




Department of Energy
Washington, DC 20585

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MEMORANDUM FOR HUMAN RESOURCE DIRECTORS

FROM:


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OFFICE OF HUMAN CAPITAL MANAGEMENT

SUBJECT:

POLICY MEMORANDUM # 3
Advanced Leave for Childbirth, Adoption, and Foster Care

Purpose: Establish a requirement for supervisors and managers to approve up to 240 hours of advanced sick leave for childbirth, adoption, or other sick leave eligible uses; and the maximum amount of advanced annual leave for foster care placement in their home or bonding with a newborn or newly adopted child.

Authority: Presidential Memorandum - Modernizing Federal Leave Policies for Childbirth, Adoption and Foster Care to Recruit and Retain Talent and Improve Productivity, dated January 15, 2015, which is available at <https://www.whitehouse.gov/the-press-office/2015/01/15/presidential-memorandum-modernizing-federal-leave-policies-childbirth-ad>.

Coverage: This policy applies to all DOE Federal employees.

Requirements: The President has directed all Federal agencies to (1) offer 240 hours of advanced *sick* leave, at the request of an employee and in appropriate circumstances, in connection with the birth or adoption of a child or for other sick leave eligible uses, and (2) offer the maximum amount of advanced *annual* leave, at the request of an employee, for foster care placement in their home or bonding with a healthy newborn or newly adopted child.

Effective Date: This requirement is effective immediately.

Additional Information: The requirements will be added to DOE O 322.1, Pay and Leave Administration and Hours of Duty, when it is updated. Guidance on the requirements and other applicable workplace flexibilities is contained in OPM's *Handbook on Leave and Workplace Flexibilities for Childbirth, Adoption, and Foster Care*, which is available at <http://www.opm.gov/policy-data-oversight/pay-leave/leave-administration/fact-sheets/handbook-on-leave-and-workplace-flexibilities-for-childbirth-adoption-and-foster-care.pdf>. Currently, an employee's maximum allowable annual leave is made available at the beginning of the leave year.