



U. S. DEPARTMENT OF THE INTERIOR  
OFFICE OF SURFACE MINING  
RECLAMATION AND ENFORCEMENT  
**DIRECTIVES SYSTEM**

Subject Number:  
PER-12-1

Transmittal Number:  
558

Date: JUL 14 1989

Subject: Leave and Absence

Approval: *[Signature]* Title: *[Signature]* Director

Please make the following changes to:

Subject No.: PER-12                      Date: 1/28/87  
Subject: Leave and Absence      Transmittal No.: 314

This Change Notice is to comply with the Delegations of Authority Directive, Subject Number: OPM 5-1, Transmittal Number 540, Dated: May 12, 1989.

1. Change paragraph 3.c., Approval Authority as follows:

Change the second sentence as follows, "While the immediate supervisor should be consulted on requests for advanced leave, authority for approval is placed at a higher organizational level."

2. Change paragraph 3.d., Authority for the Approval of Advance Annual Leave, Advance Sick Leave and Leave Without Pay as follows:

The authority for approval of advance annual leave up to the current leave year accrual, advance sick leave and leave without pay not in excess of 15 days is delegated to second level supervisors and above, and Chiefs of Staff Offices (Headquarters). The authority for the approval of advance sick leave and leave without pay in excess of 15 working days is delegated to the Assistant Directors, Field Office Directors and the Chief, Division of Financial Management. The employee's supervisor must coordinate the request for over 15 days of advanced sick leave or leave without pay with the Chief, Division of Personnel or the appropriate Chief, Administrative Service Center and document it on a SF-71 which is retained for verification purposes.

**CHANGE NOTICE**