DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT POLK
6661 WARRIOR TRAIL, BLDG 350
FORT POLK, LOUISIANA 71459-5339

REPLY TO
ATTENTION OF:

IMPO-RM

JUL 1 8 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Garrison Policy Memorandum #9 - Approval of Leave Without Pay (LWOP)

1. References.

a. Code of Federal Regulations, Title 5, Chapter 1, Subchapter B, Part 630, Absence and Leave, current as of 31 December 2014.

b. Public Law 103-3, The Family and Medical Leave Act of 1993 (FMLA), 5 February 1993.

c. Executive Order 5396, Special Leaves of Absence to be Given Disabled Veterans in Need of Medical Treatment, 17 July 1930.

d. The Uniformed Services Employment and Reemployment Rights Act (USERRA) of 1994 (Public Law 103-353).

e. Headquarters, JRTC and Fort Polk Regulation 690-20, Civilian Personnel Leave Administration and Absences, 24 October 1997.

2. Purpose. To provide guidance on the approval of LWOP for Civilian personnel assigned to USAG, Fort Polk.

3. Applicability. These procedures are applicable to all civilian personnel assigned to, or under the operational control of USAG, Fort Polk Garrison Commander.

4. Intent. Provide the Garrison Commander oversight on the use of LWOP. Leave without pay has a direct impact on manpower and the hiring process.

5. Procedures.

a. Leave without pay (LWOP) requests for 29 days or less will be handled in the same manner as requests for annual leave and may be approved by the Director. If in a duty status, the request must be in writing and in advance. If LWOP was originally scheduled for 29 days or less, but an extension will total 30 days or more, approval by the Garrison Commander is required.

b. Leave without pay (LWOP) requests for 30 days or more will require prior written approval by the Garrison Commander. Approval can be obtained via simple email correspondence to the DGC (same as TDY approval). Once approval has been received:

(1) Initiate the RPA in DCPDS with the appropriate LWOP code (i.e., LWOP, LWOP-US). The action must include the NTE date.

(2) In the "Remarks" section of the RPA, indicate the reason for LWOP.

(3) Attach to the RPA the employee's written request, approval documentation from the Garrison Commander, Military Orders if LWOP-US, Medical Certification, or any additional documentation determined pertinent.

(4) Route action through Manpower, IMCOM, Fort Polk. The action will be forwarded through Budgeting and on to CPAC.

6. Proponent. The Resource Management Office is the proponent for this policy.

7. This policy will remain in effect until superseded or rescinded.

DAVID G. ATHEY
COL, AR
Commanding

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