



DEPARTMENT OF THE NAVY  
OFFICE OF THE CHIEF OF NAVAL OPERATIONS  
2000 NAVY PENTAGON  
WASHINGTON DC 20350-2000

OPNAVSTAFFINST 12600.1  
DNS-D  
24 Oct 2023

OPNAV STAFF INSTRUCTION 12600.1

From: Chief of Naval Operations

Subj: OPNAV GUIDANCE ON CIVILIAN WORK HOURS, TELEWORK, ABSENCE AND LEAVE

Ref: (a) DoD Financial Management Regulation 7000.14-R, Volume 8  
(b) OPM Handbook on Alternative Work Schedules  
(c) 5 United States Code  
(d) 5 Code of Federal Regulations  
(e) SECNAVINST 12271.1  
(f) DODI 1035.01, Telework Policy, of 07 April 2020  
(g) ASN (M&RA) Memorandum, "Use of Telework and Remote Work for Military and Civilian Personnel," 10 September 2021  
(h) DNS memorandum 12600 Ser DNS/22U111150, "NV11 Remote Work Policy," 12 May 2022  
(i) DASN (M&RA) Memorandum, "Department of the Navy Guidance for the Implementation of Paid Parental Leave," 01 October 2020  
(j) DNS memorandum 12630 Ser DNS/21U10194, "NV11 Paid Parental Leave Guidance," 30 September 2021

Encl: (1) SLDCADA Quick Reference Guide  
(2) Frequently Used Time and Attendance Codes

1. Purpose. To provide guidelines and procedures on civilian personnel work hours, telework, absence and leave, per references (a) through (j).
2. Scope and Applicability. This directive applies to all civilian personnel employed by the Office of the Chief of Naval Operations (OPNAV) and serviced by the Director, Civilian Human Resources (OPNAV DNS-D). This directive does not apply to employees who are not assigned to Budget Submitting Office (BSO) 11 and who are serviced by another BSO's civilian human resources office.
3. Action. All personnel will ensure compliance with references (a) through (j) and this instruction.

#### 4 Hours of Work

a. **Basic Work Requirement.** The basic work requirement is defined as the number of hours that an employee is required to work or to account for by charging leave. A full-time employee's basic work requirement is 80 hours in a pay period. Advanced higher-level supervisory approval is required for any work performed in excess of 80 hours per pay period. Such time must be appropriately annotated in the Standard Labor Data Collection and Distribution Application (SLDCADA) as credit hours, overtime or compensatory time, as applicable.

b. **Core Hours.** Core hours are the designated period of the day when all employees covered by a flexible work schedule must be in a duty status at the official worksite or approved alternative worksite, absent approved leave use. OPNAV core hours are 0900-1400 (excluding a 30-minute uncompensated meal period, if applicable).

5. **Telework.** Telework is not an employee right, but rather an approved workplace arrangement which may be used to support workforce efficiency, emergency preparedness and provide improved flexibility for work quality of life. When appropriate, telework may be authorized by the supervisor, either on a regular-recurring basis or an ad-hoc basis. Telework arrangements must meet all provisions of the Department of Defense (DoD) and Navy policies found at

<https://portal.secnav.navy.mil/orgs/MRA/DONHR/WorkforceRelations/Pages/default.aspx>.

Employees who are authorized to telework must ensure that:

a. Telework training is completed in Total Workforce Management Services (TWMS) at <https://twms.dc3n.navy.mil/selfservice/>. Telework training is required for all teleworkers and persons supervising teleworkers.

b. The telework agreement is completed in TWMS at <https://twms.dc3n.navy.mil/selfservice/>. As an alternative, the employee may complete DD Form 2946, Department of Defense Telework Agreement, available at <https://www.esd.whs.mil/directives/forms/>.

c. Time spent in a telework status is recorded in SLDCADA as addressed in enclosures (1) and (2).

NOTE: Additional information concerning telework may be obtained from the OPNAV Telework Coordinator in OPNAV DNS-D.

6. **Remote Work.** Remote work is a documented and approved work arrangement wherein eligible employees perform assigned official duties and other authorized activities at an approved alternative worksite, within (local remote work) or outside (distant remote work) the local commuting area of the regular worksite. Unlike telework, remote workers are not expected to

physically report to the regular worksite on a regular and recurring basis. Supervisors may utilize remote work per the policy and procedures set forth in references (e) through (h).

a. OPNAV 12600/1, NV11 Remote Work Agreement, is required for all employee-initiated requests for a remote work arrangement.

NOTE: This requirement does not apply to incumbents of remote work positions designated as a result of a management determination (i.e., a recruitment or hiring decision).

b. Supervisors must consult and coordinate with OPNAV DNS-D prior to authorizing or endorsing employee-initiated remote agreements.

c. Approving Officials should consult with OPNAV DNS-D and Director, Field Support Activity (OPNAV DNS-F) prior to terminating, authorizing or endorsing employee-initiated remote agreements.

