

## Breadcrumb

1. [Home](#)
2. Print
3. Pdf
4. Node
5. Entity Print

# Human Resources Desk Guide (HRDG) Issuances/Updates

Last Modified:

### Year 2024 Updates

- 02-23-  
24 Added to HRDG 4752, [Section C - General Guidance for Supervisors - Delegations of Authority for ER Actions](#)
- 01-31-  
24 Added to HRDG 4752, [Section C - General Guidance for Supervisors - Delegations of Authority for ER Actions](#)

### Year 2023 Updates

- 08-02-  
23 Updated HRDG 4630, Absence and Leave, Section F, Subsection e - [Parental Bereavement Leave](#)
- 03-31-  
23 Updated HRDG 4550, Premium Pay, Section K, [Tools to Calculate Pay Caps](#) and [Annual Limitation on Premium Pay Cap](#)
- 03-22-  
23 Added HRDG 4630, Absence and Leave, Section B, subsection e, [Restoration Process Webinar Slides](#) - **APHIS Only**
- 02-06-  
23 Updated HRDG 4630, Absence and Leave, Section B, subsection e, [Restoring Annual Leave](#)

### Year 2022 Updates

- 09-14-22 Added HRDG 4630, Absence and Leave, Section F – Family and Medical Leave Act, [subsection e – Parental Bereavement Leave \(PBL\)](#)
- 07-08-22 Updated HRDG 4630 Absence and Leave, Section D, subsection e, [Registration and Voting](#)
- 06-06-22 Added to HRDG 4550, Premium Pay, Section K, [Computation of Overtime Pay](#)
- 04-25-22 Updated HRDG 4550, Premium Pay, Section C, [On-Call Duty](#)
- 04-22-22 Updated HRDG 4080, [Transit Incentive Program](#)

### **Year 2021 Updates**

- 08-23-21 Updated HRDG 4550, Premium Pay, Section F, [What is the rate of pay for holidays?](#)
- 07-08-21 HRDG 4610, Tours of Duty, Updated and Added to [Section F](#) and Updated Section K, subsection e, Maxiflex - - [Holidays](#)
- 05-12-21 Updated HRDG 4550, Premium Pay, Section E, [Earning and Using Compensatory Time](#)
- 01-26-21 Updated HRDG 4630, Absence and Leave, Section B, subsection e – Restoring Annual Leave, [When Forfeited Annual Leave Cannot Be Restored](#) and [Leave Usage Order](#)
- 01-11-21 [Added HRDG 4630, Absence and Leave, Section F, subsection d – Federal Employee Paid Leave Act \(FEPLA\), FEPLA Examples](#)

### **Year 2020 Updates**

- 10-16-20 [Added HRDG 4630, Absence and Leave, Section D Administrative Leave and Excused Absence Subsection c - - Blood and Plasma Donations](#)
- 10-08-20 [Added HRDG 4630, Absence and Leave, Section F Family and Medical Leave Act \(FMLA\) Subsection d - - Federal Employee Paid Leave Act \(FEPLA\) Under FMLA](#)

## **Year 2020 Updates**

- 10-06-20 Updates to records sections of HRDG [4500](#) and [4537](#)
- 02-06-20 [Updated HRDG 4030, Category Rating](#)
- 01-14-20 Updated HRDG 4500, Recruitment and Retentions Incentives, [Glossary](#)

## **Year 2019 Updates**

- 12-05-19 Abolished HRDG 4368, Telework Program (issued 6/11). Replaced with [DR 4080-811-002](#), Telework Program.
- 11-19-19 Abolished HRDG 4330, Career Transition Assistance Plan (issued 11/98). Replaced with [DR 4030-330-002](#), Special Selection Priority Programs
- 11-15-19 [Added HRDG 4335, Voluntary Change in Official Duty](#)
- 11-07-19 [Updated HRDG 4550, Premium Pay, Section K – Computation of Overtime Pay](#)
- 10-23-19 [HRDG 4250, Exit Surveys](#)
- 06-19-19 [Updated HRDG 4630, Absence and Leave, Section G - Compensatory Time](#)
- 05-21-19 [Updated HRDG 4550, Premium Pay, Section K – Computation of Overtime Pay](#)
- 03-15-19 [Added HRDG 4500 Recruitment and Retention Incentives, MRP Form 149, Superior Qualifications and Special Needs Appointment \(SQA\) Requesting Official's Checklist](#)
- 01-29-19 Updated [HRDG 4630, Absence and Leave, Section D subsection b – Emergencies \(Weather and Other\)](#) and [HRDG 4610, Tours of Duty, Section D, subsection e](#)

