



## National Finance Center Customer Notification

# Administrative Leave Act of 2016, Final Regulations

August 28, 2018

Dear Customer:

The National Finance Center (NFC) is informing our Customer Agencies that the Office of Personnel Management (OPM) has provided the final regulations on April 10, 2018 for the Administrative Leave Act of 2016, regarding Weather and Safety Leave. This type of leave will stand alone and be reported to OPM separately from the other types of Administrative Leave.

NFC will implement changes associated with administrative leave, investigative leave, and notice leave, as additional final regulations are issued by OPM.

The Transaction Codes (TC) and Transaction Descriptors (TD) in the NFC hosted T&A systems will be changed as of Pay Period 18, 2018, as indicated below.

### **Current descriptors:**

- TC 66, TD 34 Hazardous Weather
- TC 66, TD 21 Federal Holiday

### **New descriptors:**

- TC 66, TD 34 Weather and Safety Leave
- TC 66, TD 21 Paid Holiday Time Off

Agencies who use a T&A system that is not hosted by NFC must work with their T&A system providers to have them make the necessary system changes to comply with this OPM mandate. It is an Agency responsibility to ensure compliance.

Beginning in Pay Period 01, 2019, NFC will modify its Payroll/Personnel System to create new fields that will be viewable in IRIS and IRIS Web for:

1. Weather and Safety Leave

## 2. Paid Holiday Time Off

NFC will address additional changes after receipt of the final regulations for the Administrative Leave Act of 2016, at which time Agencies will be notified.

**Federal employees with questions concerning this notification should contact their Servicing Personnel Office.** Authorized Agency representatives with questions concerning this notification should contact NFC's Contact Center at either 1-855-632-4468; or via ServiceNow Customer Service Portal (CSP).