7. Work Schedule Approval. Supervisors are authorized to approve work schedules per paragraph 8 of this section. Supervisors must continuously monitor and appropriately oversee employee work schedules and arrival and departure times to ensure accurate timekeeping. In approving work schedules and arrival and departure times for employees, supervisors must consider the maintenance of a balanced workforce to promote the efficient conduct of OPNAV's mission, including effective response to emergency situations.

8. Work Schedule Changes. An employee may request a change to his or her established work schedule; approval is subject to supervisory review and discretion. Additionally, work schedules may be changed by the supervisor to effectively meet mission and workload requirements. Employees must be notified of any change prior to the beginning of the pay period. In the event of a change to an employee's work schedule, the appropriate change must be made in SLDCADA to reflect the accurate days the employee works, even if the change is only temporary. Supervisors may require an employee to follow a traditional fixed schedule (8 hours a day, 40 hours a week) during pay periods he or she travels.

#### 9. Available Work Schedules

a. Straight 8 or Fixed Work Schedule. Employee has a standard schedule which consists of 8-hour days, 40-hours a week and 80-hours per biweekly pay period. This is a fixed work schedule with established arrival (start) and departure (stop) times.

b. Compressed Work Schedule (CWS). Employee has a basic work requirement of 80-hours per biweekly pay period. Work must be scheduled for fewer than 10 days in a biweekly pay period. This is a fixed work schedule with established arrival (start) and departure (stop) times. Under the 5-4-9 Schedule, employee has a standard work schedule that includes 8 9-hour days and 1 8-hour day, with 1 regular day off (RDO), for a total of 80-hours per biweekly pay

period. The 1 8-hour day and RDO must occur on the same day in alternating weeks (e.g., both on Mondays or both on Fridays). This is a fixed work schedule with established start and stop times.

c. Flexible Work Schedules (FWS). Employee has a basic work requirement of 80 hours per biweekly pay period. Employees may not work more than 10 hours a day in a regular duty status.

(1) Flexitour Schedule. Employee has a basic work requirement of 40 hours per week (8 hours per day, 5 days per week) and fixed arrival and departure times each day. Employee must select an arrival (start) time between 0600 and 0900 and a departure (end) time between 1400-1800 for each workday. These times may vary from day to day, but once selected by the employee and approved by the supervisor, the hours are fixed. This work schedule does NOT allow the employee to complete the basic work requirement in fewer than 10 days.

(2) Maxiflex. Employee may vary arrival and departure times, as well as the length of the workday. As a minimum requirement, OPNAV core hours must be maintained at least 2 work days per 40 hour week. Employee may not work less than 8 days in a biweekly pay period without use of leave. Exceptions to the aforementioned requirements require Flag or Senior Executive Service (SES) approval; consultation with CNO HRO is recommended.

d. A specific work schedule is not an employee right; approval remains subject to supervisory discretion. Additionally, supervisors may change employee work schedules at any time due to mission requirement, performance issues or other work-related reason(s).

10. Credit Hours. Credit hours are hours of work performed in excess of the basic work requirement at the employee's option and with supervisory approval. Credit hours may be worked only by employees covered by a FWS. Credit hours are distinguished from overtime and compensatory time in that they do not constitute overtime work, which is officially ordered and approved in advance by management. The maximum number of credit hours that may be carried over from one pay period to the next is 24 hours. Employees may not earn and use credit hours in the same day. Members of the SES are excluded from participation in credit hours regardless of the schedule worked. Employees must request use of accrued credit time in the same manner as leave, overtime and compensatory time.

NOTE: Credit hours cannot be earned by employees on a compressed or straight 8 work schedule.

11. Meal. A meal period is non-duty time for which neither basic nor overtime compensation is payable. A minimum 30-minute meal break may be added to each work schedule. Supervisors may authorize up to 1 hour for a meal break, but the additional time must be added to the employee's hours of work. The meal break may not be taken at the beginning or end of the workday to allow an employee to arrive late or leave early without use of leave.

## 12. Time and Attendance

a. **Employees.** Employees must attest to the accuracy of their current pay period's time and attendance. This is accomplished by entering time and attendance into SLDCADA and checking the Employee Verified Time (EVT) boxes.

b. **Supervisors.** When approving time and attendance, supervisors are representing that, to the best of their knowledge, the actual work schedules and time recorded are true, correct and accurate.

c. **Time and Attendance Certification.** The certification of time and attendance is an authorization for the expenditure of government funds. Each employee's time and attendance report must be reviewed and certified by the employee's supervisor, acting supervisor or other designated representative (at the same or higher supervisory level) authorized to act as an alternate certifier at the end of the pay period. Certification of time and attendance documents must be based on knowledge from personal observation, work output or timekeeper verification.

d. **Time and Attendance Training.** Per Assistant Secretary of the Navy (Manpower and Reserve Affairs) memo dated 24 June 2021, all Department of the Navy employees (including military members who supervise civilians) involved in time and attendance must complete required Time and Attendance Training in TWMS no later than 31 March each fiscal year. All new employees or new certifying officials must complete this training within 2 weeks of entrance on duty (EOD) or delegation of responsibility. If a new certifier has completed the current fiscal year training, the individual is not required to repeat the course during the same fiscal year.

