

Authorized Leave

2013 Holiday Season & Calendar Year 2014

1. The Adjutant General has approved administrative leave for Technicians for certain specific activities and events. AGRs will receive time off without charge to leave.
2. Information is also provided for specific activities and events for which *regular duty status, excused absence or holiday leave* is appropriate.
3. If you are interested in participating in an activity not listed here, you may request administrative leave to participate in accordance with TAG policy letter # 13-02, Community Service Activities.
4. **Administrative Leave: Exceptions and Conditions**
 - a. Only employees “on duty” are eligible to be released for *partial day* administrative leave to participate in listed activities. Employees on approved leave will continue in such status. There is no entitlement for employees who do not participate in specific events.
 - b. If alcohol is consumed, administrative leave is NOT authorized. Those individuals would be required to use personal leave.
 - c. Coverage under Worker’s Compensation for injuries sustained in an administrative leave status will be determined on a case-by-case basis by the U.S. Department of Labor.
 - d. Technicians on military orders are not entitled to administrative leave.
5. **Friday after Thanksgiving and Patriot’s Day**
 - a. The Adjutant General authorizes administrative leave to coincide with the State of Maine Holiday schedule. The **Friday** following Thanksgiving, **29 November 2013**, and Patriot’s Day, **Monday, 21 April 2014**, are paid holidays for State employees. Administrative leave is extended to all employees within this Department. There is no requirement to staff offices unless dictated by operational necessity. Any employee required to work will receive *regular* pay and administrative leave to be taken at a mutually convenient time **within** the pay period.
 - b. Full-time employees: If one or both of these days is a regularly scheduled day off, administrative leave will be allowed on another day *within the pay period*.
 - c. Part-time employees: Administrative leave is authorized only if one or both of these days falls on a “*regularly scheduled workday*”.

6. **Holiday Party**

One afternoon is authorized during the month of December to celebrate the holiday season with an office party. Up to four (4) hours of administrative leave is granted to employees who participate in planned activities under the following guidelines:

- Activities will commence no earlier than 11:30
- Activities may occur at or away from the workplace
- Civilian attire is authorized for the entire day
- If alcohol is consumed, personal leave will be charged

7. **Golf Tournaments**

The Adjutant General will grant a TOTAL of eight (8) hours administrative leave applied to community service activities outlined in TAG Policy 13-02 for participation in the following fundraising golf tournaments during calendar year 2014. The eight hours may be used all at once or split between one or more events.

- Army/Air Golf Scramble (Peter Thompson Memorial Tournament)
- NGAME Tournament
- MAINEiac Charities Tournament
- Maine Sentinel Scholarship Fund Golf Tournaments to benefit the children of the MENG
- AAMA (Augusta Area Military Association) Golf Tournament

8. **Youth Camp 2014 Volunteers**

Volunteer applications, with supervisory approval, go through a selection process. Technicians and/or AGRs selected to participate will do so under the guidelines applied to community service activities outlined in TAG Policy 13-02, any remaining days of the week must be an approved form of personal leave.

9. **Federal Women's Program Annual Luncheon**

If the Federal Women's Program conducts their annual luncheon, employees may attend, with supervisory approval, in a **regular duty status**.

10. **Other Excused Absences (In accordance with 5CFR630)**

a. **Voting:** The Federal Government has a longstanding policy of granting limited time off from work to vote in Federal, State, county, municipal elections or in referendums on civic matters. Typically, polling places are open for extended periods of time. Therefore, excused absence should rarely be needed. When appropriate, Supervisors may grant excused absence for voting purposes using the following guidance. Where the polls are not open at least 3 hours before or after an employee's regular work hours, a limited amount of excused absence may be granted to permit the employee to report for work up to 3 hours after the polls open or leave work up to 3 hours before the polls close, whichever requires the least amount of time off.

b. **Blood Donations:** Excused absence up to four hours will be granted to employees for donations to blood banks or in emergencies, to individuals.

11. **FEDERAL HOLIDAYS** require no leave approval. A list of federal holidays remaining in 2013 and all of 2014 is provided for informational purposes only.

a. Federal holidays remaining in 2013:

Monday, October 14	Columbus Day
Monday, November 11	Veterans Day
Thursday, November 28	Thanksgiving Day
Wednesday, December 25	Christmas Day

b. Federal holidays in 2014:

Wednesday, January 1	New Year's Day
Monday, January 20	Birthday of Martin Luther King, Jr.
Monday, February 17*	Washington's Birthday
Monday, May 26	Memorial Day
Friday, July 4	Independence Day
Monday, September 1	Labor Day
Monday, October 13	Columbus Day
Tuesday, November 11	Veterans Day
Thursday, November 27	Thanksgiving Day
Thursday, December 25	Christmas Day

*Holiday observed for pay and leave purposes.

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