

3 FAM 3520

ABSENCE WITHOUT OFFICIAL LEAVE (AWOL)

(CT:PER-514; 12-21-2004)
(Office of Origin: HR/ER)

3 FAM 3521 POLICY

(CT:PER-514; 12-21-2004)
(Uniform State/USAID/BBG/Commerce/Agriculture)
(Applies to Foreign Service and Civil Service Employees)

- a. When an employee is absent from duty *without official authorization, 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 *and/or provide acceptable documentation (e.g. medical certification or court documentation), to justify the absence, the approving officer may charge the absence* 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. *The accumulation of AWOL is the basis for taking disciplinary action in accordance with 3 FAM 4300 (Foreign Service) and 3 FAM 4500 (Civil Service) disciplinary procedures. When a post or bureau requests that disciplinary action be taken against an employee, the following documentation should be submitted to the Bureau of Human Resources, Office of Employee Relations (HR/ER) for appropriate administrative action:*
 - (1) A complete statement of the facts; and*
 - (2) All supporting documentation (e.g. time and attendance records).*
- c. *For Foreign Service Nationals: Refer to 3 FAM 7470 for regulations concerning AWOL procedures.*

3 FAM 3522 AUTHORITY

(CT:PER-514; 12-21-2004)

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

(Applies to Foreign Service and Civil Service Employees)

a. 5 U.S.C. 6101 et seq.

b. 5 U.S.C. 6301 et seq

3 FAM 3523 TIME AND ATTENDANCE PROCEDURES AND RESPONSIBILITIES

(CT:PER-514; 12-21-2004)

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

(Applies to Foreign Service and Civil Service Employees)

See 4 FAH-3 H 520, "Attendance and Leave" for information on the responsibilities of the supervisor, timekeeper and employee in relations to time and attendance procedures.

3 FAM 3524 ADDITIONAL INFORMATION

(CT:PER-514; 12-21-2004)

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

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For additional information, visit [HR/ER/CSD](#).

3 FAM 3525 THROUGH 3529 UNASSIGNED