## **Year 2018 Updates**

- 12-11-18 [Replaced HRDG Subchapter 4230, Volunteer Service Program](#)
- 09-13-18 [Added HRDG 4511, Position Classification](#)
- 05-17-18 Updated HRDG 4630, Section D, Subsection b - - [Emergencies \(Weather and Other\)](#)

### **Year 2018 Updates**

- 04-17- Updated HRDG 4500, Recruitment and Retention Incentives, Sections [E](#)  
18 and [F](#)
- 04-11- [Updated HRDG 4630, Absence and Leave, Section A - Responsibilities,](#)  
18 [Managers and Supervisors](#)
- 04-02- [Updated HRDG 4630, Section D subsection f, Emergency Program](#)  
18 [Assignments \(APHIS Only\)](#)
- 01-08- [Added HRDG 4080.2, Child Care Tuition Assistance Program](#)  
18

### **Year 2017 Updates**

- 12-17- [Updated HRDG 4500, Section D, Superior Qualifications and Special Needs](#)  
17 [Pay Setting Authority](#)
- 11-13- [Added HRDG 4630, Section D subsection a, Official Time for EEO/ER-Related](#)  
17 [Matters](#)
- 11-06- [Added HRDG 4230, Appendix G, Volunteer Service Program Security](#)  
17 [Process - Frequently Asked Questions](#)
- 08-28- [Added HRDG 4550, Section E subsection a, Am I entitled to CTOT When](#)  
17 [Departing from my Telework Site for TDY?](#)
- 06-29- Updated [HRDG 4610, Section C - Scheduling Meal Periods](#)  
17
- 06-22- Added [HRDG 4230, Volunteer Service Program](#)  
17
- 02-10- Updated HRDG 4752, [Section C - General Guidance for Supervisors -](#)  
17 [Delegations of Authority for ER Actions](#)

### **Year 2016 Updates**

- 10- Added HRDG 4630, Section C, subsection d, [Wounded Warrior Sick Leave](#)  
26-16
- 10- Added HRDG 4178, [Compensation and Leave Claims](#)  
03-16
- 09- [Update to HRDG 4430, all Sections](#)  
28-16
- 09- Update to HRDG 4610, Tours of Duty, [Introduction](#), [Section A -](#)  
23-16 [Responsibilities](#), [Section K - Alternative Work Schedules: Compressed and](#)  
[Flexible](#) and [Section K subsection e - Maxiflex](#)

## Year 2016 Updates

- 09- Update to HRDG 4630, Absence and Leave, Section C, subsection b, [When](#)  
19-16 [Sick Leave will not be Charged](#)
- 08- Update to HRDG 4550, Premium Pay, Section E, subsection a, [When don't I](#)  
23-16 [have to deduct a home-to-work commute?](#)
- 06- Update to HRDG 4630, Absence and Leave, [Section B subsection a, Part-time](#)  
28-16 [Employees](#) and [Section C subsection a, Sick Leave Accrual Rates](#)
- 04- Abolished: HRDG Subchapter 4335, Merit Promotion Plan (issued 6/00).  
25-16 Replaced with [DR-4030-335-002](#) "Merit Promotion and Internal Placement"

