

**U.S. IMMIGRATION AND CUSTOMS ENFORCEMENT  
ENFORCEMENT AND REMOVAL OPERATIONS  
ICE HEALTH SERVICE CORPS**

**LEAVE**

**IHSC Directive: 01-33  
ERO Directive Number: 11860.1  
Federal Enterprise Architecture Number: 306-112-002b  
Effective Date: August 7, 2020**

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**By Order of the Assistant Director  
Stewart D. Smith, DHSc, FACHE**

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1. **PURPOSE:** This issuance sets forth policies and procedures for leave.
2. **APPLICABILITY:** This directive applies to all U.S. Immigration and Customs Enforcement (ICE) Health Service Corps (IHSC) personnel, including but not limited to, U.S. Public Health Service (PHS) officers, civil service employees, and contract personnel. It is applicable to IHSC personnel supporting health care operations in ICE-owned and contracted detention facilities (CDFs) and to IHSC Headquarters (HQ) staff. This directive applies to contract personnel when supporting IHSC in detention facilities and at HQ. Federal contractors are responsible for the management and discipline of their employees supporting IHSC.
3. **AUTHORITIES AND REFERENCES:**
  - 3-1. 5 U.S. Code, Chapter 55 – Pay Administration.
  - 3-2. 5 U.S. Code, Chapter 61 – Hours of Work.
  - 3-3. 5 U.S. Code, Chapter 63 – Leave.
  - 3-4. 41. U.S. Code, Section 433 – Acquisition workforce.
  - 3-5. 5 Code of Federal Regulations (CFR) 550, Pay Administration (General).
  - 3-6. 5 CFR 610, Hours of Duty.
  - 3-7. 5 CFR 630, Absence and Leave.
  - 3-8. 41 CFR, Chapters 300 through 304, Federal Travel Regulation.
  - 3-9. Electronic Commissioned Corps Issuance System (eCCIS). Book 3, Chapter 6 – Leaves and Absences.

- 3-10. eCCIS. Book 1, Chapter 2, Section 7, Instruction: 01. Annual, Sick, and Station Leave.
  - 3-11. eCCIS. Book 1, Chapter 1, Section 1, Instruction: 01. Disciplinary Action.
  - 3-12. eCORPS Leave Request System Manual: Officers.
  - 3-13. eCORPS: Leave Request System Manual: Leave Approving Officials.
  - 3-14. Memorandum of Agreement between Department of Homeland Security and the U.S. Department of Health and Human Services, U.S. Public Health Service. June 28, 2019.
  - 3-15. DHS Contracting Officer's Representative (COR) Essential Element Guidebook, September 2015, or its successor.
  - 3-16. DHS. Contracting Officer Representative Guidebook. October 2019, or its successor.
  - 3-17. Collective Bargaining Agreement negotiated between U.S. Immigration and Naturalization Service and National Immigration and Naturalization Service Council. June 2000, or its successor.
  - 3-18. Collective Bargaining Agreement negotiated between ICE and American Federation of Government Employees (AFGE) Local 511. September 2019, or its successor.
  - 3-19. ICE (2019). Disciplinary and Adverse Action (ICE Directive 30012.2).
  - 3-20. ICE (2015). Time and Attendance (ICE Directive 1046.1).
  - 3-21. ICE (2012). Employee Code of Conduct (ICE Directive 1033.1).
  - 3-22. Enforcement and Removal Operations. "Contracting Officer's Representative Supplement." October 2015, or its successor.
4. **POLICY:** IHSC staff request leave based on their employment status and type of leave. IHSC personnel comprise federal staff and contract staff. Federal staff include federal civil servants and PHS Commissioned Corps officers.
- 4-1. **Contract Staff.** The contract between the vendor and ICE outlines responsibilities and procedures. As applicable, the contract administration plan explains leave for contractors.
  - 4-2. **Federal Civil Service Staff.** Federal civil servants utilize established ICE Office of Human Capital guidance and reference the following regarding leave:
    - 4-2.1 ICE Policy Number 1046.1: Time and Attendance.

- 4-2.2 ICE Human Capital Employee Self-Service
- 4-2.3 Office of Personnel Management Pay and Leave
- 4-2.4 Federal Travel Regulation.
- 4-2.5 ICE Policy Number 30012.2: Disciplinary and Adverse Action.

**4-3. PHS Officers.** Officers utilize established Commissioned Corps Headquarters guidance and reference the following regarding leave:

- 4-3.1 eCCIS. Book 3, Chapter 6 - Leaves and Absences.
- 4-3.2 eCCIS. Book 1, Chapter 2, Section 7, Instruction: 01. Annual, Sick, and Station Leave
- 4-3.3 eCORPS Leave Request System Manual: Officers
- 4-3.4 eCCIS. Book 1, Chapter 1, Section 1, Instruction: 01. Disciplinary Action.

## **5. Responsibilities**

### **5-1. All IHSC Staff**

5-1.1 Staff post an out-of-office message (e.g., voicemail, email) during a period of planned absence.

### **5-2. IHSC Headquarters Staff**

5-2.1 Headquarters staff document approved scheduled leave for headquarters visibility and continuation of operations, using a shared agency resource, such as a shared IHSC Outlook calendar.

**5-3. Federal Civil Service Supervisor** completes supervisor responsibilities as ICE Policy Number 1046.1: Time and Attendance outlines.

### **5-4. Federal Civil Service Staff**

5-4.1 Complete responsibilities as ICE Policy Number 1046.1: Time and Attendance outlines.