13. Leave. Employees and supervisors are responsible for ensuring that any leave taken during a pay period is recorded accurately on the employee's time and attendance record in SLDCADA.

a. **Annual Leave.** Annual leave must be requested by the employee and approved in advance by supervisors, absent extenuating circumstances. To the extent practicable, emergency use of unscheduled annual leave must be requested by the employee within 2 hours of the employee's normally scheduled arrival time. Requested annual leave may be disapproved by the supervisor based on mission or workload requirements.

NOTE: Requests to utilize compensatory time and compensatory time for travel will be submitted by the employee and appropriately considered by the supervisor as consistent with this provision.

b. **Sick Leave.** Sick leave must be requested and approved in advance by the supervisor for routine or non-emergent qualifying reasons, absent extenuating circumstances. To the extent practicable, emergency use of sick leave must be requested within 2 hours of the employee's normally scheduled arrival time. Up to 104 hours (13 days) of sick leave may be used for

qualifying family care or bereavement purposes each year. For absences in excess of three days or for a lesser period when determined necessary by the supervisor, the supervisor may require a medical certificate or other administratively acceptable evidence to support the employee's request for sick leave.

c. Family and Medical Leave Act (FMLA). Under the Family and Medical Leave Act of 1993, eligible Federal employees are entitled to a total of up to 12 work weeks of unpaid leave during any 12-month period for qualifying reasons. To invoke FMLA, employees must submit a leave request to the respective supervisor for review and approval. Upon supervisory request, the requesting employee must provide administratively acceptable medical documentation to support requested leave use. For more information, visit the OPM website at <http://www.opm.gov/oca/leave/HTML/fmlafac2.asp>.

NOTE: FMLA should be indicated on BOTH the leave request and the time card in SLDCADA.

d. Paid Parental Leave (PPL). PPL is a form of FMLA that offers 12 weeks paid time-off that eligible employees may use within a 12-month period following a qualifying birth or placement of a child. To request use of PPL entitlement, an eligible employee must first invoke FMLA for the qualifying birth or placement of a child by submitting a leave request. Additionally, the employee must complete OPNAV 12600/3, Paid Parental Leave Request, provide appropriate supporting documentation and sign OPNAV 12600/4, Agreement to Complete 12-Week Work Obligation, agreeing to work for the Department of Defense (DoD) for not less than 12 weeks, beginning immediately after the PPL concludes. The aforementioned documentation must be provided to the appropriate supervisor or authorizing official for review and approval. Use of PPL must be documented in SLDCADA as indicated in enclosures (1) and (2). For detailed guidance on the use of PPL, refer to references (i) and (j).

e. Parental Bereavement Leave. Parental bereavement leave provides covered employees with a one-time entitlement to 2 workweeks of paid leave in connection with the death of the employee's qualifying child occurring on or after December 27, 2021, the date this new leave category was established and once all eligibility conditions have been met, per reference (c), section 6329d. It is a stand-alone paid leave entitlement. It does not affect the accrual or balances of other paid leave or paid time off and may not be substituted for FMLA unpaid leave. It is only made available when the death of the child occurs while the parent is an eligible employee and must be used within the single 12-month period that is linked to the child's death. It must be used continuously (non-intermittently) absent mutual agreement between employing Command and the employee. Time spent in a parental bereavement leave status must be accounted for and appropriately recorded in SLDCADA and manually recorded within the applicable supervisor's records until the new leave code is available for use in SLDCADA. Employees are responsible for accurately coding parental bereavement leave in SLDCADA by using the Type Hour Code (THC) "LV" (Excused Absence). For additional guidance on parental bereavement leave, contact OPNAV DNS-D.

f. Court Leave. Employees are authorized court leave with pay ONLY when summoned in connection to serve as a juror or as a witness in a non-official capacity on behalf of any party in connection with any judicial proceeding to which the United States, the District of Columbia or a state or local government is a party. The Government Accountability Office has further clarified this provision and has held that where the employee is a party (e.g., plaintiff or defendant) to a judicial proceeding in which the federal, state or local government is also a party, the granting of court leave with pay is discretionary.

(1) Required Documentation - Certificate of Attendance. A certificate of attendance from the clerk of the court must be submitted to the Time and Attendance point of contact (POC). A summons alone will not suffice for certification of court leave. The certificate must show the dates of jury duty or witness service and amount of fees the court paid to the employee. Employees must provide the certificate of attendance to their supervisor (or Time and Attendance POC, if applicable) within 2 weeks after returning to duty.

(2) Retention of Fees. The employee must submit fees (not allowances) received for jury or witness service by money order or personal check to the employing activity. An employee serving on a jury in a state or local court who waives or refuses to accept jury fees is still liable to the U.S. Government for the fees he or she would have received. The certificate of attendance should separately identify fees and allowances. Fees received by the employee are collected, while allowances are not collected. If the certificate of attendance does not identify allowances separately, then all moneys are considered fees and must be collected. Fees accepted when not using court leave may be retained by the employee.

