



To enhance mission performance, TSA is committed to promoting a culture founded on its values of Integrity, Innovation and Team Spirit.

NOTE: Pursuant to Section 101 of the Aviation and Transportation Security Act (ATSA) (49 U.S.C. 114 (n)), this directive establishes Transportation Security Administration (TSA) policy and supersedes the Federal Aviation Administration (FAA) orders, policies, guidance, and bulletins regarding Absence and Leave issued under the FAA Personnel Management System. This directive is TSA policy and must be applied accordingly.

REVISION: This revised directive supersedes TSA MD 1100.63-1, *Absence and Leave*, dated July 2, 2008.

SUMMARY OF CHANGES: Section 3, Authorities, updated to reflect correct ATSA authority; and Section 4, Definitions, moved to [TSA Handbook to TSA MD 1100.63-1, Absence and Leave.](#)

1. **PURPOSE:** This directive provides TSA policy and procedures for absences and the use of leave for all employees.
2. **SCOPE:** This directive applies to all TSA employees and organizational elements.
3. **AUTHORITIES:**
 - A. The Aviation and Transportation Security Act, Public Law 107-71 (ATSA).
 - B. Applicable TSA and U.S. Department of Homeland Security delegations of authority.
4. **DEFINITIONS:** See TSA Handbook on Absence and Leave.
5. **RESPONSIBILITIES:**
 - A. Assistant Administrators and equivalents are responsible for establishing leave procedures for employees in their organizations within the guidelines of this directive and [HCM 630-5, Local Attendance and Leave Guidelines.](#)
 - B. Supervisors and other designated management officials are responsible for:
 - (1) Ensuring that employees are informed of leave policies and procedures;
 - (2) Approving and disapproving leave requests; and
 - (3) Ensuring that sufficient leave is available before approving leave requests.
 - C. Employees are responsible for:
 - (1) Following established leave procedures and policies;
 - (2) Managing their leave; and
 - (3) Minimizing requests for unscheduled leave.

6. POLICY:

- A. It is the policy of TSA that the accrual of leave is an employee benefit and TSA encourages employees to make full use of their leave benefits.
- B. The use of leave is subject to the specific requirements contained in this directive and the TSA Handbook on Absence and Leave.
- C. Both the needs of the employee and the need to accomplish assigned work will be considered in management decisions to approve or disapprove employee leave requests.

7. PROCEDURES: See [TSA Handbook to TSA MD 1100.63-1, *Absence and Leave*](#).

8. EFFECTIVE DATE AND IMPLEMENTATION: This policy is approved and effective the date of signature unless otherwise specified.

APPROVAL

Signed

10/14/10

Anthony Savastana
Acting Assistant Administrator for Human Capital

Date

EFFECTIVE

Date

Distribution: Assistant Secretary, Deputy Assistant Secretary, Assistant Administrators, Area Directors, Federal Security Directors, Special Agents in Charge, Business Management Offices, Administrative Officers, and HR Specialists

Point-of-Contact: Office of Human Capital Policy, TSA-OHC-Policy@dhs.gov