



Arkansas Community Correction

Two Union Nation Plaza Building
105 West Capitol, 3rd Floor
Little Rock, AR 72201-5731
(501) 682-9510 (501) 682-9513 (fax)

ADMINISTRATIVE DIRECTIVE: AD 15-07 EMPLOYEE LEAVE

TO: ARKANSAS COMMUNITY CORRECTION (ACC) EMPLOYEES

FROM: SHEILA SHARP, DIRECTOR

SUPERSEDES: AD 10-10

Page 1

APPROVED: _____ EFFECTIVE:

- I. APPLICABILITY.** This policy applies to all ACC employees.
- II. POLICY.** All employees are expected to abide by the leave guidelines as outlined in this policy.
- III. EMPLOYEE LEAVE.**
 - A. Annual Leave.** Annual leave is earned at a predetermined rate based on years of service. Leave is earned during each month and is available the first day of the following month. Leave cannot be used until it is available. Annual leave can be used in increments of 15 minutes.

For employees using approved alternative work schedules of 10-hour days, when taking a full day of annual leave, it will be charged at a rate of 10 hours a day not to exceed 40 working hours in a seven-day work week or 80 hours in a 14-day pay period.

Employees must request leave in advance and receive approval by the supervisor prior to the leave beginning. Supervisors may deny a leave request due to “business necessity.” An employee will not earn annual leave when on leave without pay for ten (10) or more cumulative days within a calendar month.

Annual Leave is cumulative and no employee can have more than 30 days (240 hours) accumulated on December 31 of each year. Accrued leave may exceed 30 days (240 hours) during the calendar year, but those days in excess of 30 days (240 hours) will be forfeited if not used by December 31 of each year. Employees who have a balance exceeding 30 days (240 hours) at the end of the calendar year may donate their time over 30 days (240 hours) to the Catastrophic Leave Bank or as shared leave. Accrued Birthday and Holiday leave balances are not forfeited at the end of the year even though the employee is carrying over 30 days (240 hours) of annual leave. Employees cannot borrow from anticipated future accruals and may not use annual leave accrued by other employees, unless approved as shared leave.

All compensatory time should be used before the use of annual leave. Employees transferring without a break in service, between state agencies and/or state-supported institutions of higher education, that are covered by these policies, shall retain all accumulated annual leave. When an employee terminates employment with the state, they are eligible to receive a payout of their annual, as well as birthday and holiday, leave balances; however, the payout may not exceed 30 days or 240 hours.

B. Court and Jury Leave. An employee who serves as a juror or is subpoenaed as a witness, not involving personal litigation or service as a paid witness outside the scope of state employment, is entitled to receive normal and full compensation in addition to any fees paid for such services. The employee is required to furnish a copy of the jury notice and/subpoena to qualify for this benefit. If the employee provides reasonable notice of the required proceedings, the employee shall not be subject to discharge from employment, loss of annual or sick leave or accrual rates and any other penalty as a result. Court and jury leave is not annual leave. Employees who work night shifts and are required to serve in court during the day or are subpoenaed as a witness in a court or hearing, not involving personal litigation or service as a paid witness outside the scope of state employment, will be allowed to take court and jury leave on the night shift of the day on which they served.

C. Catastrophic Leave. The Catastrophic Leave Program allows the continuation of salary and benefits for an eligible employee who has exhausted all paid leave due to a medical condition and/or catastrophic illness. A catastrophic illness is a medical condition as certified by a physician of the employee or the employee's spouse, parent or child who may be claimed as a dependent under the Arkansas Income Tax Act of 1929, that requires the employee's absence from duty for a prolonged period of time and which, except for the catastrophic leave program, would result in a substantial loss of income to the employee because of the exhaustion of all earned sick and annual leave.

1. Eligibility Requirements for Catastrophic Leave:

- a. The applicant must be a regular full-time employee.
- b. The employee must have been employed by the State of Arkansas for more than two (2) consecutive years in a regular, full-time position from the date of application.
- c. Employees must have exhausted all sick, annual, holiday and compensatory leave, and at the onset of the illness or injury, had to his/her credit at least eighty (80) hours of combined sick and annual leave. "Onset of the Illness" means the initial beginning or start, as certified by a physician, of the medical condition that created the need for the catastrophic leave request. If a recurrence of the same illness necessitates a subsequent catastrophic leave request, the eligibility requirement that the employee have eighty (80) hours

of combined sick and annual leave at the onset of the illness will not be required on the illness recurrence date.