(3) Non-official Capacity. Employees who testify in a non-official capacity on behalf of a private party to which the United States, the District of Columbia, a state or local government is not a party are not entitled to court leave. To cover such absence during duty hours, the employee must request and receive approval for use of appropriate leave (e.g., annual leave or leave without pay (LWOP)).

g. Military Leave. At the beginning of each fiscal year (1 October) eligible full-time employees are credited with 120 hours (15 days) of military leave to be used when they perform military active duty, active duty training and inactive duty training (drills). Any portion of the military leave unused at the end of the fiscal year, not to exceed 120 hours, is carried forward to the next fiscal year.

(1) Required Documentation - Substantiation of Leave. To substantiate leave charges, an employee is required to submit a written documentation of service (discharge papers, Leave and Earnings Statement, school completion certificate or endorsed orders). Absent extenuating circumstances, a certified verification of attendance indicating completion of uniformed military service is required within 2 weeks of the employees return from military leave. Military leave is charged on a daily basis.

(2) Pay Status Required. A maximum of 240 hours (30 days) of military leave can be used in any fiscal year. The military leave may be used concurrently or intermittently during a fiscal year.

(3) Employees must provide notice as far in advance as possible when requesting military leave. Notice may be either written or oral and provided by the employee or by an appropriate officer of the branch of the military in which the employee will be serving. Exceptions to providing advance notice of military duty include circumstances in which military necessity prevents the giving of notice; or the giving of notice is otherwise impossible or unreasonable. Employee timecards must reflect the appropriate Type Hour Code (THC) in SLDCADA for each period of absence due to military service ("LM" for military leave, "KG" for military furlough). In lieu of or in combination with military leave, employees may be eligible to utilize other forms of appropriate leave to cover the respective absence(s), including annual leave, compensatory time taken, travel compensatory time taken, credit hours taken, time off leave award and military furlough (called to active duty) nonpaid.

(4) For periods of nonpaid leave, employees must provide advanced notice of military service to supervisors as far in advance as possible. Supervisors of employees on extended military leave or military furlough (absences of more than 30 consecutive days) must notify the OPNAV DNS-D Staffing Specialist as far in advance as practicable to ensure the appropriate personnel actions, Standard Form (SF) 50, Notification of Personnel Action, are processed. Following the completion of the uniformed military service, the employee must request reemployment and return to work within prescribed regulatory timeframe.

NOTE: For additional information concerning military leave and reemployment, contact OPNAV DNS-D.

14. Advancing Leave. Advancing leave to an employee must be carefully considered by the supervisor or respective authorizing official. Approval of advanced leave may be appropriate only when there is reasonable assurance the requesting employee will return to duty and remain in a duty status long enough to earn the advanced leave. Before granting advanced leave, supervisors should consider such matters as the expectation of return to duty, the need for the employee's services, the impact(s) to mission or workload requirements and the benefits to the agency of retaining the employee.

a. Advanced Annual Leave: Upon employee request and subject to supervisory approval, advanced annual leave may be authorized in an amount not to exceed what the employee would accrue within the leave year.

b. Advanced Sick Leave: Upon employee request and subject to supervisory approval, advanced sick leave may be authorized up to 240 hours for qualifying reasons. More information is available at the Office of Personnel Management (OPM) website at <http://www.opm.gov/oca/leave/html/advsk.asp>.



15. Use or Lose and Restored Annual Leave. "Use or lose" annual leave is the amount of accrued annual leave that is in excess of the employee's maximum annual leave limitation (240 hours for most employees) for carry over into the next leave year. Employees must use their excess annual leave by the end of this leave year or it will be subject to forfeiture. Annual leave that was forfeited due to an exigency of the public business or sickness of the employee may be restored only if the annual leave was scheduled in writing before the start of the third biweekly pay period prior to the end of the leave year, per reference (d), section 630.308.

a. Employees and supervisors are jointly responsible for planning and scheduling the use of an employee's annual leave throughout the leave year. Supervisors are responsible for the overall planning, coordination and approving of employee annual leave throughout the leave year to ensure the mission and employees' needs are met and so that employees do not approach the end of the leave year with a significant amount of annual leave that must be used or forfeited. Employees are responsible for scheduling and using annual leave throughout the leave year, not waiting until the end of the leave year to schedule accrued annual leave.

b. Requests for restoration of forfeited leave should be submitted to OPNAV DNS-D after the end of the leave year but not later than the established deadline. Any applications submitted after the deadline will be reviewed on a case-by-case basis per all laws and regulations. Restoration requests packages must include:

(1) SLDCADA screenshot, OPM 71 Request for Leave or Approved Absence or email of leave request showing that leave was scheduled and approved on or before the start of the third biweekly pay period prior to the end of the year;

(2) A completed OPNAV 12600/2, Application to Restore Annual Leave, includes:

(a) Statement of the business exigency, medical emergency or administrative error involved with leave disapproval;

(b) An explanation as to why subsequent workdays would not allow for use of this leave; and

(c) All necessary Command signatures.

