



STATE OF GEORGIA
GEORGIA DEPARTMENT OF DEFENSE
1000 HALSEY AVE SE, BUILDING 447
MARIETTA, GEORGIA 30060

NGGA-TAG

4 MAY 2024

MEMORANDUM FOR: Georgia National Guard Federal

Employees SUBJECT: Granting of Administrative Leave

1. References:

- a. CNGBI 1400.25, Vol. 630 dated: 23 April 2021
- b. 5 U.S.C. §6329a, "Administrative leave"
- c. Title 5, Code of Federal Regulations (CFR) § 630, "Absence and Leave"

2. The Georgia National Guard will follow all federal regulations for the use of administrative leave for Technician (Title 32) and Civilian (Title 5) employees. Federal employees are limited to 10 workdays of administrative leave per year in accordance with 5 U.S.C. §6329A. The misuse of administrative leave is closely monitored by the National Guard Bureau and Office of Personnel Management, and any abuse of administrative leave will not be tolerated.

3. Administrative Leave is an authorized absence from duty that does not result in a loss of pay or charge to leave. Administrative leave is not an automatic entitlement, and agencies are not required to grant it unless required by law or a collective bargaining agreement. The Adjutant General of Georgia or their delegated official is authorized to grant administrative leave for periods exceeding two hours. Selecting Officials may grant administrative leave for periods of two hours or less in situations that impact employee safety. For clarification on the appropriate use of administrative leave, please contact Georgia's Human Resources Employee Benefits office.

4. While there are various legitimate uses of administrative leave, there are also common abuses that must be prevented. Administrative leave cannot be used to extend a federal holiday by taking leave on the day before or after the holiday. Administrative leave will not be granted to allow an employee to perform military duties. Group dismissals should be infrequent and authorized only when conditions are severe or when normal operations would be significantly disrupted.

5. This policy is effective immediately and supersedes all previous policies on this subject. If you have any questions or need further information about this policy, please contact the Human Resources Office, (678) 569-5710.

A handwritten signature in black ink, appearing to read "R.D.W.", is positioned above the printed name of the Adjutant General.

RICHARD D. WILSON
Major General, GANG
The Adjutant General