- d. The "80-hour requirement" may be waived for an otherwise eligible employee if an "extraordinary circumstance" is declared by the ACC director due to the applicant providing documentation that one of the following conditions has occurred:
 - 1) The employee applying for catastrophic leave had, during the previous two (2) year period, another medically documented, catastrophic illness, as defined by this policy, that was not compensated under the agency approved Catastrophic Leave Bank Program and caused the exhaustion of all annual and/or sick leave, or
 - 2) The employee applying for catastrophic leave had, during the previous two (2) year period, exhausted his/her sick and annual leave as a direct result of supplementing workers' compensation benefits, which were received due to an on-the-job injury or illness with the State of Arkansas, or
 - 3) The employee has not been disciplined for leave abuse during the past two (2) years from the date of application.
- e. No employee shall be eligible for approved catastrophic leave in excess of six (6) months (1,040 hours) unless it can be ascertained that the employee has been denied disability retirement or Social Security benefits. The employee has the option of reapplying for additional leave at the conclusion of the catastrophic leave period; however, the combination of shared and catastrophic leave received by an employee may not exceed two thousand eighty (2,080) hours in a calendar year.
- f. No employee will be approved for catastrophic leave unless that employee is, or is reasonably expected to be, on leave-without-pay status as a result of the catastrophic illness.
- g. In no case will the Catastrophic Leave Committee grant an employee catastrophic leave beyond the date certified by a physician as the date when the employee is able to return to work because the health of either the employee or the qualifying family member has sufficiently improved. In no case will an employee use catastrophic leave beyond the date certified by a physician as the date when the employee is able to return to work.
- h. No employee will be approved for catastrophic leave unless that employee has provided an acceptable medical certificate from a physician (or other individual as provided by A.C.A. §§ 21-4-201 et seq. and 6-63-602) supporting the continued absence and setting forth that the employee is, and

will continue to be, unable to perform the employee's duties due to a catastrophic illness of the employee or a qualifying family member. Information about the employee's assigned duties will be made available to the physician and to the Catastrophic Leave Committee.

2. Donations of Leave to the Catastrophic Leave Bank. The Director will screen leave donated by ACC employees to ensure the following criteria is met:

- a. Accrued leave may be donated to the Catastrophic Leave Bank only in one (1) hour increments. Donations of leave will be granted hour-for-hour and not dollar-for-dollar.
- b. No employee of a participating agency/institution will be allowed to donate leave to the Catastrophic Leave Bank if such donation will reduce that employee's accrued sick and annual leave balance to less than eighty (80) hours. This restriction does not apply to employees who are terminating their employment.
- c. Annual and/or sick leave that have been donated to the Catastrophic Leave Bank may not be restored to the employee who donated the leave time.
- d. Approved donations of leave will be transmitted to the Catastrophic Leave Bank by submitting the approved donor form.

To donate leave to the Catastrophic Leave Bank, employees must secure the necessary forms from their timekeeper or EagleNet, complete the forms and return them to the timekeeper.

3. ACC Catastrophic Leave Committee

- a. **Membership:** The Committee is comprised of a minimum of three (3) to a maximum of five (5) members representing a cross section of the agency and appointed by the Director. The Committee elects a chairperson from the committee membership.
- b. **Responsibility:** The committee must review all catastrophic leave requests, ensure that all eligibility requirements are met, and make recommendations to the Director. The committee makes determinations of continuing eligibility.

4. Catastrophic Leave Bank Administration

- a. Applications for catastrophic leave will be reviewed on a first-filed, first-reviewed basis. Approval does not guarantee that a catastrophic leave applicant will receive leave if there is a zero balance in the Catastrophic Leave Bank. To be considered for catastrophic leave an employee must complete an application, with attachments, and forward it to the HRS Administrator. HRS

will notify the applicant of approval or disapproval of the request.
Catastrophic leave will not be awarded retroactively.

