SAWVP

DEPARTMENT OF THE ARMY
Wilmington District, Corps of Engineers
P. O. Box 1890
Wilmington, North Carolina 28401

DISTRICT REGULATION
NO. 690-1-2

20 November 1968

CIVILIAN PERSONNEL

Leave and Hours of Duty

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SECTION I - GENERAL

1. Purpose and Scope. This regulation implements DA regulations governing leave, hours of duty, paid overtime and holiday work for civilian employees of this District.

2. References.

a. FPM 600, FPM 550.
b. ER 690-1-702.
c. CPR 600, CPR 550.

This regulation supersedes District Regulation No. 690-1-2, 4 Sept 1963, and rescinds District Regulation No. 690-2-12, 19 Aug 1966.

3. Posting. This represents no major change in policy or procedures and a draft was not posted for comment. However, this regulation is under constant review and suggestions for improvement are welcome at any time.

SECTION II - LEAVE

4. Leave Policies.

a. Annual Leave.

(1) Employees are encouraged to take all annual leave during the leave year in which it is earned to insure needed rest and recreation.

(2) At the beginning of each calendar year, supervisors and employees will plan the utilization of leave for the coming year to the maximum extent possible. ENG Form 3211, Vacation Schedule for 19__, should be used for this purpose and maintained on file by each division or branch. Determination as to time and amount of annual leave to be granted should be on a basis of mutual agreement between the employee and his supervisor.

(3) Scheduling will preclude disruption of operations, necessity for overtime for replacements, and the concentrated use of annual leave at the end of the year.

(4) Generally, annual leave will not be scheduled for the same period in which it is expected that an employee will have to work overtime to complete assignments which are a part of his normal duties.

(5) Where operations permit, supervisors will grant annual leave freely for personal and emergency purposes. Denial of its use will be based upon factors which are reasonable, equitable, and which do not discriminate against any employee or group of employees.

(6) Supervisors will insure that employees have sufficient accrued annual leave before granting approval.

(7) Authority to approve or disapprove leave will be delegated to the lowest practicable supervisory echeclon.

b. Sick Leave.

(1) In accordance with the Department of the Army's stated principles, the use of accumulated sick leave credited to an employee's account is authorized in all bona fide cases where the employee is incapacitated for duty due to illness, injury, pregnancy, or confinement. The use of sick leave is authorized when a member of an employee's immediate family becomes ill with a contagious disease which requires the care and

attendance of the employee and when, through exposure to a contagious disease, the presence of the employee at work would jeopardize his fellow employees. A contagious disease is a disease ruled as subject to quarantine or requiring isolation or restriction of movement of the patient by the health authorities having jurisdiction. If local health regulations or authorities fail to specify how long a patient with a contagious disease should be subject to isolation, quarantine, or restriction of movement, a certificate of a physician as to the period required is sufficient to support the granting of sick leave. Sick leave may also be used for such medical, dental, optical treatment, or examination which cannot be accomplished during off-duty hours; however, employees should attempt to arrange such treatment or examination during off-duty hours.

(2) A condition of employment is the reasonable expectancy that employees will continue to be physically qualified to perform their assigned duties. While the sick leave privilege is afforded to provide for temporary illness, repeated or extensive use of that privilege may be considered as evidence of physical disqualification, abuse, or possible fraud.

(3) Employees who become ill off the job will report their absence to their supervisor within two hours of the start of their tour of duty. Such telephonic approval is conditional only, and the employee upon returning to duty must comply with the provisions of these regulations. Failure to report may result in disapproval of a sick leave request and in the case of an industrial injury, loss of rights, if any, to compensation benefits including reimbursement of medical costs.

(4) Employees will request sick leave in advance for medical, dental, optical treatment, or examination which cannot otherwise be accomplished during off-duty hours.

(5) Disable veterans who receive medical treatment and who submit an official statement from a properly licensed medical practitioner or officer of a government facility will be granted sick leave. The veteran must further notify his supervisor far in advance of his intended absence, stating the days on which he expects to be absent and the number of hours that will be required.

