annual leave to perform jury duty in a Federal, State, tribal or municipal court or to serve as a witness for the United States, the District of Columbia, or a State or local government.
Terminal leave	Any approved annual leave taken after an officer has submitted a request for separation or retirement from the Corps. Terminal leave can be all days carried over (up to 60 days) and additional earned days. Member is still active duty and receives all pays and entitlements during terminal leave.

## Resources

- ▶ Commissioned Corps Issuance System, leave policies in Chapter 6:  
[http://ccmis.usphs.gov/ccmis/PDF\\_docs/l&wschedule.prn.pdf](http://ccmis.usphs.gov/ccmis/PDF_docs/l&wschedule.prn.pdf)
- ▶ Leave slip in PDF format: [http://ccmis.usphs.gov/CCMIS/PDF\\_docs/905PHS-1345.pdf](http://ccmis.usphs.gov/CCMIS/PDF_docs/905PHS-1345.pdf)

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**Note:** Feedback and suggestions for this fact sheet are welcome and may be sent to [PPACBenefitsSC@gmail.com](mailto:PPACBenefitsSC@gmail.com). While we do not respond to emails, we do read them and will consider all comments received.

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