## Year 2015 Updates

- 11- Update to HRDG 4537 - Student Loan Repayment Program, [Introduction](#) -  
05- Section B - How to Repay Student Loans - [Procedures Chart](#)  
15
- 07- Subchapter 4752 - Disciplinary or Alternative Actions, Section C - [General](#)  
24- [Guidance for Supervisors, Delegations of Authority for ER Actions](#)  
15
- 05- Updated HRDG 4630, [Absence and Leave, Section B- Annual Leave,](#)  
19- [Subsections a - Accruing Annual Leave, d - Annual Leave Ceilings, and e -](#)  
15 [Restoring Annual Leave](#) and [Added subsection b - Applying for an Charging](#)  
[Annual Leave - Use of Annual Leave for Temporary Employees](#)
- 05-  
18- [MRP Directive 4630.1, Absence and Leave](#)  
15
- 05- Added HRDG 4630, Absence and Leave, Section D – Administrative Leave and  
18- Excused Absence, [Subsection f - Miscellaneous, Attending an MRP Employee's](#)  
15 [Funeral or Memorial Service](#)
- 05- [Updated HRDG 4630, Absence and Leave, Section F, Family and Medical Leave](#)  
06- [Act](#)  
15
- 04-  
27- [Updated HRDG 4550, Premium Pay, Section E](#)  
15
- 01- Updated HRDG 4386, Telework, Section D [Emergency Dismissal and Closure](#)  
23- [Procedures and Field Emergency Dismissal and Closure Procedures](#)  
15

### **Year 2015 Updates**

- 01- Updated HRDG 4630, Absence and Leave, Section D subsection b, [Emergency](#)  
16- [Dismissal and Closure Procedures and Field Emergency Dismissal and Closure](#)  
15 [Procedures](#)
- 01- Subchapter 4752 - Disciplinary or Alternative Actions, Section C - [General](#)  
07- [Guidance for Supervisors, Delegations of Authority for ER Actions](#)  
15

### **Year 2014 Updates**

- 12- Added Guidance HRDG 4550, Premium Pay, Section J, [Claiming a Home-to-](#)  
24-14 [Work Commute Chart](#)
- 05- Updated HRDG 4630, Absence and Leave, Section D, subsection b -  
09-14 Emergencies (Weather and Other), [Washington, D.C. Metro Area Emergency](#)  
[Dismissal and Closure Procedures](#)
- 03- [Updated Subchapter 1010, Organizational Changes](#)  
20-14
- 02- Subchapter 4752 - Disciplinary or Alternative Actions, Section C - [General](#)  
21-14 [Guidance for Supervisors, Delegations of Authority for ER Actions](#)
- 01- Updated HRDG 4500, Recruitment and Retention Incentives, [Section E,](#)  
14-14 [Recruitment and Relocation Incentives](#) and [Section F, Retention Incentives](#)

### **Year 2013 Updates**

- 12- [Updated HRDG 4368, Telework Program, Section D - Washington, D.C. Metro](#)  
19-13 [Area Emergency Dismissal and Closure Procedures](#)
- 12- Updated HRDG 4630, Absence and Leave, Section D, [Subsection b -](#)  
09-13 [Emergencies \(Weather and Other\), Washington, D.C. Metro Area Emergency](#)  
[Dismissal and Closure Procedures](#)
- 10- Updated HRDG 4630, Absence and Leave, Section F, Glossary, and  
10-13 subsections b and c to reflect the updated definition of “spouse” under  
[Family Member for Military Family Leave](#)
- 10- Updated HRGD 4630, Absence and Leave, Section F, subsection a, FMLA,  
10-13 [Definition of Family Member](#)
- 09- Updated HRDG 4630, Absence and Leave, Section D, subsection c, [On-the-Job](#)  
26-13 [Injuries / Traumatic Injury](#)
- 08- Updated HRDG 4630, Absence and Leave, Section J, [Voluntary Leave Transfer](#)  
10-13 [Program](#)

## Year 2013 Updates

- 04- Updated [MRP Directive 4531.1](#) and [HRDG 4531, Salary Rate Determinations](#)  
01-13
- 03- Updated HRDG 4752. Disciplinary or Alternative Actions Section C - General  
14-13 Guidance for Supervisors, [Delegations of Authority for Employee Relations Actions](#)
- 01- Updated, HRDG 4630, Absence and Leave, Section D subsection b,  
31-13 [Washington, D. C. Metro Area Emergency Dismissal and Closure Procedures](#)
- 01- Updated HRDG 4630, Absence and Leave, Section I, Home Leave, [Home](#)  
30-13 [Leave Determinations Chart](#)