- b. Catastrophic leave that would result in a negative balance in the Catastrophic Leave Bank will not be approved.
 - c. Employees on catastrophic leave will continue to accrue leave in accordance with existing leave policies and will receive the normal state benefits, such as agency contributions to insurance and retirement.
 - d. In the event that an employee on catastrophic leave is terminated, retires dies or returns to work prior to expiration of previously approved catastrophic leave time, all unused catastrophic leave will be returned to the Catastrophic Leave Bank.
 - e. Leave earned while an employee is on catastrophic leave will be returned to the Catastrophic Leave Bank. If an employee is on catastrophic leave for even one day in an accrual period, all leave earned during that period will be returned to the Catastrophic Leave Bank. Exceptions may be made for employees awarded intermittent leave.
 - f. An employee may be dismissed for failing to report to work promptly at the expiration of the period of approved/granted catastrophic leave. Nothing, however, shall prevent the agency from accepting satisfactory reasons provided by the employee, in advance of the date the employee is scheduled to return to work, and from granting leave without pay status to an employee prior to or after the expiration of catastrophic leave if, in the view of the Director, such action is warranted. Supervisors should not take disciplinary action for such leave until the application has been formally approved or denied.
 - g. Alleged or suspected abuse of the Catastrophic Leave Program will be investigated, and on a finding of wrongdoing, an employee must repay all of the leave hours awarded from the Catastrophic Leave Bank and will be subject to disciplinary action as determined by the Director.
- 5. Record Keeping.** The Catastrophic Leave record keeping procedure will track the following:
- a. The amount of leave donated by each employee, the rate of pay and dollar value of donated leave at the time of donation
 - b. The amount of Catastrophic Leave awarded, including the name of the recipient, position number, rate of pay and personnel number, and
 - c. Any other such data as required by the Director.

D. Donor Leave. State employees are entitled to leave with pay for up to 30 days per calendar year to serve as a human organ donor. In addition, state employees are entitled to leave with pay for up to seven (7) days per calendar year to serve as a bone marrow donor. To qualify for organ or bone marrow donor leave, the employee must provide a written request from both the employee and the medical physician that will perform the transplantation. Following the transplantation, written verification of the fact must be provided by the same physician.

E. Family and Medical Leave Act (FMLA). ACC adheres to the Arkansas Office of Personnel Management policy regarding FMLA. Please refer to the Arkansas Office of Personnel Management website, for details about FMLA or contact the DCC Human Resources Section for assistance. The FMLA (as amended by the National Defense Authorization Act of 2008) entitles “eligible” employees to a total of 12 workweeks (more for military caregiver) of leave during any 12-month period for one of the following reasons:

- The birth of a child, and to care for the newborn child
- The placement with the employee of a child for adoption or foster care
- The care of the employee’s spouse, son, daughter or parent with a serious health condition
- A serious health condition that makes the employee unable to perform the functions of the employee’s job

1. **FMLA Eligibility and How to Apply.** An employee should apply for FMLA leave status as soon as it appears that a condition may require FMLA leave. If the employee fails to apply in advance, FMLA protections for the absence will be lost if the employee does not notify ACC within two business days of returning to work. To apply, submit the Leave Request for Employee form (being certain to check the appropriate box near the top of the form), Request for Family and Medical Leave form, and a completed Certification of Health Care Provider form. FMLA forms may be obtained from EagleNet or by contacting the Human Resources Section.
2. **Agency FMLA Responsibilities.** If the supervisor, timekeeper or Human Resources staffs have knowledge that an employee’s requested leave period is covered by FMLA, it is the responsibility of the supervisor to notify the employee that he/she has been placed on FMLA leave. The employee may also initiate FMLA requests. The Human Resources Section Administrator must determine within two business days of the employee’s leave request whether the time requested will be approved as FMLA leave or whether sufficient information is not available to make a determination. Some or all leave may be retroactively counted toward FMLA. An Essential Job Functions form is required upon the return from Family Medical Leave.

F. Holiday Leave. Employees will be granted time off to observe the following regularly scheduled legal holidays:

New Year's Day	January 1
Dr. Martin Luther King, Jr.'s & Robert E. Lee's Birthday	Third Monday in January
George Washington's Birthday & Daisy Gatson Bates Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Veteran's Day	November 11
Thanksgiving Day	Fourth Thursday in November
Christmas Eve	December 24
Christmas Day	December 25

The Governor may issue an Executive Proclamation to declare additional days as holidays in observance of special events or for other reasons. ACC employees are not allowed to work on a holiday unless they are required for security or other reasons at an ACC 24-hour facility; they are designated as essential staff in Pulaski County; the General Assembly is in session; or the employee is authorized by a supervisor. If a state-observed holiday falls on a scheduled workday, the holiday is taken that day. If it falls on a Saturday, the holiday will be observed the day before the holiday. If it falls on a Sunday, the holiday will be observed on the following Monday.

