

NATIONAL INSTITUTES OF HEALTH  
WARREN GRANT MAGNUSON CLINICAL CENTER  
NURSING & PATIENT CARE SERVICES

POLICY: Time and Leave

Nursing and Patient Care Services (NPCS) implements Time and Leave policies according to the Timekeeping Manual for Timekeepers and Supervisors for civil service employees. Additionally, NPCS implements Information on Absence and Leave for Public Health Service Commissioned Officers. All leave requests are submitted electronically by civil service employees via ITAS and manually by form PHS 1345 for PHS Officers. Time and leave records are maintained by the timekeepers for NPCS.

Procedures for notification of and requests for planned and unplanned leave will be managed at the unit level. Consideration will be given to work load and staffing issues.

PURPOSE: To provide uniform guidance and a systematic approach for time and leave issues.

PROCEDURE: Procedure for notification of and requests for planned and unplanned leave will be managed at the unit level. Consideration will be given to work load and staffing issues.

REFERENCES: Timekeeping Manual for Timekeepers and Supervisors  
A Supervisor's Guide to the Commissioned Personnel System, 1999  
[http://www.cc.nih.gov/OD/admin\\_policy/index.html](http://www.cc.nih.gov/OD/admin_policy/index.html)  
<http://www.opm.gov>

Approved:

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//s//  
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Formulated: 10/03  
Implemented:  
Reviewed:  
Revised: