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Army in Europe  
Regulation 690-110\*

Headquarters  
United States Army Installation Management Command  
Europe  
Sembach, Germany

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## Civilian Personnel

# Civilian Employee Timekeeping in the Army in Europe

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\*This regulation supersedes AE Regulation 690-110, 27 May 2009.

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For the Commander:

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**Summary.** This regulation prescribes policy and procedures for U.S. DA civilian employee timekeeping in the Army in Europe ([glossary](#)).

**Summary of Change.** The revision—

- Updates organizational names, office symbols, telephone numbers, and other administrative information throughout.
- Revises procedures throughout to synchronize with Army procedures for processing time and attendance (T&A) using the Automated Time Attendance and Production System (ATAAPS).
- Revises the purpose paragraph ([para 1](#)) to include United States Army Africa/Southern European Task Force (USARAF/SETAF) organizations that use USAREUR timekeeping policy and procedures.
- Reorganizes and sequences procedural sections ([paras 4 thru 10](#)).
- Revises and reorganizes responsibilities ([para 5](#)).
- Prescribes premium-hours procedures ([para 6](#)).

- Prescribes leave-processing procedures ([para 7](#)).
- Moves the compensatory time and overtime procedures paragraph (formerly para 10) to a subparagraph ([para 6a](#)) of the premium-hours paragraph ([para 6](#)) and updates the procedures.

**Applicability.** This publication applies to U.S. DA civilian employees; supervisors and managers of DA civilian employees, timekeepers and alternates, and certifiers of T&A of organizations serviced by the Defense Civilian Pay System (DCPS) Support Office, Civilian Personnel Directorate (CPD), Office of the Deputy Chief of Staff (ODCS), G1, HQ USAREUR.

**NOTE:** USARAF/SETAF is a separate Army service component command that has elected to adhere to USAREUR timekeeping procedures based on its tenant status in Europe and the previous and current special relationships with USAREUR (that is, USARAF/SETAF was formerly a subordinate command of USAREUR, and the CG, USAREUR, has delegated USAREUR Senior Responsible Officer authorities for Italy to the CG, USARAF/SETAF ([AE Reg 10-5](#))).

**Records Management.** Records created as a result of processes prescribed by this regulation must be identified, maintained, and disposed of according to AR 25-400-2. Record titles and descriptions are on the Army Records Information Management System website at <https://www.arims.army.mil>.

**Supplementation.** Organizations will not supplement this regulation without approval of the DCPS Support Office, CPD, ODCS, G1, HQ USAREUR.

**Forms.** This regulation prescribes [AE Form 690-110A](#). AE and higher level forms are available through the Army in Europe Library & Publishing System (AEPUBS) at <https://www.aepubs.eur.army.mil/>.

**Suggested Improvements.** The proponent of this regulation is the DCPS Support Office, CPD, ODCS, G1, HQ USAREUR (mil 314-537-1551). Users may suggest improvements to this regulation by sending DA Form 2028 to the USAREUR G1 (AEPE-C), Unit 29351, APO AE 09014-9351.

**Distribution.** This publication is available only electronically and is posted in AEPUBS at <https://www.aepubs.eur.army.mil/>.

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### Glossary

## 1. PURPOSE

This regulation prescribes policy and procedures that apply to all DA civilian employees, supervisors and managers of DA civilian employees, timekeepers and alternates, and certifiers of time and attendance (T&A) for both the Automated Time Attendance and Production System (ATAAPS) and the Defense Civilian Pay System (DCPS), of organizations serviced by the DCPS Support Office, Civilian Personnel Directorate, Office of the Deputy Chief of Staff, G1, HQ USAREUR.

## 2. REFERENCES

[Appendix A](#) lists references.

## 3. EXPLANATION OF ABBREVIATIONS AND TERMS

The [glossary](#) defines abbreviations and terms.

## 4. GENERAL TIMEKEEPING POLICY

a. Accurate T&A timekeeping is the first step in the process of paying civilian employees. Managers will ensure employees, timekeepers, and supervisors are trained on T&A reporting responsibilities and procedures.

b. Timekeepers—

(1) May be U.S. or local national civilian employees, or military personnel.

(2) Must be competent, responsible, and trustworthy.

(3) Must have a signed “Timekeeper Appointment” memorandum retained on file while performing timekeeping duties.

c. Certifiers—

(1) May be U.S. or local national civilian employees, or military personnel.

(2) Must be competent, responsible, and trustworthy.

(3) Must have a signed “Certifier Appointment” memorandum retained on file while performing timekeeping duties.

d. T&A records must be—

(1) Accurate.

(2) Certified.

(3) Verified.