(3) Leave and Earnings Statement (LES) from pay period ending on the last day of the leave year showing that leave has been forfeited.

NOTE: Additional information on use or lose and restored leave may be obtained from OPNAV DNS-D.

16. Voluntary Leave Transfer Program (VLTP). The VLTP allows employees to donate annual leave directly to another federal employee who has a personal or family medical emergency and who has exhausted his or her available paid leave.

a. To become a leave recipient, employee must submit OPM 630, Application to Become a Leave Recipient Under the Voluntary Leave Transfer Program, and required medical documentation to OPNAV DNS-D for review and approval. OPM forms are available for download from <https://www.opm.gov/forms>.

b. To become a leave donor, employee must submit OPM 630-A, Request to Donate Annual Leave to Leave Recipient Under the Voluntary Leave Transfer Program (Within Agency), or OPM 630-B, Request to Donate Annual Leave to Leave Recipient Under the Voluntary Leave Transfer Program (Outside Agency), as appropriate to OPNAV DNS-D for processing. In any 1 leave year, a leave donor may donate no more than a total of one-half of the amount of annual leave he or she would be entitled to accrue during the leave year in which the donation is made. In the case of a leave donor who is projected to have annual leave that otherwise would be subject to forfeiture at the end of the leave year (use or lose leave), the maximum amount of annual leave that may be donated during the leave year must be the lesser of:

(1) One-half of the amount of annual leave he or she would be entitled to accrue during the leave year in which the donation is made; or

(2) The number of hours remaining in the leave year (as of the date of the transfer) for which the leave donor is scheduled to work and receive pay.

(a) An employee may request a waiver on the limits on donating annual leave. In order for a waiver request to be granted by OPNAV DNS-D, it must be in writing and approved and signed by the employee's supervisor and division director.

#### Official Federal Holidays

January 1 - New Year's Day  
Third Monday in January – Birthday of Martin Luther King, Jr.  
Third Monday in February – Washington's Birthday  
Last Monday in May - Memorial Day  
June 19 - Juneteenth National Independence Day  
July 4 - Independence Day  
First Monday in September - Labor Day  
Second Monday in October - Columbus Day  
November 11 - Veterans Day  
Fourth Thursday in November - Thanksgiving Day  
December 25 - Christmas Day

Figure 1: Official Federal Holidays

(b) Additional information on the VLTP may be obtained from OPNAV DNS-D.

17. Holidays. An employee must be in a pay status on either the regularly scheduled workday preceding a holiday or the regularly scheduled workday succeeding a holiday in order to receive pay for the holiday.

a. “In Lieu of” Holidays. “In lieu of” holidays are granted when a holiday falls on a non-workday (including an employee’s scheduled RDO). The date of the “in lieu of” holiday granted is determined by the official date of the holiday. An employee who is required to work on a holiday that is a regularly scheduled workday is not entitled to an “in lieu of” holiday.

(1) Non-workdays Other than Sunday: If a holiday falls on a non-workday other than Sunday, the last regularly scheduled workday preceding the holiday is the employee’s designated “in lieu of” holiday.

(2) Sunday Non-workday: If the holiday falls on the Sunday non-workday, the first regularly scheduled workday following the Sunday-holiday is the employee’s designated “in lieu of” holiday.

(3) Maxiflex Employees: If a holiday falls on a non-workday and is a day the employee has chosen as a non-workday, that day remains the holiday and the employee must select another non-workday.

b. Exceptions. Supervisors may require a different “in lieu of” holiday than designated if necessary to prevent an “adverse agency impact.” The term “adverse agency impact” is defined as a reduction of the productivity of the agency, a diminished level of services furnished to the public by the agency or an increase in the cost of agency operations (other than a reasonable administrative cost related to the process of establishing a flexible or compressed work schedule).

## 18. Miscellaneous Employee Resources

a. LES. Employees are responsible for reviewing their LES every pay period to ensure accuracy, paying special note to the remarks section at the bottom. Failure to review the LES regularly could result in long-term pay issues and missed opportunities as Defense Finance and Accounting Services (DFAS) uses the LES to make announcements. Discrepancies must be brought to the applicable supervisor and Time and Attendance POC's attention as soon as possible. For guidance relating to employee LES's, the DFAS tool “Understanding your Leave and Earnings Statement” is available at <https://www.dfas.mil/CivilianEmployees/understandingyourcivilianpay/LES/>.

b. myPay. Any changes to employee taxes, allotments, net pay deposits, benefits and addresses must be completed through myPay at <https://mypay.dfas.mil/>. This will ensure a fast and accurate adjustment to payroll.

c. Employment Verification (EV). EV is available via MyBiz+. Employees can email employment and salary information to an external organization (business, bank, credit union) directly from the Defense Civilian Personnel Data System (DCPDS) via secure internet.

d. To email EV information to an external organization:

(1) Obtain the email address of the organization contact who is to receive the employment verification information.

