



# United States Department of the Interior

OFFICE OF THE SECRETARY  
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To: Assistant Secretaries  
Bureau Directors  
Bureau Deputy Directors  
Human Capital Officers

From: Jennifer A. Ackerman  
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Subject: Administrative Leave for Military Spouses Relocating on Orders

On June 9, 2023, President Biden signed [Executive Order \(EO\) 14100](#), *Advancing Economic Security for Military and Veteran Spouses, Military Caregivers, and Survivors* which prioritizes Federal support for these individuals given their role in defending our nation and aims to provide additional flexibilities to assist in the retention of military-connected spouses and caregivers.

In support of EO 14100, the Department encourages all supervisors and managers to grant up to five (5) days of administrative leave (pay code 060) to military spouses during a geographic relocation occurring as directed by a service member's orders to the extent applicable and appropriate.

**Definition:** Administrative leave is leave – (A) without a loss of reduction in – (i) pay; (ii) leave to which an employee is otherwise entitled under law; or (iii) credit for time or service; and (B) that is not authorizes under any other provision of law (5 U.S.C. § 6329a).

**Eligibility:** Department employees who are military spouses are eligible to request up to (five) 5 days of administrative leave to relocate due to a permanent change-of-station (PCS) order of the service member.

## Requirements and Limitations:

- Employees must submit a copy of the service member's orders to their supervisor when requesting the use of administrative leave for this purpose.
- The administrative leave may be used at any time during the relocation and may be taken intermittently subject to workload and mission requirements.

- The 5 days of administrative leave are in addition to any other leave, paid or unpaid, that the employee may be eligible to take for such purpose.
- Part-time employees and employees on uncommon tours of duty shall be prorated according to the number of hours in the employee's regularly scheduled workweek.

**Coding:** The use of this flexibility should be coded as Administrative Leave – General (pay code 060) and must include the following remark: “*Administrative leave for military spouse relocation*”.

In addition to administrative leave for military spouses relocating on orders, existing workplace flexibilities include annual leave, sick leave, advanced annual leave or advanced sick leave, leave under the Family and Medical Leave Act (FMLA), donated leave under the voluntary leave transfer program, leave without pay, alternative work schedules, credit hours under flexible work schedules, compensatory time off, telework and remote work.

Bureaus/Offices should always monitor the use of administrative leave closely, to ensure that it is used appropriately and judiciously and is accurately coded on time and attendance records. The total hours used under this pay code will count against the 10-workday limitation to authorize general administrative leave once OPM prescribes regulations to implement the remaining aspects of the Administrative Leave Act of 2016 enacted under section 1138 of the National Defense Authorization Act for Fiscal Year 2017.

Any Department employee or employee representative seeking further information concerning this guidance may contact their Servicing Human Resource Office (SHRO). SHROs may contact the Department's Office of Human Capital concerning questions related to this guidance.