

Fort Knox CPAC...



HR Tip of the Week

Supervisors may grant brief excused absences on an ad hoc basis for periods of up to 59 minutes. Supervisors should avoid granting 59 minutes on a regular or recurring basis. The 59 minutes may not be combined with breaks, lunch periods or any other type of leave. The authority to grant excused absence should be used sparingly.

IAW 5 CFR 630.206, "If an employee is unavoidably or necessarily absent for less than one hour, or tardy, the agency, for adequate reason, may excuse him without charge to leave." Under this authority, an excused absence is defined as an administratively authorized absence from duty without a loss of pay or charge to other personal paid leave.

The authority can be used for all employees as long as the reasons are justifiable. Cases of occasional tardiness to work, for example, due to a flat tire or problem at home, can also be covered by the rule. Inclement weather, holiday observance or delays in travel may be adequate reasons to invoke the "59-minute rule."

Look for our next HR Tip regarding Conducting Reference Checks