5-4.2 Communicate time and attendance to supervisor.

**5-5. PHS Officer Supervisor.** Supervisors of PHS Commissioned Corps officers are also known as leave approving officials and leave granting authorities.

5-5.1 Completes supervisory responsibilities in accordance with

Commissioned Corps Issuance System (CCIS). Book 3: Personnel Management, Chapter 6: Leaves and Absences.

**5-5.2** Completes responsibilities as eCORPS: Leave Request System Manual: Leave Approving Officials outlines.

**5-6. PHS Officers**

**5-6.1** Complete responsibilities in accordance with Commissioned Corps Issuance System (CCIS). Book 3: Personnel Management, Chapter 6: Leaves and Absences.

**5-6.2** Complete responsibilities as eCORPS Leave Request System Manual: Officers outlines.

**5-6.3** Communicate time and attendance to supervisor.

**6. PROCEDURES:**

**6-1. Federal Civil Servant**

**6-1.1** Follow procedures/requirements as ICE Policy Number 1046.1: Time and Attendance states.

**6-1.2** When addressing employee time and attendance misconduct, follow procedures/requirements as ICE Policy Number 30012.2: Disciplinary and Adverse Action outlines for bargaining and non-bargaining unit employees.

**6-2. PHS Officers**

**6-2.1** Follow procedures in accordance with eCCIS. Book 3, Chapter 6 - Leaves and Absences, except use of Form PHS-1345. All officers must request and enter leave in electronic Commissioned Officer Resources Processing System (eCORPS). Form PHS-1345 Request and Authority for Leave of Absence is not the primary tracking method of leave history and not used as such.

**6-2.2** Follow procedures as the appropriate eCORPS Leave Request System Manual states:

**6-2.2.a** Officers.

**6-2.2.b** Leave Approving Officials.

**6-2.3** When addressing officer leave misconduct, follow procedures eCCIS. Book 1, Chapter 1, Section 1, Instruction: 01. Disciplinary Action outlines.

7. **HISTORICAL NOTES:** This directive is an update from the previous version of IHSC Directive: 01-33, *Leave*, dated July 8, 2014. The following sections are updated:
- 7-1. Authorities and references: 3-1, 3-2, 3-3, 3-4, 3-5, 3-6, 3-7, 3-8, 3-9, 3-10, 3-11, 3-12, 3-13, 3-14, 3-15, 3-16, 3-17, 3-18, 3-19, 3-20, 3-21, and 3-22.
  - 7-2. Section 4-2: additional guidance and references.
  - 7-3. Section 4-3: additional guidance and references. Remove all previous subsequent sections (i.e., 4-4, 4-5, 4-6).
  - 7-4. Section 5: New responsibilities.
  - 7-5. Section 6: New procedures.
  - 7-6. Section 8: New definitions.
8. **DEFINITIONS:**
- 8-1. **Bargaining Unit Employee.** Any federal civilian employee who holds a position identified as one that is eligible to be represented by a labor organization that is officially recognized by the Federal Labor Relations Authority pursuant to the Federal Service Labor-Management Relations Statute.
  - 8-2. **Contract Administration Plan or Contract Management Plan.** Contract Administration Plan, sometimes referred to as a Contract Management Plan, documents the approach for monitoring and managing a contract award at a level of detail appropriate to the complexity of the acquisition. At a minimum, the plan identifies the roles of, and involvement by, members of the contract management team (e.g., requiring activity/program management officer personnel, program managers, contracting officer's representative, legal counsel, financial and procurement officials, contracting officer, property administrators, security officer) throughout the contract performance period.
  - 8-3. **Electronic Commissioned Officer Resources Processing System (eCORPS).** The official leave record for all U.S. Public Health Service officers.
  - 8-4. **Employee.** An individual, as defined in Title 5, United States Code (U.S.C.), § 2105, who is engaged in the performance of a function for the Federal Government under authority of law or an Executive act, excluding contract personnel.
  - 8-5. **IHSC Headquarters Staff.** A staff member who holds a position as identified by IHSC as a headquarters position.

- 8-6. **Misconduct.** Any behavior by an employee or contractor that violates applicable statutes, regulations, code of conduct and policies.
- 8-7. **Non-Bargaining Unit Employee.** Any employee who holds a position identified as one that is not eligible to be represented by a labor organization that is officially recognized by the Federal Labor Relations Authority pursuant to the Federal Service Labor-Management Relations Statute.
- 8-8. **WebTA.** The U.S. Department of Homeland Security and ICE official time and attendance reporting system for DHS components to interface with the National Finance Center. The system is a paperless web-based time and attendance reporting tool that provides improvements in payroll accounting, time-and-leave record keeping and auditing, and web-based leave scheduling and approvals.
- 8-9. See additional definitions for this policy in the [IHSC Policy Library](#), under "IHSC Glossary of Terms and Titles."

9. **APPLICABLE STANDARDS:** None.

10. **RECORDKEEPING.** IHSC maintains these records in accordance with ICE Records and National Archives and Records Administration approved records retention schedules. Contact the IHSC Records Liaison for further information or guidance.

11. **NO PRIVATE RIGHT STATEMENT.** This directive is an internal directive statement of IHSC. It is not intended to, and does not create any rights, privileges, or benefits, substantive or procedural, enforceable against the United States; its departments, agencies, or other entities; its officers or employees; or any other person.

12. **POINT OF CONTACT:** Chief, IHSC Personnel Unit.