(6) Supporting Sick Leave - Absences in excess of three workdays will be supported with a written statement by a registered or licensed practicing physician or other accredited practitioner which certifies to the period of incapacity or disability of the employee within five workdays after return to duty. Requests for sick leave based on exposure to contagious disease will be supported by a certificate from the attending physician or civil health authorities. Reverse side of Standard Form 71 may be used for the medical certificate.

(7) Advance of Sick Leave

(a) Heads of organizational elements will review all requests for advanced sick leave prior to submitting a recommendation for approval through the Personnel Officer or designated representative to the District Engineer for approval. Recommendations will be accompanied by a medical certificate which will indicate the period of incapacitation and the approximate date of the return to duty. Pertinent facts should be included in the recommendation for approval.

(b) The advanced credit to an employee's account may never exceed 30 working days leave at any time.

(8) Control of Sick Leave - When there is reason to believe that sick leave is being abused, a medical certificate may be required to support absences for short periods of less than 3 days. In such cases, the employee will be advised in advance that a medical certificate may be required for any future absence of sickness, regardless of the duration. This notice should state that the restriction will be lifted when the employee's sick leave record improves. Copies of this report will be maintained by the immediate supervisor and the Personnel Officer or designated representative. Notices will not be made part of the official personnel folder. Absences will be disapproved if not supported by a physician's certificate, and the timesheet will indicate absence without official leave. Continuation of such absences will be the basis for disciplinary action.

c. Leave for Maternity Reasons.

(1) Sick leave for maternity reasons will be granted to employees when their incapacity is properly established by medical authority. Limited appointments will not be extended to grant sick leave for maternity reasons.

(2) The controlling of the use of sick leave for maternity reasons is performed in the same manner as for any other sick leave.

(3) Advance sick leave will not normally be granted at the expiration of an employee's sick leave balance. At the expiration of sick leave credit, and at the employee's written request, annual leave, if available, will be granted. Medical certificates will be furnished during the complete period of absence.

(4) Leave without pay will be granted for maternity reasons upon expiration of accumulated sick leave, accrued and accumulated annual leave credits on the same basis as annual leave under paragraph 4c (3) above.

(5) Maternity leave is subject to the approval of the Personnel Officer or designated representative.

d. Military Leave.

(1) Military leave will be granted to those full-time employees serving under appointments, not specifically limited to one year or less, who are members of reserve components of the Armed Forces and who are called for military duty. Employees generally must be in a pay status when they enter on military duty. Military leave for a period not to exceed fifteen calendar days in any one calendar year will not be charged to leave nor will there be a loss of basic salary.

(2) Employees requesting military leave should submit Standard Form 71, Request for Leave, together with a copy of his military orders, through his immediate supervisor and Personnel Officer or designated representative to the District Engineer for approval as soon as possible after receipt of the orders. Upon return to civilian duty, the employee will furnish official evidence of his performance of the military duty. Supervisors will forward this evidence to Office of Comptroller.

e. Court Leave.

(1) Court leave will be granted to employees called to qualify for jury service, to serve as a juror, or as a witness on behalf of the government in a Municipal, State, or Federal Court. Employees serving under appointments not specifically limited to one year or less are eligible for court leave. Temporary and intermittent employees are not eligible. Only in clear cases of emergency will the District Engineer request that an employee be excused from jury duty, as such service is considered to be the civic responsibility of employees.

(2) An employee called for jury duty will present the request to his supervisor as far in advance as possible. Upon completion of jury service, the employee should obtain from the court clerk written evidence of days served. Upon return to duty, this evidence and any checks in payment, endorsed by the payee, should be submitted to his supervisor for forwarding to the Office of Comptroller. The employee will receive a receipt for checks submitted, and amounts earned for jury service rendered on non-workdays will be reimbursed to the employee. The use of court leave for such absence is mandatory in any case where an eligible employee would otherwise be in a duty or leave with pay status. For this reason, an employee may not at his request be granted annual leave in lieu of court leave in order to retain court fees. Supervisors should instruct employees to return to duty if excused or released by the court for a period of one day or a substantial portion thereof.