Employees at work sites with an approved 10-hour a day work schedule will accrue worked holidays at 10 hours a day, however; there is no change for the annual or sick leave accrual. When a holiday is worked, it must be entered as "banked" in AASIS for future use. The supervisor will schedule the employee off as soon as practical after the holiday. If an employee is on paid leave when a holiday occurs, the holiday time will be applied rather than another type of leave.

G. Employee Birthday. Employees are given one (1) day (8 hours leave) in recognition of their birthday to be taken on or after their birthday. Employee Birthday leave is taken at the discretion of the employee and with supervisor's approval. Employee Birthday leave is not automatically deducted as a holiday in lieu of other time off such as sick or annual.

H. Leave Without Pay (LWOP). LWOP is discouraged (except in cases of catastrophic and family medical leave) because it results in staff shortages. All LWOP requires the approval of the Director, Chief Deputy Director or appropriate Deputy Director.

An employee must use all leave prior to going into LWOP status with the following exceptions:

1. In the case of maternity leave, such employee may elect to take leave without pay.

2. In the case of disciplinary actions resulting in leave without pay.

An employee approved to go on LWOP is responsible for making timely payments (including ACC match) for group health and life insurance to continue coverage. However, if the employee is receiving Worker's Compensation benefits or is in Family and Medical Leave Act (FMLA) status, ACC will continue to pay the employer-matching amount. Failure to comply with the due dates and premium amounts will result in cancellation of the group health/life insurance. Once insurance is cancelled, the employee cannot reapply until the next open enrollment period.

An employee who is in LWOP status for 10 or more days during a month does not accrue sick or annual leave for that month. Employees may be dismissed if they fail to report to work promptly upon the expiration of the period of LWOP. However, the Director may approve an extension in advance of the date to return to work.

- I. **Maternity Leave** is to be treated as any other leave for sickness or disability. However, an employee may elect to take leave of absence without pay without exhausting accumulated annual and sick leave. Before taking maternity leave, employees must submit a doctor's statement to their supervisor indicating when maternity leave will begin and end. An Essential Job Functions form is required upon the return from Maternity Leave.

While on maternity leave, employees will continue to earn annual and sick leave unless they are on leave without pay status. Employees have the option of choosing to take leave without pay instead of using earned annual or sick leave. Consult HRS or the section on Family and Medical Leave Policy for requirements that may impact maternity leave.

J. Military Leave

1. **Military Leave for Annual Training.** Regular, full-time state employees who are members of the National Guard or the reserve branches of the United States Armed Forces will be granted leave at the rate of fifteen (15) working days per calendar year, plus necessary travel time for annual training purposes. Up to fifteen (15) unused military leave days may be carried over to the succeeding year for a maximum of thirty (30) military leave days for military training purposes for that calendar year.

Employees who are members of the Inactive Reserve Corps of the United States Public Health Service (USPHS) who desire to take leave for the purpose of participating in the civil defense and public health training programs made available by the United States Public Health Service are eligible for this leave benefit. Employees who are drafted, called up for active duty or for specialized training may also be eligible for military leave benefits. The employee must submit a copy of his/her first orders for a calendar year through their supervisor and timekeeper to HRS so that HRS may establish the 15-day quota in AASIS.

Thereafter, the employee must submit military leave requests with orders through his/her supervisor to the timekeeper and the timekeeper maintains the documentation.

