



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
3000 MARINE CORPS PENTAGON
WASHINGTON, DC 20350-3000

IN REPLY REFER TO:
12600
AR

10 JUL 2019

POLICY LETTER 2-19

From: Director, Administration and Resource Management Division
To: All Administration and Resource Management Division Employees
Subj: ADMINISTRATION AND RESOURCE MANAGEMENT (AR) DIVISION 59 MINUTE POLICY
FOR CIVILIAN MARINE EMPLOYEES
Ref: (a) 5 U.S. Code 2105
(b) 5 CFR 630.206

1. Purpose. The purpose of this Policy Letter is to provide amplifying guidance for the 59 Minute policy within AR Division. This policy does not supersede or replace the existing references. This policy provides guidelines and procedures for its implementation in accordance with the references.
2. Cancellation. This letter will remain in effect until revision or when indicated by appropriate authority.
3. Information. Administrative leave (also referred to as "excused absence") is an administratively authorized absence from duty without loss of pay or charge to leave. Unavoidable absences, brief periods of early dismissal, and brief periods of tardiness of less than one hour may be excused.
4. Authority to Approve Excused Absences. Approval authority originates with the Director, AR Division. Supervisors are authorized to approve 59 minutes of excused absence provided the absence does not result in lack of adequate office coverage or adversely impact mission accomplishment. Supervisors are required to inform their immediate supervisor prior to authorizing 59 minutes for their employees.


S. M. GROZINSKI