(3) Employees called as witnesses for the United States Government or the District of Columbia in their official capacity as a Federal employee will be considered in a duty status. Court leave is granted when an employee is called as a witness for the United States or District of Columbia in litigation which has nothing to do with the employee's official capacity as a Federal employee. Employees who are

required to appear as a witness on behalf of the United States or the District of Columbia will, through their supervisors, inform the District Engineer prior to such appearance.

f. Tardiness.

(1) It is each employee's responsibility to report to work on time. In ordinary circumstances, unavoidable absence or tardiness of less than one hour may be excused by the designated supervisor without any charge to leave. Such absences may also be charged to any compensatory time the employee may have to his credit.

(2) When employees are chronically tardy without the concurrence of the supervisor, the tardy time may be charged to annual leave in multiples of one hour or AWOL in multiples of fifteen minutes. If the employee does not have any accumulated or accrued annual leave to his credit, the time may, with the consent of the employee, be charged to leave without pay in multiples of fifteen minutes. The employee will not be required to work the additional period covered by the charge against annual leave or leave without pay.

(3) When inclement weather delays large numbers of employees for one hour or more, the Personnel Officer or designated representative may recommend excuse of tardiness to the District Engineer. Such excuses will be disseminated to supervisory personnel.

g. Absence Without Pay.

(1) Absence without pay is used for absences from duty for which pay must be denied. Such absences are not properly chargeable to one of the other types of leave covered in this regulation. When authorized, this non-pay status is identified as Leave Without Pay (LWOP). When not authorized, it is identified as Absence Without Leave (AWOL).

(2) Leave Without Pay.

(a) Leave without pay is a temporary non-pay status and may be granted an employee upon his request if the reasons offered are of benefit to the employee and no disruption of operations will result. In most cases it is used upon expiration of accrued or accumulated annual or sick leave balances and is subject to the same approval as that required for annual or sick leave. The employee cannot demand that he be granted leave without pay as a matter of right, nor can leave without pay be used as a disciplinary action.

(b) Employees desiring to apply for leave without pay will initiate written requests in format described in Appendix I, this regulation. At their discretion, supervisors may grant the leave for periods not to exceed thirty calendar days.

(c) Requests by an employee for extended LWOP (periods in excess of

thirty days) must be submitted in writing to his supervisor. To be granted, an extended LWOP request must indicate mutual benefit to management and the employee. Heads of organizational elements will review valid requests prior to forwarding recommendation through the Personnel Officer or designated representative to the District Engineer for approval.

(3) Absence Without Leave - An employee is AWOL if his absence from duty has not been authorized or approved. Pay will be denied in multiples of fifteen minutes for the entire period of absence. If upon subsequent explanation it is administratively determined that the absence without prior authority is excusable, the AWOL can be changed to annual or sick leave, or to LWOP with the employee's consent if he has no annual or sick leave to his credit.

h. Excused Absences - An excused absence is an absence administratively authorized which does not result in a charge to any kind of leave with pay or loss in basic salary.

SECTION III - TOURS OF DUTY

5. Administrative Workweek. The regularly established administrative workweek for all employees in the Wilmington District is forty hours per week, worked in five 8-hour days.

6. Schedules of Work. Hours of work of employees assigned to the various activities of the District are as indicated below:

a. District Office. 8 hours per day, 40 hours per week, Monday through Friday. Office hours: 0800 hours to 1200 hours; 1245 hours to 1645 hours.

b. AIWW Bridges (Bridge Operators). 8 hours per day, 40 hours per week, with 8 hours overtime each fourth week. These hours of work will be performed by each employee on a rotating shift basis; i.e., each employee will work 3 consecutive days and will be on a non-duty status each 4th day.

* c. Cape Fear River Locks and Dams (Lockmen). 8 hours per day, 40 hours per week, Monday through Friday, established as follows: 0800 to 1645 with 45 minutes lunch period. *

d. John H. Kerr and Philpott Projects.