(4) Expeditiously processed to ensure employees are promptly and correctly paid, expenditures are legal, and labor costs are accurately recorded in official financial reports.

e. The supervisor is the contact for leave and employee pay issues. Timekeepers will help employees, supervisors, and managers research leave and payroll discrepancies. Timekeepers may contact their customer service representative (CSR) for assistance. The Defense Finance and Accounting Service (DFAS) payroll office should not be contacted directly.

## 5. RESPONSIBILITIES

All units, subordinate commands, and staff elements of the Army in Europe are responsible for implementing internal controls associated with timekeeping and ensuring compliance through the manager's internal control program.

**a. Managers at USAREUR-Supported Organizations.** Managers at organizations and commands supported by the USAREUR DCPS Support Office will—

(1) Appropriately compensate employees for work (scheduled or unscheduled, directed or not directed). Employees should not be permitted to work outside their established work hours without the approval and direction of their supervisor. Lunch breaks will not be considered as time worked.

(2) Separate the duties of various functions pertaining to allowances (such as leave and pay) to minimize opportunities for carrying out unauthorized, fraudulent, or other irregular acts. The separation of duties ensures that no one person performs all transactions without the intervention of another person to conduct a crosscheck. The following functions should be performed by different individuals:

(a) Recording T&A. DA employees record their time through ATAAPS. Employees are responsible for reporting attendance, to include approved absences, and concurring (in ATAAPS) with T&A entered. The timekeeper records the employee's T&A through DCPS for non-ATAAPS users.

(b) Certifying T&A (ATAAPS). The person who certifies T&A is responsible for recommending advance leave and approving leave such as administrative, annual, compensatory, credit, Family Medical Leave Act (FMLA), leave without pay (LWOP), sick leave, and leave to care for a Family member ([glossary](#)).

(c) Reviewing T&A. The timekeeper is responsible for ensuring that—

1. Each employee concurs with T&A (ATAAPS only).

2. All annotations on the timesheet (and in ATAAPS) are supported by appropriate documentation (for example, leave or premium requests).

3. T&A is correct and certified (ATAAPS only). T&A recorded online through DCPS should be reviewed by someone other than the person who enters the T&A in DCPS.

(3) Provide procedural guidance for recording, reviewing, and approving T&A that is adequate, clear, and readily available to all applicable individuals.

(4) Appoint certifiers and timekeepers in writing and keep the appointments on file.

(5) Maintain a complete list of timekeepers and certifiers or supervisors and update the list as changes occur.

(6) Ensure that all individuals who review and approve T&A are properly trained at least 60 calendar days after the date of appointment or of assumption of responsibilities (preferably before the assumption-of-responsibility date).

(a) Timekeepers and alternates receive T&A training once before or immediately after their initial appointment and annually each FY thereafter. Ensure a minimum of two timekeepers are appointed at all times.

(b) Supervisors and anyone who certifies (signs or approves) timesheets receive T&A certification training once before or immediately after their initial appointment and annually each FY thereafter.

(7) Ensure that responsible individuals approve (certify) T&A records in a timely and accurate manner. Every effort should be made to correct errors before certification and within the same pay period in which the changes apply.

(8) Ensure supervisors establish employee work-hour schedules and document changes to those schedules as they occur.

(9) Ensure the organization retains T&A documents and manual timesheets (when used) through hard copy or electronic media, as required by records retention guidelines according to DOD 7000.14-R, volume 8, chapter 2. Ensure information is readily available for review in support of audits.

(10) Ensure requests of holiday, compensatory time, and overtime work are approved by the authorizing official before the premium hours are worked.

(11) Ensure the use of the Leave Availability report, which provides current information about employee premiums earned, and about leave balances when approving leave requests.

(12) Ensure a supervisory or management-level signature on all DCPS reports timekeepers prepare each pay period.

(13) Hold all individuals who are responsible for reporting, approving, and reviewing T&A data (electronic and paper forms) accountable for the accuracy, integrity, and security of that information. Individuals must immediately report the discovery of any violations of internal controls, improper input of T&A data, or security breaches to an appropriate supervisory official.

**b. Approving Officials.** Supervisors and certifiers will—

(1) Establish civilian employee work schedules and provide a copy of schedules to the applicable timekeepers.

(2) Ensure all employees know the identity of their primary and alternate timekeepers.

(3) Ensure new USAREUR employees attend the New Employee Pay Orientation (NEPO) training within 2 pay periods of the hire date.

(4) Approve or disapprove all employee leave requests within 10 business days of receipt of the request.

(5) Ensure employees have enough leave accrued for any requested leave, and that approved advance leave is submitted to the DCPS Support Office for processing. Approving officials will use the Leave Availability report when approving leave requests, which provides current information of employee premiums (with dollar value and expiration) and leave balances.

