

3 FAM 3520 ABSENCE WITHOUT OFFICIAL LEAVE (AWOL)

3 FAM 3521 POLICY

(TL:PER-239; 1-30-95)

(Uniform State/USAID/USIA/Commerce/ Agriculture)

(Applies to Foreign Service and Civil Service Employees)

a. When an employee is absent from duty other than on sick leave or emergency annual leave without advance authorization (see 3 FAM 3413.1 and 3 FAH-1 H-3520), or other excused absence, the absence will be charged as AWOL and pay will be forfeited for the entire period of such absence.

b. If the employee can offer a satisfactory explanation, the approving officer may alter the charge to annual leave, sick leave, or LWOP as appropriate. However, if the employee is unable to justify the absence, the charge of AWOL will remain. If circumstances warrant, disciplinary action may be taken. If a post recommends disciplinary action, a complete statement of the facts and recommended action will be forwarded to the appropriate bureau.

3 FAM 3522 THROUGH 3529 UNASSIGNED