




United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240

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Memorandum

To: Department of the Interior Human Capital Officers

From: Raymond A. Limon 
Deputy Assistant Secretary - Human Capital and Diversity
Chief Human Capital Officer

Subject: Monitoring Administrative Leave Usage

This memorandum requires Human Capital Officers to review and report on their organizations' usage of administrative leave on a quarterly basis, and to ensure that the usage of leave is appropriate and limited to the extent possible.

Background

In recent years, Congress, the Government Accountability Office, and agency inspectors general have scrutinized agencies' use of administrative leave as a broad category. The Administrative Leave Act of 2016 categorized and limited agencies' use of administrative leave. While the U.S. Office of Personnel Management's final implementing regulations on that law have not yet been issued, it is important that organizations closely monitor the use of administrative leave as an internal control measure. The Department's Office of the Inspector General also made several recommendations regarding the Department's use of extended administrative leave in 2016.

Oversight and Reporting

Existing Department policies defining the appropriate use of various categories of administrative leave remain in effect.¹ Human Capital Officers are responsible for ensuring that the use of administrative leave in their organizations is in accordance with these policies, and for reviewing quarterly reports of usage for the following pay codes:

- 060 – Administrative Leave – Other
- 061 – Administrative Leave – Weather
- 062 – Administrative Leave – Pro Bono
- 063 – Administrative Leave – Investigations
- 064 – Administrative Leave – Notice/Adverse
- 068 – Administrative Leave – Blood Donation

¹ [Personnel Bulletin 16-01: Modification to Administrative Leave Procedural Guidance](#);
[Personnel Bulletin 18-04: Weather and Safety Leave](#);
[Memorandum to Department of the Interior Human Resources Directors: Guidance on Using Administrative Leave Pay Codes \(March 2, 2017\)](#)

Human Capital Officers are responsible for keeping records pertaining to their quarterly reviews. In addition, Human Capital Officers are required to submit a quarterly report to the Chief Human Capital Officer regarding employees who were placed on administrative leave for longer than 14 consecutive calendar days using the attached template. Quarterly reports must cover the six-seven pay periods corresponding to the prior fiscal quarter and are due one month after the end of the quarter (e.g., Quarter 1 reports will cover the pay periods best corresponding to the period October 1 – December 31 and are due on January 31 of each fiscal year).

If you or your staff have questions or need assistance regarding this guidance, please contact Agnes Wanderer, Office of Human Capital, at Agnes_Wanderer@ios.doi.gov.

Attachment: Extended Administrative Leave Quarterly Report Template