(6) Ensure employees do not work premium hours (that is, compensatory time, holiday hours, or overtime) before receiving approval.

(7) Notify timekeepers of actions to be recorded in cases of excused or unauthorized leave.

(8) Ensure employees who have earned compensatory leave for official travel (must be stated on TDY orders) provide supporting documentation within 5 workdays after travel is complete. Ensure that the documentation supporting the final, authorized amount is maintained on file.

(9) Ensure employees who use military leave provide supporting documentation (for example, certified orders) to the timekeeper within 2 pay periods of returning from military duty.

(10) Be primarily responsible for authorizing, approving, and certifying T&A transactions. Maintain awareness of employee presence or absence daily, type of leave taken, overtime worked, etc., and ensure that the T&A is correctly reflected in ATAAPS.

(11) Certify T&A records, including corrections or adjustments, in a timely manner, based on the organization's schedule. Ensure each employee has concurred with their T&A in ATAAPS before certifying T&A records. For this purpose, approving officials include all supervisors, other equivalent officials, and higher-level managers who may be acting as alternates to the usual approver or direct supervisor. To ensure accuracy of T&A records, approving officials should be aware of an employee's approved work schedule, leave taken, and any absence from duty before reviewing and approving the T&A transaction.

(12) Assist employees with payroll and labor issues associated with leave and erroneous pay by providing timekeeper assistance.

**c. Timekeepers will—**

(1) Review T&A records in ATAAPS to ensure accuracy, employee concurrence, and certification. Notify a certifying official, supervisor, or higher ranking official in the organization immediately of discrepancies.

(2) Enter employee T&A, from the timecard signed by employee and certifier, online through DCPS if ATAAPS is not used, or with current-period updates after the processing of the ATAAPS file.

(3) Update employee T&A status in DCPS by using the information in the work schedule.

(4) Ensure employees or their supervisors provide applicable documents supporting T&A entries, such as compensatory time for travel, military leave, and various other leave requests or authorizations, and maintain documentation in paper or electronic format.

(5) Forward copies of certified military-leave orders and approved advance-leave requests to the DCPS Support Office for processing.

(6) Monitor and correct invalid T&A conditions based on DCPS reports.

(a) Run biweekly DCPS reports each pay period for missing time, invalid transactions, conversion of hours, and retroactive invalid transactions.

(b) Resolve errors, annotate action taken, and sign and date each report.

(c) Run additional miscellaneous reports as needed, as covered in timekeeper training; work reports, annotate action taken, and sign and date the reports.

(7) Notify the DCPS Support Office for employees requiring DCPS access.

(8) Serve as the organization's liaison with the DCPS Support Office CSR by assisting supervisors and employees with pay or leave related inquiries.

**d. ATAAPS Personnel Management Level III users of the USAREUR or USARAF ATAAPS database will—**

(1) Establish and close employee records in ATAAPS.

(2) Provide employee access to ATAAPS.

(3) Provide training and assistance for personnel throughout the organizations serviced.

(4) Assign and maintain timekeepers to respective teams.

(5) Assign and maintain certifiers to respective rosters.

(6) Serve as the organization's liaison with the DCPS Support Office CSR for ATAAPS T&A and ATAAPS security requests.

**e. Civilian Employees will—**

(1) Attend NEPO training within 2 pay periods of hire if new to USAREUR.

(2) Keep records of work hours and account for all leave and absences.

(3) Record T&A using ATAAPS and—

(a) Review the information to ensure it is correct before "concurring".

(b) Adhere to organization's timeframe.

(c) Provide to the applicable supervisor a signed hardcopy timecard if using DCPS.

(4) Submit leave and premium-hour requests through ATAAPS, or via AE Form 690-110A for DCPS-only users, and gain approval prior to taking the time off or working additional hours.

(5) Submit corrections to T&A as required and provide notification to the applicable supervisor.

(6) Provide supervisors with appropriate TDY documentation (for example, itinerary, local travel voucher, temporary duty orders) for compensatory time for travel earned. This documentation must be provided within 5 workdays after returning to the official duty station.

(7) Provide military-leave-supporting documentation, such as certified orders, to the timekeeper within two pay periods of returning from military duty.

(8) Review leave and earnings statements (LESs) and report discrepancies to the supervisor for correction.

**f. DCPS Support Office Personnel will—**

(1) Act as the central control office for matters pertaining to USAREUR-managed civilian payroll and leave. In this role, the DCPS Support Office—

(a) Assigns select DCPS Support Office personnel to serve as CSRs.

(b) Provides supported units with contact information for their supporting CSR.

(c) Provides units with assistance through the CSRs as required. The CSRs also serve as the principal liaison officers to the DFAS payroll office for the supported units.