(1) Operation and Maintenance Employees. 8 hours per day, 40 hours per week, Monday through Friday. Office hours: 0800 hours to 1630 hours, EST, lunch period, 30 minutes.

(2) Powerhouse Operators. 40 hours per week, worked in five 8-hour days as scheduled.

*

e. Dredge MERRITT. 40 hours per week, 8-hour day schedule as follows:

(1) Master, Assistant Master, Chief Engineer, Inspector, Dragtenders, Launchman, Cook: Monday through Friday, between 6 a.m. and 6 p.m., 8 hours per day when working in Wilmington District. When dredge is working in other districts, tours will commence on Tuesday of one week and continue through Thursday of following week with the latter tour providing a 10-day work and 4-day off rotating schedule.

(2) Assistant Engineer: Tuesday of one week continuing through Thursday of following week, 8 hours regular duty each day between 6 a.m. and 6 p.m., with tour providing a 10-day work and 4-day off rotating schedule.

(3) Oiler: Tuesday of one week continuing through Thursday of following week, 8 hours regular duty each day, with tour providing a 10-day work and 4-day off rotating schedule. One week Tuesday through Friday, 6 a.m. - 6 p.m.; Saturday 8 a.m. - 4 p.m.; and succeeding week, Sunday, 8 a.m. - 4 p.m.; Monday through Thursday, 6 a.m. - 6 p.m.

(4) Assistant Deck Equipment Operator and Deckhands: Tuesday of one week continuing through Thursday of following week, 8 hours regular duty each day, with tour providing a 10-day work and 4-day off rotating schedule. One week Tuesday through Thursday, 6 a.m. - 6 p.m.; Friday, 3 p.m. - 12 Midnight, and Saturday, 4 p.m. - 12 Midnight; succeeding week, Sunday 4 p.m. - 12 Midnight; Monday through Thursday, 6 a.m. - 6 p.m.

f. Snagboat SNELL. 40 hours per week, 8-hour-day schedule as follows:

(1) Master, Mate, Chief Engineer, Deck Equipment Operator, Cook, Deckhands: Monday through Friday, between 6 a.m. and 6 p.m., 8 hours per day, providing a 5-day work and 2-day off schedule each week.

(2) Boatswain and Oiler: Tuesday of one week and continuing through Thursday of following week, with tour providing a 10-day work and 4-day off rotating schedule. One week Tuesday through Thursday 6 a.m. - 6 p.m.; Friday, 4 hours between 6 a.m. and 12 Noon, and 4 hours between 8 p.m. and 12 Midnight; Saturday 8 a.m. - 12 Noon and 8 p.m. - 12 Midnight. Succeeding week, Sunday 8 a.m. - 12 Noon and 8 p.m. - 12 Midnight; Monday through Thursday, 6 a.m. - 6 p.m., providing 8 hours duty each day. *

7. Authorized Changes.

a. The following personnel are authorized to make changes in hours of work so that they will be consistent with working conditions provided the hours of work do not exceed the established work week.

(1) Chief, Construction-Operations Division, for civil works construction inspectors, floating plant personnel, CFR lock and dam personnel, and AIWW bridge personnel.

(2) The respective Reservoir Managers and Powerhouse Superintendents of John H. Kerr and Philpott projects, for operation and maintenance employees and powerhouse operators.

(3) Chief, Engineering Division, for Survey Party personnel.

(4) Master, for Dredge MERRITT personnel.

(5) Master, for Snagboat SNELL personnel.

* (6) Master, for Dredge SCHWEIZER personnel. *

b. Any changes made in established tours of duty will be made in writing and will be posted so that all personnel involved will have access to the information two weeks in advance of the change except those provided for in paragraphs 6e and 6f above. Copies of any such changes will be furnished to time and attendance keepers and to the District Comptroller.

SECTION IV - OVERTIME AND HOLIDAY WORK

8. Approving Authority.

a. District Office Personnel. The District Engineer, or in his absence, * the Acting District Engineer, will approve all paid overtime or holiday work * to be performed by District Office personnel.