(2) Go to DCPDS at <https://compo.dcpds.cpms.osd.mil/> and log in.

(3) Once in MyBiz+, select “Request Employment Verification”.

(4) Complete the requested details and select “Continue”.

(5) Review the details and select “Acknowledge and Submit”.

e. Notification of Personnel Action (SF 50). Employees can access their SF 50s via MyBiz+ at <https://compo.dcpds.cpms.osd.mil/>. SF 50s can also be accessed via the Electronic Official Personnel File (eOPF) at <https://eopf.opm.gov/navy/>.

## 19. Records Management

a. Records created as a result of this staff instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy Directorate for Administration, Logistics and Operations, Directives and Records Management Division portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this staff instruction or the records disposition schedules, please contact the local records manager or the OPNAV Records Management Program (DNS-16).

20. Review and Effective Date. Per OPNAVINST 5215.17A, DNS-D will review this staff instruction annually around the anniversary of its issuance date to ensure applicability, currency and consistency with Federal, Department of Defense, Secretary of the Navy and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This staff instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in

OPNAVINST 5215.17A, paragraph 9. Otherwise, if the staff instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

21. Forms.

a. The OPM forms in subparagraphs 13g(4), 15b(1), 16a and 16b are available for download from <https://www.opm.gov/forms>.

b. The telework request agreement is completed in TWMS at <https://twms.dc3n.navy.mil/selfservice/login.asp>. As an alternative, the employee may complete DD Form 2946, Department of Defense Telework Agreement, available at <http://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd2946.pdf>.

c. The prescribed OPNAV forms listed in subparagraphs 21c(1) through 21c(4) are available for download from Navy Forms Online: <https://forms.documentservices.dla.mil/order>.

- (1) OPNAV 12600/1, NV11 Remote Work Agreement
- (2) OPNAV 12600/2, Application to Restore Annual Leave
- (3) OPNAV 12600/3, Paid Parental Leave Request
- (4) OPNAV 12600/4, Agreement to Complete 12-Week Work Obligation

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Director, Navy Staff

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via Department of the Navy Issuances website, <https://www.secnav.navy.mil/doni/default.aspx>.

### SLDCADA QUICK REFERENCE GUIDE

1. Access Request. After obtaining a Common Access Card (CAC), employees must submit an access request in SLDCADA. To submit an access request:

a. Go to: <https://www.sldcada.dc3n.navy.mil/>.

b. Click the Request Modify SLDCADA Access link beneath the Login button.

c. Click Add Access Request and the Access Request Details page opens. Enter or update information and click Submit. If that does not work, select the “Send An Email” with the employee’s PKI CN Info link. An email window should pop up to send the PKIs to the SLDCADA administrator so the access request can be manually created.

d. Once access is approved, log in to SLDCADA at <https://www.sldcada.dc3n.navy.mil/> and under Menu, click on “V23 Login”.

e. If unable to connect, if the left column is blank and does not show the employee’s name or if the system sticks on “Working”, go to: <https://www.sldcada.dc3n.navy.mil/>.

f. Under Menu, click on “Documentation”. Click on “General Documentation”. Click on “SLDCADA Internet Settings Guide”. Close all browser (Microsoft Edge recommended) windows. Open a new window and go through the guide thoroughly. Close the window, open a new window and log into SLDCADA.

2. Setting Preferences. Supervisors may automatically set your tools to display at Login. This will only need to be completed once:

a. Log into SLDCADA V.23.

b. Click on “Tools” in Blue SLDCADA Toolbar.

c. Choose “User Preferences”.

(1) Check the 2nd box, “Perform a search for all of my employees when I log in”, to show all employees at login.

(2) Check the 4th box, “Display ‘My Task’ when I log in”, to show pending tasks for primary certification group.

(3) Choose “Certification” at “Open the T&A screen in the specified mode”, to open all records in Certification mode except your own.

- d. Click on Save.
- e. Click on Refresh located on the blue SLDCADA Toolbar.

### 3. Entering Time and Attendance

#### a. Deadlines

(1) Employees. T&A must be entered and verified in SLDCADA no later than 1200 on the second Thursday of the pay period. This deadline may be made earlier at the request of an individual supervisor.

(2) Supervisors. Time and attendance must be certified in SLDCADA no later than 1200 on the second Friday of the pay period.

#### b. Time and Attendance Input

(1) Upon login, review any new messages posted in the “News” and “Broadcast” tabs.

(2) In the left column, under “Quick Links,” click on “My T&A.” This will open your T&A screen. Input the Type Hour Code (THC) and number of hours for each day. Each new THC will need a new row. Ehz codes should be added as appropriate for FMLA, sick leave for qualifying family care or bereavement and Telework. Click on the EVT boxes for each week and Save changes.

NOTE: Actual Totals must match Scheduled Totals unless premium pay is included. If your work schedule is not accurate, it must be corrected.