(2) Provide training for supervisors, timekeepers, and new employees about T&A policy, regulations, and procedures.

(3) Provide applicable organizations and their personnel with support to solve T&A issues that supervisors and timekeepers cannot solve at their level.

(4) Research pay and leave issues when requested by supervisors and employees.

(5) Perform leave, pay, and T&A audits.

(6) Provide management reports, including compensatory time, leave, overtime, and usage reports, as requested.

(7) Assist timekeepers with obtaining access to DCPS.

(8) Appoint individuals to serve as the USAREUR or USARAF ATAAPS application administrator. The USAREUR or USARAF ATAAPS application administrator is responsible for providing system access for certifying officials and timekeepers.

(9) Appoint qualified individuals to serve as International Treasury Services agents for USAREUR.

(10) Receive, process in DCPS, and maintain employee data associated with newly hired or transferred employees; advance leave, whether annual or sick; restored leave; the Voluntary Leave Transfer Program; or military leave certification.

## 6. PREMIUM HOURS

### a. Overtime, Compensatory Time, and Holidays Worked

(1) Overtime and compensatory time consist of hours of work that are officially ordered or approved for an employee that exceed the employee's basic work week. Overtime and compensatory time must be limited to cases of real necessity or where substantial savings can be clearly demonstrated on an individual basis.

(2) Overtime, compensatory time, and work during holiday hours will not be performed before receiving approval. All requests must provide a description of the work to be performed or that was performed and state why the work could not be accomplished during normal work hours.

(a) In ATAAPS, employees will use the "Premium Request" feature for requesting overtime and compensatory time. DCPS-only users will use AE Form 690-110A for requesting overtime and compensatory time. AE Form 690-110A or email will remain acceptable for requesting holiday work until the ATAAPS "Premium Request" feature accepts "Holiday Premium" as a valid status.

(b) After-the-fact approvals for working overtime, compensatory time, and holiday hours should only be accepted under emergency or extenuating circumstances. All verbally approved requests must be confirmed in writing, by using the "Premium Request" feature in ATAAPS or AE Form 690-110A for DCPS-only users, on the next workday. The "Justification" block in ATAAPS or the "Remarks" block on AE Form 690-110A of the request must refer to the verbal approval that was granted, state who approved it, and the date approved.

(3) Employees whose basic rate of compensation exceeds the maximum applicable rate for grade GS-10 may be required to earn compensatory time instead of receiving overtime pay.

(4) Precertification of T&A for premium hours (overtime, compensatory time, and holiday hours) is not authorized. These hours may be recorded only after the time has been worked.

(5) There is no limit to the number of hours of compensatory time an employee may accumulate. The time limit for the use of compensatory time is the end of the 26th pay period after the compensatory time was earned. The unused compensatory time will then be paid at the overtime rate at which it was earned. The LES "Remarks" section provides a notification before the payout.

(6) Compensatory time will be paid as a lump sum when the employee separates or transfers to another DOD agency, but not when the employee moves within Army activities.

(7) An employee whose religious beliefs prohibit working during certain times may choose to work compensatory time for the time off taken to meet those religious obligations. An employee who works compensatory time for religious reasons will be granted equal compensatory time off from the scheduled tour of duty. Religious compensatory time may be earned either before or after the religious compensatory time is taken (Title 5, Code of Federal Regulations (5 CFR) 550).

(8) Compensatory time off will be granted before annual leave is approved, except when annual leave will be forfeited.

**b. Compensatory Time for Travel.** An eligible employee who performs official, temporary duty travel may request compensatory time off for time spent in a travel status away from the duty station if the travel time is not otherwise compensable as defined in 5 CFR 550.1403.

(1) To qualify for compensatory time—

(a) The time must be spent traveling between the official duty station and a temporary duty station or between two temporary duty stations. This excludes permanent change of station (PCS) travel.

(b) The time must be designated as official authorized travel.

(c) The employee must not be compensated in any other way, such as by overtime, normal duty time, or holiday leave.

(2) Prior to the travel, the supervisor should estimate the amount of compensatory time that may be earned and review this computation with the employee.

(3) Employees will request credit for compensatory time for travel within 5 workdays after completing the travel and arriving back to their duty station. In these cases, employees must submit a travel itinerary and any other supporting documentation for the time spent in a travel status. Other determinations about creditable time for employees in a travel status will be at the supervisor's discretion within the regulatory limits.

(4) Compensatory time for travel must be used within 26 pay periods and does not convert to paid time. Compensatory time for travel will also not be paid out upon transferring to another agency or when leaving the service. Any compensatory time for travel not used within 26 pay periods after being earned will be forfeited. Use of travel compensatory time must be approved in advance through the ATAAPS Premium-Request feature (Office of Personnel Management (OPM) Form 71).