* b. Field Personnel. The following key personnel are authorized to give approval that the specific circumstances do exist as outlined in para 9 below for overtime or holiday work for field personnel under their supervision. This authority may be exercised by the assistant chiefs of the respective offices in the absence of the principals. *

(1) Chief, Construction-Operations Division.
(2) Chief, Engineering Division.
(3) Chief, John H. Kerr and Philpott Powerhouse.
(4) Chief, John H. Kerr Reservoir.
(5) Chief, Philpott Reservoir.
(6) Master, Dredge MERRITT.
(7) Master, Snagboat SNELL.
* (8) Master, Dredge SCHWEIZER. *
(9) Resident Engineer, New Hope Project.

* c. Dredge MERRITT, Dredge SCHWEIZER, and Snagboat SNELL. Port watch tours as defined by paragraph 5a(2) of ER 690-1-702 will be followed.

9. Circumstances. Overtime and holiday work may be utilized only in the event of an unusual emergency. "Unusual emergency" refers to unforeseeable situations involving preservation of health, welfare, and safety of personnel, or protection of Government property; temporary peak workloads or seasonal requirements when overtime is more economical than hiring additional staff; or unique operating requirements when overtime is more economical than other charges.

a. District Office Personnel. When under circumstances stated above overtime or compensatory time is deemed necessary for District Office personnel, division chiefs will initiate a request for such overtime or compensatory time on ENG Form 1663, Control of Overtime, giving full justification therefore in the "Remarks" section of the form.

b. Field Personnel.

(1) Overtime may be ordered for field personnel by officials to whom this authority has been delegated for circumstances stated above and outlined in more detail below:

(a) Accomplishment of assigned mission during a declared disaster (flood, hurricane, and natural phenomena) or emergencies such as breakdowns and accidents when continuous operations are required.

(b) When necessary to adequately supervise and inspect work exceeding 40 hours per week by construction contractors.

(c) Circumstances that require work on an irregular or occasional basis beyond the regular tours scheduled for locks and dams, bridges, floating plant, reservoirs and power plants, survey parties, and inspectors.

(d) Regular scheduled overtime at the bridges.

(2) Overtime or compensatory time for field personnel which does not meet the conditions outlined above will require the approval of the District Engineer. Approval of overtime or compensatory time that is of a "one-time" nature will be obtained on ENG Form 1663. If the overtime is on a continuous nature, authority for such overtime will be included in a published change to this regulation. Regular scheduled overtime for bridge operators outlined in para 6b, Section III, page 7 of this regulation does not require overtime approval on ENG Form 1663, but in the remarks column of ENG Form 1301a the following notation will be entered: "Overtime authorized and approved by DR 690-1-2."

10. Documentation.

a. To avoid unnecessary documentation, certification of overtime work will be made as follows:

(1) District Office Personnel. Overtime claimed on Time and Attendance reports, when approved on ENG Form 1663, will be certified at the lowest supervisory level.

(2) Field Personnel. Overtime claimed on Time and Attendance reports may be approved thereon by the individual delegated authority to order the overtime. In lieu thereof, the individual authorized to order the overtime may approve the overtime on ENG Form 1663 and in that case, the Time and Attendance report may be certified at the lowest supervisory level.

b. ENG Forms 1663 will be checked with Time and Attendance Reports and forwarded with these documents to the Payroll Liaison employee, Office of Comptroller for transmittal to the Central Payroll Office. The following notation will be made in remarks column for employees working overtime or compensatory time: "ENG Form 1663 forwarded to CPO."

c. No individual will order or approve his own overtime.

11. Responsibilities and Controls.

a. Supervisors are responsible for fully justifying any overtime worked by their employees. Overtime will be resorted to only after efforts have first been made to meet the emergency by other means, such as:

(1) Rescheduling work.

(2) Deferring work of a lower priority.

(3) Use of compensatory time.

