

Attachment 1:**Administrative Leave, Investigative and Notice Leave, Weather and Safety Leave**

Administrative Leave under 5 U.S.C. § 6329a		
Use of administrative leave under this section must be recorded in timekeeping and payroll systems as a standalone category of leave, separately from any other leave (5 U.S.C. 6329a(b)(2))		
<i>Purpose of Leave</i>	<i>Pay Code</i>	<i>Time Limitations</i>
Administrative Leave for Investigative Purposes	06I	No more than 10 workdays during any calendar year after which the agency may place the employee on investigative leave under 5 C.F.R. § 630, subpart O, if necessary (5 CFR § 630.1404)
Administrative Leave for all other purposes. <i>Note: Additional payroll codes exist which fall under “administrative leave for all other purposes”, including blood donation (pay code 068), Early Holiday Dismissal (pay code 067) which may only be authorized by the Secretary, and Wildland Fire Rest & Recuperation (pay code 06R) which was formerly charged to Weather and Safety Leave (pay code 061).</i>	060	While administrative leave is commonly used for brief or short periods of time, an agency may use it for longer periods when the agency determines the use is appropriate based on the general principles. Generally, administrative leave should be provided on an ad hoc, event-specific, or time-limited basis unless the agency establishes policy to generally allow administrative leave under a specific set of circumstances that may recur (e.g., blood donations), as long as that policy recognizes that the agency may decide not to grant administrative leave in any specific case due to mission needs.
Investigative and Notice Leave under 5 U.S.C. § 6329b		
Investigative Leave <i>See Personnel Bulletin 16-01 and other instruction memorandums (although under update, the basic premise of justification with request to OHC and quarterly leave reports to OHC will continue to ensure compliance with statutory and regulatory requirements.</i>	063	120 workdays total – inclusive of the initial period of investigative leave (30 workdays) and up to three (30 workday) extensions (5 C.F.R. § 630.1504(f), (g)).
Notice Leave <i>See Personnel Bulletin 16-01 and other instruction memorandums (although under update, the basic premise of justification with request to OHC and quarterly leave reports to OHC will continue to ensure compliance with statutory and regulatory requirements.</i>	064	No specific statutory or regulatory limitations on the number of days in a calendar year but may only commence after an employee has received written notice of a proposed adverse action; shall be for a period not longer than the duration of the notice period (5 C.F.R. § 630.1505(a), (b)).
Weather and Safety Leave under 5 U.S.C. 6329c		
Weather and Safety Leave <i>See Personnel Bulletin 18-04</i>	061	No specific statutory or regulatory limitations on the number of days in a calendar year, but may be granted only for hours within the tour of duty established for purposes of charging annual and sick leave; employees may not receive weather and safety leave for hours during which they are on other preapproved leave (paid or unpaid) or paid time off (5 C.F.R. § 630.1606(b), (c)).