(3) Upon completion of Time and Attendance input, click on “My Incorrect Hours” in the left column under “Quick Links.” This will show if there are any errors with the T&A. If a red X appears, there is an error that must be resolved. If T&A is not corrected, the employee’s pay may be affected. A green check will show if the T&A is valid. Valid does not indicate that the T&A is accurate – only that there are no structural errors that will impact payroll.

### 4. Employee Verification of Time

a. All employees must attest to the period’s time and attendance. This attestation is made in SLDCADA on the time input screen by checking the EVT boxes.

b. Employees: Please check each of two EVT boxes before the deadline to input T&A (or earlier if required by the supervisor). Employees are only able to check EVT for themselves - the supervisor cannot check it in the employee’s absence.

c. Supervisors: Ensure employees have checked the EVT's. If they have not and are available, please have this completed before certifying time. All should be completed by the deadline to certify T&A.

5. Certification of Time and Attendance

a. Certification of time and attendance is an authorization for the expenditure of government funds and must be completed only by authorized individuals.

b. Upon login, review any new messages posted in the "New" and "Broadcast" tabs.

c. In the left column under "My Tasks," click on "Certifiable Employees." This will open the T&A screen. Review all entries made by the employee for completeness and accuracy. Ensure the employee has verified his or her time by checking the EVT boxes.

d. If all T&A is accurate, certify by clicking the "Cert Both" option. Scroll to the next employee by clicking on the next arrow.

e. Alternate Certifiers. Alternates will not have certifiable employees listed in My Tasks. To certify T&A, click on Employee's Name. Go to Labor - Time and Attendance. Review employee's record. Click on "Cert Both". If an alternate must certify for an entire group, click on Group's Name under Supervisor Assignments. Go to Labor - Time and Attendance. Review first employee's record. Click on "Cert Both". Scroll to next employee by clicking on next arrow.

6. Changes to Time and Attendance

a. SLDCADA data transmits to DCPS at approximately 1400 on the Monday following the pay period close. After this transmission, changes can only be made to T&A through Prior Pay Corrections. Prior pay corrections made by 1300 on the Tuesday following the close of the pay period will still affect the current payroll. After 1300, changes will reflect at the following payroll.

b. Changes During the Pay Period. Changes to T&A can be made at any time during the pay period until the supervisor certifies the T&A. Should changes need to be made after certification, but still during the pay period, the supervisor will uncertify the employee's T&A, allow him or her to make appropriate changes and recertify. Any changes made to the record will automatically uncheck the EVT box as prior verification does not include the new changes. The employee will need to recheck those boxes with each change. Save all changes made.

c. Changes to Previous Pay Periods (Prior Pay Corrections). Corrections to previous pay periods must be completed by both the employee and supervisor. The corrected record will not transmit to the payroll system unless both steps are completed.



(1) Step 1: Employee Corrects Record. Click on “Search/Set Selected Date”. Fill in “PPE Date” with pay period ending date of date to be corrected. Click on “Find”. Go to Labor - prior pay corrections. Make appropriate change. Click on “EVT”. Save record. Notify supervisor of prior pay correction.

(2) Step 2: Supervisor Certifies Record. Under my tasks click on “Employees with Pending Prior Pays”. Review employee’s corrections. Certify Record.

7. Accounting for Telework. Telework should be entered into SLDCADA as a new row. The THC is listed as Regular Graded (RG) and the Ehz is coded with the appropriate Telework code.

8. Accounting for Overtime and Compensatory Time

a. Authorization for overtime or compensatory time must be completed in advance of the performance of work. This also includes Compensatory Time for Travel. Authorized overtime and compensatory time must be accurately coded in SLDCADA once it has been authorized and performed. Hours must reflect actual hours worked up to the amount authorized.

b. Requesting Overtime and Compensatory Time. Requests for Overtime and Compensatory Time must be completed in advance of working the Overtime or Compensatory Time as required by the supervisor and should be completed in SLDCADA to ensure appropriate recordkeeping and retention requirements are met. Be careful to indicate Travel if Compensatory Time for Travel is requested.

c. Requests must include the number of hours requested, a description of the work to be performed and a justification of why the work is required.

9. Leave. Employees and supervisors are responsible for ensuring that any leave taken during a pay period is recorded accurately on the employee’s time and attendance record.

a. Requesting Leave. Requests for leave must be submitted as required by the supervisor, but should be completed in SLDCADA to ensure appropriate recordkeeping and retention requirements are met.

(1) Step 1: Employee Inputs Request. Go to Labor - Leave Request. Input all required information: Date, Hours Authorized, Type Hour Code, Remarks (Sick leave for qualifying family care or bereavement and FMLA requests must be documented using the appropriate Ehz code.) Save record. Notify supervisor of Leave Request.

(2) Step 2: Supervisor Approves or Denies Request. Under My Tasks, click on “Employees with Pending Leave Requests.” Review employee’s request. Click on “Approved” or “Denied” and complete remarks, if desired. Save record (Employees are notified of approval or denial automatically via email).