(4) Obtaining assistance from other elements of the district.

b. The fact that overtime is authorized for a particular circumstance does not in itself justify its use and the additional cash involved. Key employees delegated authority to approve overtime are responsible for justifying that the overtime was necessary and in the best interest of the Government.

12. Compensatory Time. Compensatory time may be authorized by division, branch, and section chiefs, and should be considered prior to authorizing or requesting overtime; however, it is necessary to document authorization and approval of this time in the same method as overtime. Wage board employees will not be granted compensatory leave.

Paul S. Denison

PAUL S. DENISON
Colonel, Corps of Engineers
District Engineer

1 Appendix
APP I - Format for Request for Leave Without Pay

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DEPARTMENT OF THE ARMY
Wilmington District, Corps of Engineers
P. O. Box 1890
Wilmington, North Carolina 28402

DISTRICT REGULATION
NO. 690-1-2
Change 4

1 October 1980

CIVILIAN PERSONNEL

Leave and Hours of Duty

Page 7, Section III - Tours of Duty, paragraph 6.a. should read as follows:

a. District Office. 8 hours per day, 40 hours per week, Monday through Friday. Office hours: 0730 hours to 1200 hours; 1245 hours to 1615 hours.

Robert K. Hughes

ROBERT K. HUGHES
Colonel, Corps of Engineers
District Engineer

DISTRIBUTION "D"

Department of the Army
Wilmington District, Corps of Engineers
P. O. Box 1890
Wilmington, North Carolina 28402-1890

DISTRICT REGULATION
NO. 690-1-2
CHANGE 5

27 February 1985

CIVILIAN PERSONNEL
Leave and Hours of Duty

Page 3, Section II - Leave, paragraph 4.b(b) is replaced by the following:

(6) Supporting Sick Leave - Absences resulting in a charge to sick leave in excess of three working days may be supported by the employee's certification on the Time and Attendance Report (ENG Form 3897) or by a medical certificate, whichever is required by employee's supervisor. In cases where sick leave is based on contract of or exposure to common ailments (colds, flu, etc.), supervisor's discretion is authorized with respect to requiring certificate from an attending physician or civil health authority.

WAYNE A. HANSON
Colonel, Corps of Engineers
Commanding

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Wilmington District, Corps of Engineers
PO Box 1890
Wilmington, North Carolina 28402

SADEP-TW

DISTRICT REGULATION
No. 690-1-2
Change 6

12 November 1985

CIVILIAN PERSONNEL
Leave and Hours of Duty

Page 5, Section II - Leave, paragraph 4.d(2) is replaced by the following:

(2) Employees requesting military leave should submit Standard Form 71, "Application for Leave," together with a copy of their military orders, to the supervisor who normally approves their leave as soon as possible after receipt of orders. Upon return to civilian duty, the employees will furnish official proof of performance of the military duty. Supervisors will forward this evidence to the Resource Management Office.

WAYNE A. HANSON
Colonel, Corps of Engineers
Commanding

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Wilmington District Corps of Engineers
Post Office Box 1890
Wilmington, North Carolina 28402-1890

DISTRICT REGULATION
No. 690-1-2
Change 7

24 March 1995

Civilian Personnel
LEAVE AND HOURS OF DUTY

1. This change is to be added to DR 690-1-2 paragraph 4 e. (2), Court Leave, on page 5: "When it appears that an employee will be expected to perform jury duty for a substantial part of the day on the date stated in the summons commencing jury service, the employee is not required to work that same day."

2. File this sheet in front of the of the publication for reference purposes.

for ROBERT J. SPERBERG
Colonel, EN
Commanding
CHRISTOPHER R. BOWLING
Major, EN
Acting Commander

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FORMAT FOR REQUEST FOR LEAVE WITHOUT PAY

_____
Date

SUBJECT: Request for Leave Without Pay

TO: Chief, _____

_____(Name of Employee)_____, request that I be granted leave without pay from _____ to _____ because _____

_____

_____

_____
Employee's Signature

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1 - Supervisor
1 - Employee