

**EXCUSED ABSENCE**

DoDI 1400.25 defines excused absence as an administratively authorized absence from duty without loss of pay and without charge to other paid leave. Time spent on excused absence is considered part of an employee's basic workweek. As it is considered part of an employee's basic workday even though the employee does not perform his or her regular duties it should be granted responsibly and sparingly by the person with the delegated authority to grant it. The more common situations in which excused absence can be granted are: voting; blood donation; Permanent Change of Duty Station (PCS); employment interviews; (employees under notice of separation or change to lower grade for any reason except personal cause may be granted excused absence for job searches, employees competing for positions within the DoD for merit placement interviews); counseling (initial counseling session (e.g., drug, alcohol, financial) resulting from a referral under the employee assistance program); certification in his or her functional area if securing the certification or license would enhance the employee's professional stature, thereby benefiting the DoD (does not cover time spent preparing for such examinations); volunteer activities (. Excused absence may be granted to employees participating in management-sponsored volunteer projects (e.g., adopt a school). This provision does not cover volunteerism in general. In some special situations when an employee is invited as a guest speaker an excused absence might be authorized. This evaluation should be made when analyzing the invitation. There are other particular situations that can be undertaken under an excused absence but they should be presented to the command prior to taking the time off.

**IF YOU ARE THE DELEGATED AUTHORITY AND HAVE A PARTICULAR QUESTION ABOUT EXCUSED ABSENCE CONTACT OUR OFFICE.**

**ETHICAL FAILURES:** (Case #1) A Government employee was reported by his co-workers for sleeping on the job. When confronted, he admitted that he may have dozed off a time or two, but never actually slept at work. His three day suspension was reduced to one day after he revealed that drowsiness was a potential side-effect of his prescribed medication. (Case #2) A government employee attached to a Service base in the United States ended up taking a permanent vacation after a pattern of working an abbreviated work week. The investigation showed the employee worked an average of three hours a day, before leaving around nine or ten each morning to spend the rest of the day drinking at a local bar. The employee put in for retirement in lieu of disciplinary action

**ARNORTH AND FORT SAM HOUSTON, OFFICE OF THE STAFF JUDGE ADVOCATE, ADMINISTRATIVE/CIVIL LAW DIVISION, YOU CAN CONTACT A DESIGNATED ETHICS COUNSELOR AT 210-295-2373.**