



# Instruction

Defense Intelligence Agency

DEFENSE INTELLIGENCE AGENCY  
WASHINGTON, DC 20340-5100

DIAI 1424.001

30 March 2005

OPR:

CHANGE 1 - 25 April 2005

(b)(3):10  
USC 424

## Leave

### References:

- (a) DIAM 22-23, "Civilian Personnel Administration", 3 April 2000.
- (b) Title 5 U.S.C., Chapter 63, "Leave".
- (c) Title 5 Code of Federal Regulations, Part 630, "Absence and Leave."
- (d) Public Law 107-306, Intelligence Authorization Act for Fiscal Year 2003.

### 1. Purpose

1.1. The purpose of leave is to establish the overall management and administration of civilian

employee leave programs. Leave is a benefit for civilian employees to be used for vacations, rest and relaxation, personal business, emergencies, and to conduct official government business. Leave programs encompass

- Annual leave
- Sick leave
- Leave without pay
- Absence without leave
- Home leave
- Environmental and morale leave
- Court leave
- Family friendly leave
- Family and medical leave
- Military leave
- Administrative leave
- Group dismissal and excusal of personnel
- Voluntary leave transfer program, and
- Voluntary leave bank

1.2. This instruction delegates authority to the Chief of Staff (CS) to serve as the approving authority for closure of the agency and release of personnel during emergencies, planned management actions, or other events as deemed appropriate by the CS.