## 7. LEAVE

Authority to approve leave is delegated to the immediate supervisor unless otherwise stated. Employees will request leave through the ATAAPS "Leave-Request" feature; DCPS-only users will complete OPM Form 71. The supervisor will approve or disapprove the request within 10 business days of receipt. Leave must be approved before the time off is taken.

**a. Annual Leave.** Requests for annual leave will be granted if the request is submitted in advance and the absence will not hinder mission accomplishment. Justification must be provided in the "Remarks" block if annual leave or compensatory time was taken during the same workweek as overtime or compensatory time worked.

**b. Advance Leave.** Employees may request advance leave, annual and sick, through the ATAAPS "Leave-Request" feature; DCPS-only users will complete OPM Form 71. The "Remarks" block must include the reason for the request. Supervisors should require employees to use available leave before approving advance leave. Approved requests must be submitted on OPM Form 71 to the servicing CSR at the DCPS Support Office for processing.

(1) Annual leave may be advanced to an employee in the amount not to exceed the total amount the employee would accrue within the leave year. A supervisor must have reasonable assurance that the employee will be in a duty status long enough to earn the advanced leave. Leave must not be advanced to an employee when it is known or expected that the employee will not return to duty, such as in an instance in which an employee has applied for disability retirement.

(2) Sick leave may be granted regardless of an employee's annual leave balance. The maximum amount of advanced sick leave full-time employees may have to their credit at any one time may not exceed 240 hours.

(3) Per 5 CFR 630.402(a)(1), advanced leave in the amount of up to 240 hours may be granted to a full-time employee for the following reasons:

(a) The employee is unable to perform work duties because of incapacitation by physical or mental illness, injury, pregnancy, or childbirth.

(b) The employee or a Family member has a serious health condition.

(c) The employee's presence on the job would jeopardize the health of others by his or her presence on the job because of exposure to a communicable disease.

(d) The employee adopts a child.

(e) The employee cares for a covered Servicemember with a serious injury or illness, provided the employee is exercising his or her entitlement to FMLA leave to care for the covered Servicemember.

(4) Per 5 CFR 630.402(a)(2), advanced leave in the amount of up to 104 hours (13 workdays) may be granted to a full-time employee for the following reasons:

(a) To receive medical, dental, or optical examinations or treatment.

(b) To provide care for a Family member incapacitated by a medical or mental condition, or to attend to a Family member receiving medical, dental, or optical examination or treatment.

(c) To provide care for a Family member who would jeopardize the health of others by their presence in the community because of exposure to a communicable disease.

(d) To make arrangements necessitated by the death of a Family member or attend the funeral of a Family member.

**c. Continuation of Pay (COP).** An employee who sustains a disabling job-related traumatic injury is entitled to the continuation of regular pay for up to 45 calendar days when totally incapacitated. An ATAAPS leave request, or a leave request made on an OPM Form 71, is required when an employee makes claims for COP or worker's compensation. An employee's absence because of a job-related traumatic injury must be reported on the T&A record as COP after the absence has been substantiated by medical documentation and compensation forms. The code "LU" will be used for the date of the injury, and the code "LT" will be used for traumatic injury continuation of pay. The period to be charged to COP begins on the first day or shift of disability or medical treatment following the date of injury if the absence began within 45 days after the injury.

**d. Donated Leave.** The Voluntary Leave Transfer Program permits Federal employees to donate accrued annual leave for other Federal employees to use during medical emergencies. A medical emergency refers to a medical condition of an employee or a Family member that is likely to require an employee's absence from duty for at least 24 hours and to result in a substantial loss of income to the employee because of the lack of paid leave. This program does not allow time off to cover care for a newborn or adopted child unless extenuating medical circumstances exist; nor does this program cover time off for elective surgery. The employee's Civilian Personnel Advisory Center (CPAC) office grants approval.

(1) An employee who has been affected by a medical emergency and who desires to become a recipient of donated leave may submit a leave recipient application by using OPM Form 630. Requests should include medical documentation and a copy of the employee's most recent LES.

(2) An employee who desires to become a leave donor may submit a transfer of leave request for within-the-agency by using OPM Form 630A, and for outside-the-agency donations by using OPM Form 630B. Employees may not donate leave to their immediate supervisors.

**e. Excused Absence.** An excused absence is an administratively authorized absence from duty without loss of pay and without charge to employee leave. Agency heads or their designees have authority to grant excused absence in limited circumstances for the benefit of the agency's mission or for a Government-sanctioned purpose. Employees should check with management regarding organizational policy for excused absences. Refer to [AE Pamphlet 690-630](#) for additional information.

