



U.S. Department of Justice

Executive Office for Immigration Review

Office of the Chief Immigration Judge

Chief Immigration Judge

5107 Leesburg Pike, Suite 2500
Falls Church, Virginia 22041

December 12, 2002

MEMORANDUM

TO: All Immigration Court Employees

FROM: Office of the Chief Immigration Judge

SUBJECT: Operating Policies and Procedures Memorandum No. 02-5:
Excused Absence/Administrative Leave for Attendance at
Conferences and Conventions

This Operating Policies and Procedures Memorandum (OPPM) establishes the policy concerning the approval and use of excused absence/administrative leave to attend conferences and conventions. Reference to this information is contained in the Human Resources section of the EOIR Administrative Manual, under Employee Development and Training, and also under Leave and Time and Attendance.

The use of excused absence/administrative leave to attend conferences or conventions is generally restricted to those situations in which the employee is an official representative of the organization involved or is a contributor on a conference agenda. The condition for granting administrative leave in these situations is that the employee's participation will serve the interests of the Department of Justice, the Executive Office for Immigration Review (EOIR), or the Office of the Chief Immigration Judge.

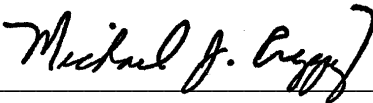
In those instances in which an employee has been invited to participate as a speaker or a contributor at conferences and conventions, outside of the EOIR, he/she must first make a written request to their supervisor seeking approval for the absence from duty, either by requesting annual leave, leave without pay, or as administrative leave with pay. The supervisor will consult with the Office of General Counsel (OGC) to ensure there is no conflict of interest or ethics concern over the employee's participation. If clearance is received from OGC,

then the supervisor will make the decision to approve or disapprove the request.

On occasion, an employee may attend a conference or convention at his or her own expense. Normally, the employee will request annual leave or leave without pay for the period of absence to attend the event. However, in limited circumstances (for example, if sufficient training funds are not available and the employee is willing to assume the costs of the conference **AND** the employee's attendance is deemed to be in the Department's interest), the employee may seek approval for administrative leave to attend the event. In these instances, the request for administrative leave is to be submitted through the official supervisor.

In those instances in which attendance at conference, convention, or other meeting is directly related to the employee's work, and includes job related skills training, the employee may request approval for training funds through a properly executed Training Authorization Form (SF-182). If the SF-182 is approved, the employee will be in a duty status for time and attendance reporting purposes during the training session. In this situation, the use of excused absence/administrative leave is not applicable.

Questions concerning excused absences/administrative leave may be directed to the Office of Human Resources, at (703) 305-1561.



Michael J. Creppy
Chief Immigration Judge

Attachment