

INDIAN AFFAIRS MANUAL

Part 28
Chapter 2

Human Capital Management
Attendance and Leave

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1.1 Purpose. This chapter documents Indian Affairs' (IA) policy on the administration of duty hours and leave, in line with the policy and guidance provided by the Department of the Interior (DOI).

1.2 Scope. This policy applies to all programs and offices under the authority of the Assistant Secretary-Indian Affairs (AS-IA), including AS-IA offices, the Bureau of Indian Affairs (BIA), and the Bureau of Indian Education (BIE).

1.3 Policy. It is IA's policy to comply with all applicable federal laws and regulations and implement equitable uniform guidelines for time and attendance for IA employees.

1.4 Authority.

A. Statutes and Regulations.

- 1) 5 U.S.C., Subpart E, Attendance and Leave
- 2) 5 CFR 610, Hours of Duty

B. Guidance.

- 1) DOI Personnel Bulletin 09-14, Alternative Work Schedules, October 9, 2009
- 2) DOI Personnel Bulletin 15-05, Advanced Sick and Annual Leave Policy, July 10, 2015

C. Handbooks.

- 1) Interior Business Center (IBC) Time and Attendance Guide, v 4.17, August 2024
- 2) DOI Absence and Leave Handbook, 2012

1.5 Responsibilities.

A. AS-IA is responsible for establishing and implementing the work hours within IA, and for ensuring IA complies with statutory, regulatory, and Departmental Human Capital Management (HCM) requirements.

B. Deputy Assistant Secretary – Management (DAS-M) oversees the IA Office of HCM (OHCM), and facilitates IA's compliance with HCM initiatives, policies, procedures, laws, and regulations.

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- C. Director, OHCM** reports to the DAS-M and is responsible for overall policy and direction to IA bureaus and offices regarding effective human resources (HR) management, including oversight of the time and attendance function, and providing technical advice and counsel to supervisors, managers, and employees on matters related to hours of duty and the establishment of work schedules.
- D. Directors, AS-IA offices, BIA, and BIE** are responsible for:
- 1) overseeing the effective administration of regulations and policies pertaining to the hours of duty and related areas within their areas of jurisdiction;
 - 2) approving variations in the administrative workweek, including unusual daily tours of duty and workweeks that are other than the normal (Sunday through Saturday) calendar week;
 - 3) approving the establishment of workweeks that include regularly scheduled overtime; and
 - 4) establishing and terminating flexible and compressed work schedules in accordance with guidance and policy.
- E. IA Supervisors** are responsible for:
- 1) establishing employee work schedules, approving requests for participation in the Alternative Work Schedule (AWS) program, and assigning overtime and holiday work;
 - 2) approving requests for leave from subordinates, except for requests for leave without pay (LWOP) that are for more than a year and for administrative leave request in excess of 14 days that are tied to investigations or notices of removal;
 - 3) certifying time and attendance records;
 - 4) establishing leave and tour of duty procedures;
 - 5) ensuring employees are informed of the procedures to follow when requesting and obtaining approval of leave; and
 - 6) reviewing work requirements for changes that may affect the payment of premium pay, and revising work schedule accordingly.
- F. Employees** are responsible for:
- 1) adhering to their agreed-upon tour of duty work schedule; and
 - 2) adhering to established attendance and leave procedures.

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1.6 Standards, Requirements, and Procedures.

- 1) The IBC provides payroll services, including management of the Quicktime timekeeping system, for IA. The IBC Time and Attendance Guide is located on their webpage here: <https://ibc.doi.gov/HRD/payroll/manuals>
- 2) DOI's Quicktime SharePoint site also provides information here: <https://doimspp.sharepoint.com/sites/OneINTERIOR/SitePages/Quicktime.aspx>
- 3) IA employees can access the DOI Absence and Leave Handbook and DOI memorandums referenced in the Authorities section of this policy, a link to the various work schedule forms, and other related personnel guidance on OHCM's SharePoint site here: <https://doimspp.sharepoint.com/sites/doi-asia-ohcm/SitePages/Policies-&-Guidelines.aspx>
- 4) Additional DOI guidance on Human Resources Policies can be found here: <https://www.doi.gov/document-library/human-resources-policy>, and on telework and remote work, here: <https://www.doi.gov/telework>

Approval

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Date