- 2. Military who perform active military service for fewer than 31 days** must report for reemployment on the first regularly scheduled workday within 8 hours after discharge from military service. If they serve more than 30 but less than 181 days, they must report within 14 days after discharge. If they serve more than 180 days, they must report for reemployment within 90 days after discharge from military service.
- 3. Uniformed Services Employment and Reemployment Rights Act (USERRA).** For information about USERRA refer to the poster in your place of employment, the U.S. Department of Labor website or contact the HRS Administrator.
- 4. Active Duty for Military Service.** A regular full-time employee who is drafted or called to active duty in the Armed Forces of the United States or who volunteers for military service is placed on extended military LWOP. Unused sick and annual leave at the time of military leave will be reinstated at the time the employee returns to ACC unless he/she requests and receives a lump-sum payment for the annual leave balance when placed on the extended military leave.
- 5. Active Duty for the Purpose of Specialized Training.** When military members volunteer or are ordered to active duty for the purpose of special training, they are placed on LWOP for the period of training unless they elect to use accrued annual leave. The LWOP is given in addition to the paid leave for annual military training. In such situations the military member will retain eligibility rights including accumulated annual leave and sick leave. Sick and annual leave do not accrue during the LWOP period.
- 6. Exigency Leave.** Eligible employees are entitled to up to 12 weeks of leave in a calendar year because of “any qualifying exigency” arising because the spouse, son, daughter, or parent of the employee is on covered active duty, or has been notified of an impending call or order to covered active duty status, in support of a contingency operation. The qualifying exigency’s for which employees can use FMLA leave are as follows:
 - a. Short-notice deployment
 - b. Military events and related activities
 - c. Childcare and school activities
 - d. Financial and legal arrangements
 - e. Counseling rest and recuperation
 - f. Post-deployment activities
 - g. Additional activities not encompassed in the other categories, but agreed to by the agency and employee.

7. **Military who perform active military service for fewer than 31 days** must report for reemployment on the first regularly scheduled workday within 8 hours after discharge from military service. If they serve more than 30 but less than 181 days, they must report within 14 days after discharge. If they serve more than 180 days, they must report for reemployment within 90 days after discharge from military service.
8. **Uniformed Services Employment and Reemployment Rights Act (USERRA).** For information about USERRA refer to the poster in your place of employment, the U.S. Department of Labor website or contact the HRS Administrator.
9. **Military Caregiver Leave.** Eligible employees who are the spouse, parent, child or next of kin of a service member who incurred a serious injury or illness on active duty in the Armed Forces may take up to 26 weeks of leave in a calendar year to care for the injured service member. Military Caregiver Leave is used in combination with regular FMLA leave. FMLA leave is without pay; however, if an eligible employee has accumulated unused sick or annual leave, the employee is required to substitute the paid leave, including any paid catastrophic leave benefits, for any FMLA leave taken during the 12-week period, with the exception that an employee taking maternity leave may elect to not substitute accrued, unused sick and annual leave while on FMLA leave. Time taken prior to a request or approval for FMLA leave may be charged against the allowable FMLA time.

K. Shared Leave. The Shared Leave Program allows eligible employees to donate sick and/or annual leave to another eligible employee. Eligibility and donor requirements are as follows:

1. **Eligibility Requirements.** Continuous employment for more than one (1) year by the same agency, cumulative earned sick and annual leave in excess of eighty (80) hours at the onset of the severe illness, applied in writing for shared leave, received written approval for shared leave from his/her employer; and not been disciplined for leave abuse by a state agency within two (2) years from the date of application.
 - a. The 80-hour requirement may be waived for an otherwise eligible employee at the discretion of the Director.
 - b. No employee shall be approved for shared leave unless the employee is, or is reasonably expected to be, on leave without pay status as a result of a severe illness.
 - c. An employee who applies for shared leave must provide an acceptable medical certificate from a healthcare provider documenting the severe illness. Shared leave may be used on a full-time or intermittent basis; however, in no case will the employee be granted shared leave beyond the date certified by a healthcare provider as the date when the employee is able to return to work.

- d. The combination of shared and catastrophic leave received by an employee may not exceed two thousand eighty (2,080) hours in a calendar year.
- e. Shared leave may be used in conjunction with Family Medical Leave.
- f. Any shared leave donated to an employee that is not used by the employee will be converted to the employer's catastrophic leave bank program.
- g. Leave that is accrued by an employee while on shared leave will be donated to the employer's catastrophic leave bank.
- h. Donations of shared leave shall be granted hour-for-hour and not dollar-for-dollar.

2. Donor Requirements.

- a. Is employed by the same employer as the employee receiving shared leave;
- b. Has cumulative earned sick and annual leave in excess of eighty (80) hours prior to donation and the donation will not cause the donating employee to have less than eighty (80) hours, except at termination or retirement; and
- c. Has not been disciplined for leave abuse by a state agency within two (2) years from the date of application

3. Approval. Shared leave will be approved in writing by the agency Director and the Chief Fiscal Officer of the State will determine the agency's funding availability. If shared leave is granted to an employee, the employee will use the shared leave after the employee has exhausted earned sick, annual, holiday, and compensatory leave. Once shared leave is approved, granted, and extracted from the donor's leave bank, it is irrevocable. An Essential Job Functions form is required upon return from Shared Leave.