(3) Alternate Certifiers: Alternates will not have the request listed in My Tasks. To approve requests, click on Employee's Name. Go to Labor - Leave Approval Review employee's request. Click on "Approved" or "Denied" and complete remarks if desire. Save record (Employees are notified of approval or denial automatically via email.).

(4) If leave is requested and approved prior to the SLDCADA generation of hours, the leave will be automatically populated into the employee's record.

b. Documenting sick leave for qualifying family care or bereavement and Family and Medical Leave Act (FMLA).

(1) Requesting sick leave for qualifying family care or bereavement and FMLA: Leave under such categories must be requested in SLDCADA. Complete the leave request as directed in previous section. Both categories are documented using the appropriate Ehz code in the request.

(2) Coding sick leave for qualifying family care or bereavement and FMLA: Leave under categories should be entered into SLDCADA as a new row. The THC is listed as the appropriate type of leave (including Leave Without Pay) and the Ehz is coded with the appropriate corresponding leave category code.

c. Documenting Paid Parental Leave (PPL). PPL must be requested and accurately documented or coded in SLDCADA using the Type Hour Code (THC) "LN" (Administrative Leave) and the appropriate Ehz code.

d. Documenting Parental Bereavement Leave. Parental Bereavement Leave must be manually tracked by supervisors and coded in SLDCADA using the type hour code (THC) "LV" (Excused Absence Leave) until a newly created leave code is available for use.

## 10. SLDCADA Training

a. Computer Based Training. This provides links to onscreen demos that review key functions in SLDCADA. These demos should be used as a method to learn the basics of SLDCADA as a supplement to the SLDCADA documentation.

(1) Log in to SLDCADA at <https://www.sldcada.dc3n.navy.mil>.

(2) Under Training, click on "Computer Based Training (CBT)".

b. Training Events. Training sessions are held periodically for SLDCADA. Administrators and CSRs who are new or would benefit from refresher training.

(1) Log in to SLDCADA at <https://www.sldcada.dc3n.navy.mil>.

(2) Under Training, click on “Monthly Training & SLDCADA Events” Basic User Guide.

(3) Go to: <https://www.sldcada.dc3n.navy.mil>.

(4) Under Menu, click on “Documentation”. Click on “SLDCADA” Version 23.x Documentation”. Click on “Basic User Guide”.

(5) Basic User Guide - Supervisor Edition, Go to: <https://www.sldcada.dc3n.navy.mil>.

(6) Under Menu, click on “Documentation”. Click on “SLDCADA Version 23.x Documentation”. Click on “Basic User Guide - Supervisor Edition”.

(7) Software User’s Manual. Go to: <https://www.sldcada.dc3n.navy.mil>. Under Menu, click on “Documentation”. Click on “SLDCADA Version 23.x Documentation”. Click on “V23 Software User’s Manual”.

FREQUENTLY USED TIME AND ATTENDANCE CODES

1. Type Hour Codes. Type hour codes are input into SLDCADA under THC.

Pay Type Hours	Leave Hours Nonpaid
RG - Regular, (Graded)	KA - LWOP
OU - Overtime	KG - Military Furlough (Called to Active Duty) Nonpaid Unscheduled
Leave Hours - Paid	Compensatory Hours
LA - Annual	CE - Compensatory Time Earned
LB - Advanced Annual	CT - Compensatory Time Taken
LC - Court	CD - Credit Hours Earned
LG - Advanced Sick	CN - Credit Hours Taken
LH - Holiday	CB - Travel Comp Time Earned
LM - Military	CF - Travel Comp Time Taken
LN - Administrative	
LS - Sick	
LY - Time-Off Leave Award	

Figure 2: Type Codes Hours

2. Environmental Hazard Codes. Environmental hazard codes are input into SLDCADA under Ehz.

a. Sick leave for Qualifying Family Care or Bereavement Codes. Insert THC "LS" (Sick Leave) and input applicable Ehz into SLDCADA.

(1) DE - Family Care or Bereavement

(2) DF - Sick Leave for Adoption Purposes

b. Family and Medical Leave Act (FMLA) Codes. FMLA codes are input into SLDCADA under Ehz.

(1) DA - Birth of Son or Daughter or Care of Newborn

(2) DB - Adoption or Foster Care

(3) DC - Care for Spouse, Child or Parent with Serious Health Condition

(4) DD - Serious Health Condition of Employee

c. Telework Codes. Telework codes are input into SLDCADA under Ehz.

(1) TW - Telework Regular: Approved telework defined as a schedule of at least 1 day in a biweekly pay period.

(2) TS - Telework Ad-Hoc Situational: Approved telework performed on a situational or ad hoc basis for special assignments, inclement weather or emergency telework situations.

NOTE: These telework codes must not be used for remote work.

d. Paid Parental Leave (PPL). PPL codes are input into SLDCADA under Ehz.

(1) DG - Paid Parental Leave for Birth

(2) DH - Paid Parental Leave for Adoption

(3) DI - Paid Parental Leave for Foster Care