**f. Family Medical Leave Act.** Under the FMLA, most full-time Federal employees are entitled to a total of 12 workweeks of unpaid leave during a 12-month period for any of the following purposes:

(1) The birth of a child of the employee and time needed to care for the child.

(2) The placement of a son or daughter with the employee for adoption or foster care.

(3) The employee needs to care for his or her spouse, son, daughter, or parent who has a serious health condition. "Parent" does not include parents-in-law.

(4) A serious health condition of the employee that makes the employee unable to perform the essential functions of his or her position.

(5) Most Federal employees may use up to 12 administrative workweeks of sick leave each year to care for a Family member with a serious health condition ([glossary](#)). If an employee has previously used any portion of 104 hours (13 workdays) of sick leave for general Family care or bereavement in a leave year, that amount must be subtracted from the 12-week entitlement. If an employee has already used 12 weeks of sick leave to care for a Family member with a serious health condition, the employee cannot use an additional 104 hours (13 workdays) in the same year for general Family care. An employee is entitled to a total of 12 weeks of sick leave each year for all Family-care purposes.

**NOTE:** Under certain conditions, an employee may use the 12 weeks of FMLA leave intermittently. An employee may elect to substitute annual leave, sick leave, or both, provided the annual or sick leave is taken according to the guidelines of OPM regulations for using annual and sick leave for any unpaid leave taken in conjunction with the FMLA.

**g. Home Leave.** CPAC determines the eligibility for home leave. Home leave is an additional leave afforded to most employees hired from the United States to work overseas for the purpose of returning “home”. This leave is earned in one-day increments rather than in hours, as with annual or sick leave.

**h. Leave-Free Travel.** Employees who are authorized 45-day annual leave accrual may, upon request, use leave-free travel time when taking leave to return home or to another authorized destination in the United States or its territories and possessions. Leave-free travel is limited to one travel day going and one travel day returning and may be granted only once during a prescribed tour of duty, that is once during an initial tour and again during a consecutive tour (5 USC 6303(d) and 5 CFR para 630.207).

**i. Leave Without Pay.** LWOP is a temporary, non-pay status and absence from duty and will only be granted on a case-by-case basis. LWOP is an approved leave status. Employees may request LWOP through ATAAPS or on OPM Form 71. Justification for the leave must be included in the “Remarks” block of the application. LWOP may not be used for disciplinary purposes. Ordinarily, DA civilians employed by USAREUR must use all paid absence available before LWOP is granted. Exceptions may be made by second line supervisors on a case-by-case basis.

**j. Military Leave.** Leave of absences may be granted for military training or Reserve duty. The employee will provide the timekeeper a copy of the orders or notice before departing on leave. Upon return from leave, the employee must provide a copy of signed, certified orders or other military sources, such as a pay statement, showing the inclusive dates of duty. If the supporting documentation is not provided, military leave usage will not be authorized and a T&A code change will be required. Employees should refer to DOD 7000.14-R, volume 8, for additional information.

**k. Restored Leave.** Restored use-or-lose annual leave is annual leave that was forfeited at the end of the leave year and later restored to an employee. This type of leave must be scheduled and approved in writing before the start of the third pay period before the end of the leave year. Employees will use this leave within 2 years after the end of the calendar year for which the leave is restored. Leave may be restored to the employee if leave was forfeited because of any of the following:

- (1) The agency denied leave because a mission-related emergency occurred.
- (2) The employee became ill while on previously approved annual leave.
- (3) The agency made an administrative error that caused the employee to forfeit leave.

(4) The employee was deployed. Employees are entitled to have their excess annual leave restored without the administrative burden of scheduling and canceling such leave. In addition, the time limitations for using restored annual leave are suspended for the entire period during which employees' services are determined to be essential for activities associated with the national emergency. A new time limit for using all restored leave available to the employee will be established at the end of the national emergency, or when the services of the employee no longer are determined to be necessary. Employees will should refer to DOD 7000.14-R, volume 8, chapter 5, paragraph 050306.C.4, for additional guidance.

**l. Sick Leave.** Requests for sick leave for dental, medical, or optical examinations or treatments must be submitted for approval before the appointment. Employees may be required to provide medical documentation to substantiate requests for sick leave when the leave exceeds 3 workdays of continuous absence or when determined necessary. Sick leave and other leave will be granted when circumstances permit.

(1) Most full-time Federal employees may use up to 104 hours (13 workdays) of sick leave each leave year to—

(a) Provide care for a Family member who is incapacitated as result of physical or mental illness, injury, pregnancy, or childbirth.

(b) Provide care for a Family member when the care is necessitated by a medical, dental, or optical examination or treatment.

