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MANAGEMENT

OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE  
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MAY 21 2013

MEMORANDUM FOR: SEE DISTRIBUTION

SUBJECT: Supplemental Guidance on Leave Without Pay Status for the Department of Defense Civilian Employees during an Administrative Furlough

On March 5, 2013, the Office of Personnel Management revised the Guidance for Administrative Furloughs. The revision states "Agencies have discretion in determining whether to furlough employees who are in Leave Without Pay (LWOP) status, since both furloughs and LWOP are periods of non-pay status."

This memorandum provides the Department of Defense supplemental guidance on the treatment of employees who are in LWOP status during an administrative furlough. For consistency and fairness, this guidance applies to employees in all categories of LWOP, including employees on leave under the Family and Medical Leave Act (FMLA) and Absent-Uniformed Service Leave (A-US). The guidance achieves required civilian payroll savings while maximizing productivity without creating additional financial burden for employees.

Employees who are in LWOP status during an administrative furlough will receive credit for their time in that status towards any remaining scheduled furlough hours.

- During an administrative furlough, employees issued furlough notices will be subject to scheduled furlough time until an approved period of LWOP begins.
- Once the previous furlough hours served plus LWOP hours taken during an administrative furlough equals the number of furlough hours required during the administrative furlough, no additional furlough time will be required.
- When a period of LWOP ends during the administrative furlough, the employee will be subject to the remaining balance of furlough time, if any.
- Managers and supervisors are advised to limit discretionary LWOP to the maximum extent practicable during the administrative furlough.
- LWOP taken prior to or after the administrative furlough will not be credited toward required furlough time.
- This guidance does not supersede any past practice or collective bargaining agreement. All bargaining obligations must be met prior to implementing a change in conditions of employment based on this guidance.

If you have questions about this guidance, my point of contact is Mr. Seth Shulman, Chief, Compensation Division, Defense Civilian Personnel Advisory Service. He can be reached at (571) 372-1617, or [seth.shulman@cpms.osd.mil](mailto:seth.shulman@cpms.osd.mil).



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