



Natural Resources Conservation Service
9173 W. Barnes Dr., Ste. C
Boise, Idaho 83709

February 22, 2005

GENERAL MANUAL
360 - PER
AMENDMENT ID59 (Part 415-Leave)

SUBJECT: PER – Leave

Purpose. To supplement the national policy on the request and approval authority of annual leave.

Effective Date. Upon receipt

Filing Instructions: Part 415

Insert Idaho General Manual Amendment ID415-A.3(1) in the General Manual 360-GM, Part 415.

The current national General Manual Title 360-Personnel, Part 415-Leave, Subpart A, May 2003, can be accessed on the national electronics directives site at <http://policy.nrcs.usda.gov/>. We are not requiring field offices to maintain hard copies of national General Manual policy.

/s/

RICHARD SIMS
State Conservationist

DIST: GM

PART 415 – LEAVE

SUBPART A – GENERAL

ID415.2 (B) 8 (i)

ID415.2 Policy

B. Annual Leave

- (8) (i) Annual leave requests that exceed three weeks can only be approved by the state conservationist. Leave must be requested on standard form (SF)-71, Request for Leave or Approved Absence form, submitted to the state conservationist through first-line supervisor. Approval or disapproval is based on the workload and work requirements to accomplish the Agency's mission.