(c) Make arrangements necessitated by the death of a Family member or to attend the funeral of a Family member.

(2) At the discretion of the agency, an employee may be advanced up to 104 hours (13 workdays) of sick leave each leave year, or a proportional amount for an employee on a part-time schedule or uncommon tour of duty, for Family care or bereavement purposes.

**NOTE:** Part-time employees and employees with uncommon tours of duty are also covered, and the amount of sick leave permitted for Family care and bereavement is prorated in proportion to the average number of hours of work in the employee's scheduled tour.

**m. Time Off in Association With PCS.** Employees moving from stateside to overseas, or from overseas to stateside, are required to complete administrative tasks associated with the PCS during working hours. Employees may be afforded administrative leave and may be allowed time away from the workplace to complete these tasks. Employees should refer to [AE Pamphlet 690-630](#) for additional information on time off in association with PCS.

**n. Unscheduled Leave.** Employees will notify their supervisor, or the next individual in their line of supervision, when absent because of an emergency or sickness. In these cases, employees will submit an ATAAPS Leave Request, or a leave request on an OPM Form 71, before the next work shift or as soon as possible. Exceptions will be made on a case-by-case basis.

**o. Disabled Veteran Leave (DVL).** This leave is available for any eligible employee, hired on or after November 5, 2016, who is a veteran with a service-connected disability rated at 30 percent or more for purposes of undergoing medical treatment for such disability, and for which sick leave could regularly be used.

**NOTE:** This leave is only available to employees covered under Title 5 leave provisions.

(1) Upon hire, 104 hours (13 workdays) are available for use during the first 12 months of employment. Eligible employees may not exceed these 104 hours. If not used during the first 12 months of employment, the leave may not be carried over to subsequent years and will be forfeited.

(2) DVL follows existing sick leave requesting-and-approval procedures. Current procedures allow employees to self-certify for sick leave that is 3 days or less, which means no doctor's note is required. However, the self-certification must state that the requested leave will be used for medical treatment for a qualifying service connected disability. The leave request must also include the specific date and hours of absence required for the treatment.

## 8. WORK SCHEDULE

**a. Work hours.** Normal work hours are between 0600 and 1800, Monday through Friday. Core hours are from 0900 to 1500, per applicable schedule type. Employees must be present for duty during core hours unless specifically excused. Employees who work an 8-hour day must take at least 30 minutes for lunch. The lunch break cannot be "saved" and taken at the end of the day to shorten the workday, nor may credit hours be earned by working through the lunch break. The lunch break should be taken as close to the middle of the workday as possible.

**b. General.** The ATAAPS and the DCPS use work schedules as a means of reporting T&A. Supervisors will provide timekeepers with schedules, signed by the employee and supervisor, for new employees and when existing employees' schedules change. Personnel Management Level III or timekeepers will establish the work schedules in ATAAPS and, for the first schedule, in DCPS. Established work schedules will generate T&A from the scheduled hours, so only exceptions to the set schedule need to be entered. Schedules must be completed before entering timecard data in the system.

**c. Credit Hours.** Credit hours are hours spent in voluntary duty time that exceed the tour requirement, whether daily, weekly, or biweekly. Eligibility to earn credit hours depends on the alternative work-schedule type. Employees should refer to [AE Regulation 690-990-100](#) for additional information.

## 9. TIME-AND-ATTENDANCE RECORDS

T&A is generated in DCPS from processing the ATAAPS file of data or with direct entry using DCPS. When the data on the T&A record differs from the time worked, the timekeeper must enter the exception data on the line next to the appropriate week and day. The total hours from both the default time and the exception entered must equal the scheduled hours for the day.

**a. Type Codes.** DCPS type codes are required to report an employee's T&A. Employees should refer to the DCPS User Manual, section H, chapter 6, for a complete list of T&A type codes.

**b. Time Intervals.** Leave will be reported in 15-minute intervals.

## 10. CORRECTED TIME-AND-ATTENDANCE RECORDS

a. Corrected T&A records will be submitted to correct erroneous entries or for reporting supplemental T&A information, such as overtime that was worked after T&A records were submitted. Corrections may be processed in ATAAPS and DCPS.

b. USAREUR and USARAF T&A corrections older than 6 months must be processed using DCPS. When using DCPS hardcopy timecards, employees will make a copy of the original timecard, make the changes to it, and have it signed by the supervisor or certifier. The corrected T&A documentation must include—

- (1) The employee's name, SSN, unit identification code, and distribution.
- (2) The pay-period-ending date of the correction.
- (3) The complete pay period of T&A with the correction.
- (4) The annotation "CORRECTED T&A RECORD".

c. The T&A record must be certified via signature by a designated appointed official. If possible, the corrected T&A record should be signed by the same official who signed the original T&A record.

