

# INDIAN AFFAIRS MANUAL

Part 28  
Chapter 2

Human Capital Management  
Attendance and Leave

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- 1.1 **Purpose.** This chapter supplements the policy and guidance provided by the Department of the Interior (DOI) for the overall administration of hours of duty within the Indian Affairs (IA) organization. Specific IA guidance on attendance and leave is documented in 28 IAM 2-H: Attendance and Leave Handbook.
- 1.2 **Scope.** This policy applies to all programs and offices under the authority of the Assistant Secretary-Indian Affairs (AS-IA), including AS-IA offices, the Bureau of Indian Affairs (BIA), the Bureau of Indian Education (BIE), and all regional and agency offices.
- 1.3 **Policy.** It is the policy of IA to comply with all applicable Federal laws and regulations and implement equitable uniform guidelines for time and attendance for IA employees.
- 1.4 **Authority.**
  - A. **Statutes and Regulations.**
    - 1) 5 U.S.C., Government Organization and Employees
    - 2) 5 U.S.C., Subpart E, Attendance and Leave
    - 3) 5 CFR 610, Hours of Duty
  - B. **Guidance.**
    - 1) 370 Department Manual (DM) 610, Hours of Duty
    - 2) 370 DM 630, Absence and Leave
    - 3) Executive Order 11582, Observance of Holidays by Government Agencies
  - C. **Handbooks.**
    - 1) 28 IAM 2-H: Attendance and Leave Handbook
    - 2) 370 DM 610-H, Hours of Duty Handbook
    - 3) 370 DM 630-H, Absence and Leave Handbook
    - 4) 370 DM 226-H, DOI Telework Handbook
- 1.5 **Responsibilities.**
  - A. **Assistant Secretary - Indian Affairs** is responsible for establishing and implementing the work hours within the IA organization.

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- B. Directors, BIA and BIE; Regional Directors; Deputy Bureau Directors; and Program Managers** are responsible for overseeing the effective administration of regulations and policies pertaining to the hours of duty and related areas within the constraints within this chapter within their areas of jurisdiction; in addition, these officials are responsible for:
- when necessary, approving variations in the administrative workweek, including unusual daily tours of duty and workweeks that are other than the normal (Sunday through Saturday) calendar week;
  - when necessary, approving the establishment of workweeks that include regularly scheduled overtime;
  - establishing and terminating flexible and compressed work schedules in accordance with guidance set forth in 28 IAM 2-H: Attendance and Leave Handbook; and
  - when necessary, granting administrative dismissals of employees.
- C. Director, Office of Human Capital Management** is responsible for the establishing policy and procedures for time and attendance.
- D. Office of Human Capital Management** provides technical advice and counsel to supervisors, managers, and employees on matters related to hours of duty and the establishment of work schedules.

### Approval



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Date