UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

The Director

MAY 29 2015

MEMORANDUM FOR HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

FROM: KATHERINE ARCHULETA
DIRECTOR

Subject: Administrative Leave

The U.S. Government Accountability Office (GAO) recently issued a report entitled "Federal Paid Administrative Leave: Additional Guidance Needed to Improve OPM Data" (GAO-15-79, October 2014). In the report, GAO recommended that the U.S. Office of Personnel Management (OPM), in coordination with agencies and payroll service providers, take actions to ensure that agencies report comparable and reliable data on administrative leave to the Enterprise Human Resources Integration (EHRI) Data Warehouse.

OPM plans to begin implementing GAO's recommendation by collaborating with agencies and payroll providers to develop guidance and address any needed changes to data elements. OPM has contacted agency headquarters Chief Human Capital Officers and Human Resources Directors to initiate the collaboration process. OPM will also be forming a working group to revise the payroll data standards and collaborating with payroll providers.

In conjunction with this effort, we have attached a fact sheet on administrative leave that discusses the appropriate use of the agency administrative leave authority. As noted in the fact sheet, although administrative leave is not expressly referenced in title 5, the authority to grant excused absences derives from the inherent authority for heads of agencies to prescribe regulations for the government of their organizations.

Additional Information

Agency headquarters-level human resources offices may contact OPM at pay-leave-policy@opm.gov. Employees should contact their agency human resources office for further information regarding this memorandum.

Attachment: Fact Sheet on Administrative Leave

cc: Chief Human Capital Officers
Human Resources Directors