## **APPENDIX A REFERENCES**

### **SECTION I PUBLICATIONS**

Section 550, Title 5, Code of Federal Regulations (5 CFR 550), Pay Administration (General)

5 CFR 550.1403, Definitions

5 CFR 630.402, Advanced Sick Leave

Title 5, United States Code (USC), Government Organization and Employees

DOD 7000.14-R, Department of Defense Financial Management Regulation, Volume 8, Civilian Pay Policy (available at <https://comptroller.defense.gov/FMR/fmrvolumes.aspx>)

Defense Civilian Pay System Users Manual (available at <https://intelshare.intelink.gov/sites/dfas/DCPS/SitePages/Home.aspx>)

[AE Regulation 10-5](#), Headquarters, United States Army Europe

[AE Regulation 690-990-100](#), HQ USAREUR Alternative Work Schedule

[AE Pamphlet 690-630](#), Excused Absence

### **SECTION II FORMS**

Standard Form (SF) 1150, Record of Leave Data (available at <https://www.gsa.gov/portal/forms/type/top>)

Office of Personnel Management (OPM) Form 71, Request for Leave or Approved Absence

OPM Form 630, Application to Become a Leave Recipient Under the Voluntary Leave Transfer Program

OPM Form 630A, Request to Donate Annual Leave to Leave Recipient Under the Voluntary Leave Transfer Program (Within Agency)

OPM Form 630B, Request to Donate Annual Leave to Leave Recipient Under the Voluntary Leave Transfer Program (Outside Agency)

**NOTE:** OPM forms are available at <https://www.opm.gov/forms/>

DD Form 2875, System Authorization Access Request (SAAR)

DA Form 2028, Recommended Changes to Publications and Blank Forms

[AE Form 690-110A](#); Request, Authorization, and Report of Overtime

## GLOSSARY

### SECTION I ABBREVIATIONS

AE	Army in Europe
AEPUBS	Army in Europe Library & Publishing System
AR	Army regulation
ATAAPS	Automated Time Attendance and Production System
CFR	Code of Federal Regulations
CG	commanding general
COP	continuation of pay
CPAC	Civilian Personnel Advisory Center
CPD	Civilian Personnel Directorate, Office of the Deputy Chief of Staff, G1, Headquarters, United States Army Europe
CSR	customer service representative
DA	Department of the Army
DCPS	Defense Civilian Pay System
DFAS	Defense Finance and Accounting Service
DOD	Department of Defense
DVL	Disabled Veteran Leave
FMLA	Family Medical Leave Act
FMR	Financial Management Regulation
FY	fiscal year
GS	General Schedule [pay category]
HQ USAREUR	Headquarters, United States Army Europe
LES	leave and earnings statement
LWOP	leave without pay
MSC	Major Subordinate Command
NEPO	New Employee Pay Orientation
ODCS	Office of the Deputy Chief of Staff
OPCON	operational control
OPM	Office of Personnel Management
para	paragraph
PCS	permanent change of station
PML III	Personnel Management Level III [role in ATAAPS]
SAAR	system authorization access request
SF	standard form
SSN	Social Security number
T&A	time and attendance
TDY	temporary duty
USARAF/SETAF	United States Army Africa/Southern European Task Force
USAREUR	United States Army Europe
U.S.	United States
USC	United States Code

## SECTION II TERMS

### **Army in Europe**

The United States Army Europe, the United States Army Installation Management Command Europe, and all other U.S. Army organizations in the European theater

### **Family member**

A spouse; parents of the spouse; children, including adopted children and spouses of those children; parents; brothers, sisters, and their spouses; or any individual related by blood or affinity whose close association with the employee equates to a Family relationship

### **serious health condition**

An illness, injury, impairment, or physical or mental condition as defined by 5 CFR 630 that involves inpatient care or continued treatment by a health care provider and does not include routine care or continuing treatment that can be initiated without a visit to a health care provider.

- The approving agency may require medical certification of any serious health condition.
- The term *serious health condition* is not intended to cover short-term conditions for which treatment and recovery are very brief. A common cold, the flu, an earache, an upset stomach, a headache (other than migraines), and routine dental or orthodontic problems are not serious health conditions unless complications arise.

**NOTE:** USAREUR uses the definition used by the Office of Personnel Management (OPM) in their guidance, which is referenced from 5 CFR 630, to administer the Family and Medical Leave Act of 1993 and will always apply the most current version of that OPM definition. The above abbreviated version of that definition is provided solely for readability of this publication. For example, the OPM definition includes such conditions as Alzheimer's, cancer, childbirth, heart attack, pregnancy, severe injury, or stroke.