

## Breadcrumb

1. [Home](#)
2. Print
3. Pdf
4. Node
5. Entity Print

# HRDG 4630 - Absence and Leave - Introduction

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## Subchapter 4630 - Absence and Leave Introduction

[Return to 4630 Table of Contents](#)

### Purpose of this Subchapter

This Subchapter gives managers/supervisors/employees information needed to understand and administer leave benefits within Marketing and Regulatory Programs (MRP): Agricultural Marketing Service (AMS), Animal and Plant Health Inspection Service (APHIS), and Grain Inspection, Packers and Stockyards Administration (GIPSA); and to ensure that leave benefits conform to law and regulation.

### Related Regulations

This Subchapter supplements the regulations stated in [MRP Directive 4630.1](#) (212.37 KB).

The following terms appear throughout the text of this document:

**Accrued leave** - Leave earned by an employee during the current leave year that is unused at any given time in that year.

**Accumulated leave** - The unused leave remaining to the credit of an employee at the beginning of the leave year.

**Active Service** - Is service on active duty or full-time National Guard duty. See Title 10 United States Code (USC) 101(d)(3).

**Administrative leave** - An authorized absence, without loss of pay and without a charge to leave which is charged to Transaction Code (TC) 66 on the Time and Attendance (T&A) report. It is granted for reasons determined to be in the Government's interests. An employee on it is not acting within the employer-employee relationship and is not subject to the control or responsibility of the Department as an employer.

**Adjusted home departure policy** - Policy permitting employees to leave home later than their normal departure times.

**Adjusted work dismissal policy** - Policy permitting employees to leave work early, relative to their normal departure times.

**Administrative workweek** - The period of 7 consecutive calendar days designated by Marketing and Regulatory Programs as Sunday through Saturday.

**Adoption** - A legal process in which an individual becomes a legal parent of another's child.

**Advance leave** - Leave requested and granted before it is earned.

**Application for leave** - SF-71 (Application for Leave) or other acceptable format, e.g., memo from the employee, etc.

**Appropriate (or established) channels** - Process for reviewing and approving various documents, as determined by the organizational entity.

**Basic work requirement** - The number of hours, excluding overtime hours, that an employee is required to work or account for by leave or otherwise.

[Return to 4630 Table of Contents](#)

[Print](#)