

SECTION I. – ADMINISTRATIVE GUIDELINES

Eligibility

- Upon official request from a United States or other federal or state agency, or as approved by the Laboratory Director, an employee may be granted an unpaid leave of absence of up to three years, to serve either domestically or overseas, for the benefit of the United States government.
- The Government Service Leave (GSL) request may not exceed 12 calendar months. It may be extended annually up to the three-year maximum.
- Upon the completion of a GSL, the employee must return to work for the Laboratory for at least two weeks before requesting a new GSL.
- All leaves of absence for government service for any duration require pre-approval by the Laboratory Director or designee, upon recommendation by the cognizant Principal Associate Director (PAD) and Associate Director, Strategic Human Resources Management.
- GSL is generally unpaid, except that LLNS may, under unusual circumstances, provide the employer-paid portion of certain health and/or welfare plan premiums and other benefits the employee was enrolled in prior to the leave, when the employee continues to make the employee contribution, if any, for up to 18 months or the length of the employee's government service period, whichever is shorter. The 18-month limitation may be restarted provided the employee returns to LLNS active employment for at least 180 calendar days.

General Information

- **Employees are responsible for negotiating the Government Service Leave opportunity with the outside hosting institution and *assembling and submitting the completed application package*.**
- The employee's department may assist by preparing foreign travel paperwork, if needed, and by providing supporting documentation as described in Section II. – Program Process. All LLNS employees who are off-site for more than 90 days are required to have their clearances terminated, unless they intend to return to LLNS within each 90-day period. This arrangement should be tracked and documented by the employee's organization through the Livermore Electronic Access Portal (LEAP).

Leave Request Package

The basic application package should be submitted for approval at least two months prior to the desired GSL start date and must include:

1. A letter from the hosting organization.
2. A copy of the employee's request to his/her division manager.
3. The original memorandum from the employee's PAD/AD to the Laboratory Director.

Funding Sources

LLNS funds may not be used to support a Government Service Leave, except in the circumstance where employer contributions to health and welfare benefits have been requested and approved. The circumstance justifying the need for such must be included in the application package.

SECTION I I. - PROGRAM PROCESS

Step 1: Invitation from Hosting Organization

The employee must receive an invitation from the hosting institution that includes:

- A description of the proposed assignment.
- The name of the employee's personal contact at the hosting institution.

Step 2: Memorandum from Employee

The employee should submit a memorandum to his or her Department Head/Division Leader requesting a Government Service Leave. The memorandum must include:

- A description of the proposed program assignment.
- Actual start and end dates of the proposed leave.
- A description of the benefit of the Government Service Leave to the United States Government.
- A copy of the invitation from the hosting institution.
- If applicable, description of extenuating circumstance necessitating continuation of Health and Welfare Benefits.
- Confirmation that the employee has reviewed the *Your Guide to Time Away from Work*, also referred to as the *Employee Leave Guide*, and has gotten any questions answered by the Benefits department on impacts to his/her benefits.

Step 3: Memorandum from the Department Head or Division Leader

The Department Head/Division will forward package to PAD/AD for review and approval.

Step 4: Memorandum from the Principal Associate Director or Associate Director

The employee's PAD/AD prepares a memorandum to the Laboratory Director entitled "Request for Approval of Government Service Leave." The memorandum must include the following information:

- A summary description of the proposed assignment and its benefit to United States Government.
- A copy of the employee's request for the Government Service Leave.

Step 5: Submitting the Complete Application Package

The completed application package should be forwarded to the SHRM AD for concurrence, then to the Laboratory Director for final approval.

Step 6: Entering a PAS transaction in LAPIS

Once the application package has been approved, the personnel administrator will receive an email from the Department Head or Division Leader asking them to enter a GSL transaction in LAPIS

NOTE: The personnel administrator is to provide the employee with the *Your Guide to Time Away from Work*, also referred to as the *Employee Leave Guide*, as soon as notified the employee is requesting a GSL. The employee should review the Employee Leave Guide prior to leaving for GSL and get any questions answered by the Benefits department.