L. Sick Leave. Sick leave is earned at the rate of 8 hours per month regardless of years of service. It is available the first day of the following month. Sick leave cannot be used until it is available. It can be used in increments of 15 minutes. An employee will not earn sick leave when on leave without pay for 10 or more cumulative days within a calendar month.

The use of sick leave is contingent upon the occurrence of one of the events listed below. If the event never occurs, the employee is not entitled to the sick leave benefits:

- 1. Employee is unable to work because of sickness, injury, or has the need to seek medical, dental or optical treatment; or

2. Death or serious illness of an immediate, family member (father, mother, sister, brother, spouse, child, grandchild, grandparents, in-laws or a person acting as a parent, guardian or ward of the employee).

Requests to use sick leave for medical appointments should be made in advance. Employees must notify their supervisor within the first 15 minutes of the duty day every day of absence due to unexpected illness. If physically unable to make the notification 15 minutes, notify the supervisor as soon as possible. The employee must complete a sick leave request upon his/her return to work and no later than two days following the return. An employee is not required to divulge medical symptoms, diagnosis or prognosis when on sick leave or when a doctor's excuse is requested. However, if requested, a doctor's statement must be provided that orders the employee to be off work and specifying the time period. This does not preclude the requirement for detailed medical information for such purposes as FMLA, catastrophic leave, required fitness exams, Americans with Disabilities Act, workers' compensation claims, etc.

Banked holidays, straight time, and overtime may be used in lieu of sick leave.

Employees at work sites with an approved 10-hour a day work schedule will be charged at a rate of 10 hours a day when off a full day not to exceed 40 working hours in a seven-day work week or 80 hours in a 14 day pay period.

The maximum sick leave that can be carried over to the next calendar year on December 31 is 960 hours.

If an employee is off work 40 or more consecutive hours, a medical "certificate of illness" is required upon returning to work. However, a supervisor may request a medical "certificate of illness" at any time. Employees should provide a signed physician's statement that the illness prevented the employee from performing his/her normal work for a specified period of time.

Employees are not entitled to payment for accrued and unused sick leave when they terminate their employment.

Upon retirement or death, an employee, or beneficiary of an employee, will receive compensation not to exceed \$7,500 for accumulated unused sick leave as outlined in the Sick Leave Incentive Payout policy of the Department of Finance and Administration-Office of Personnel Management. For details of accrued sick leave payouts, please refer to this state policy, which is available at www.dfa.arkansas.gov.

Upon retirement or death, if the balance of the employee's sick leave does not reach the criteria for a Sick Leave Incentive Payout, the employee or their beneficiary may donate their sick leave to the catastrophic leave bank. When an employee receives a payout for unused sick leave at retirement or death, hours used to calculate the maximum payout of \$7,500 cannot be donated to the catastrophic leave bank. Once

the calculation of the number of accrued hours needed to receive a full payout of \$7,500 has been made, any remaining hours may be donated to the agency's shared leave program or the catastrophic leave bank.

IV. FORMS.

Catastrophic Leave Bank Instructions
Catastrophic Leave Bank Physicians Certification OPM 013
FMLA-Certification or Qualifying Exigency for Military Family Leave Form
FMLA-Healthcare Provider for Employee Serious Health Condition Form
FMLA- Healthcare Provider for Family Member Serious Health Condition Form
FMLA- Leave Request Form
FMLA- Serious Injury-Illness Military Family Form
Leave Request for Employee Form
Liability Agreement-Catastrophic Leave Form OPM 014
Returned or Accrued Catastrophic Leave Transmittal OPM 016
FMLA - Your Rights under the Family Medical Leave Act OPM 006
Donation of Sick and Annual Leave to the Catastrophic Leave Program OPM 015
Dependent Child Certification OPM 008
Application for Benefits-Catastrophic Leave OPM 012
Shared Leave Application.
Shared Leave Donation
Shared Leave Dependent Child Certification
Shared Leave Physicians Certification