## Year 2012 Updates

- 10-  
16- Updated [Directive 4500.1, Recruitment and Retention Incentives](#)  
12
- 10-  
16- Updated HRDG 4500, Recruitment and Retention Incentives, [Sections E](#) and [F](#)  
12
- 10- Subchapter 4752 - Disciplinary or Alternative Actions, Section C - [General](#)  
12- [Guidance for Supervisors, Delegations of Authority for ER Actions](#)  
12
- 10- [Updated HRDG Subchapter 4080, Transit Incentive Program](#) (replaces 7/10  
03- version)  
12
- 09- Updated HRDG 4610, Tours of Duty, [Section D, Regularly Scheduled Overtime](#)  
28- [Work and Other Premium Pay](#)  
12
- 09- [Updated HRDG Subchapter 4771, Administrative Grievance System](#) (replaces  
28- 12/06 version)  
12
- 09-  
27- [Updated HRDG Subchapter 4368, Telework Program](#)  
12
- 06- Updated HRDG 1010, Organizational Changes, [Section A - Responsibilities](#) and  
14- [Section B - Organizational Changes Requiring Assistant Secretary of](#)  
12 [Administration \(ASA\) Approval](#)

## Year 2012 Updates

- 06-  
13-  
12- [Updated HRDG 4630, Absence and Leave, Section D, subsection b, Emergencies \(Weather and Other\)](#)
- 05-  
30-  
12- [Updated Subchapter 4250, Exit Interviews](#)
- 05-  
25-  
12- [Updated HRDG 4752, Disciplinary or Alternative Actions, Delegations of Authority for ER Actions in AMS](#)
- 05-  
22-  
12- Updated HRDG 4368, Telework Program, [Section D, Time & Attendance](#)
- 05-  
03-  
12- Updated HRDG 4630, Absence and Leave: [Glossary](#); [Section C, subsection b, Applying for and Charging Sick Leave](#); [Section C, Subsection c, Advanced Sick Leave](#); [Section F, subsection b, FMLA to Care for Injured Members of the Armed Forces \(“military family leave”\)](#)
- 04-  
30-  
12- Updated HRDG 4630, Absence and Leave, Section D subsection d, [Travel and Meetings](#)
- 04-  
30-  
12- Updated HRDG 4550, Premium Pay, Section C, [Basic Overtime Policy](#)
- 02-  
27-  
12- Updated HRDG 4630, Absence and Leave, [Section D, Administrative Leave and Excused Absence](#)
- 02-  
27-  
12- Updated HRDG 4630, Absence and Leave, Section I, [Home Leave Earning Rates](#)
- 02-  
15-  
12- Updated HRDG 4630, Absence and Leave, Section B, subsection g, [Lump Sum Payments](#)
- 01-  
13-  
12- [Updated Subchapter 4080, Transit Incentive Program](#)

## Year 2011 Updates



11-30-11 Updated Subchapter 4368 Telework Program, [Introduction](#)

11-02-11 [Subchapter 4430, Performance Management](#)

06-07-11 [HRDG 4368, Telework Program](#)

04-19-11 Updated HRDG 4630, Absence and Leave, Section H, [subsection e](#), Reservists Differential

02-16-11 [New HRDG Subchapter 1010, Organizational Changes](#)

02-14-11 Updated HRDG 4630, Absence and Leave, [Glossary](#) and Section F, subsections [b](#) and [c](#)

01-27-11 New HRDG [Subchapter 4030, Category Rating](#)

01-24-11 Updated, HRDG 4550, Section E, subsection a, [Examples of Creditable Travel Time](#)

### **Year 2010 Updates**

11-22-10 Updated HRDG 4630, Absence and Leave, Section D, subsection b, [Reporting Employees' Status When the Office is Closed for Less Than 1 Workday](#)

11-08-10 Updated HRDG 4630, Absence and Leave, Section H, [subsection e](#), Reservists Differential

10-27-10 Updated HRDG 4550, Premium Pay, [Section E, Compensatory Time](#), Subsection a, Compensatory Time Off for Travel (CTOT)

09-27-10 Updated HRDG 4630, Absence and Leave, [Section E, subsection a](#), Situations Which Require Granting Up to 24 Hours LWOP

08-31-10 New [HRDG Subchapter 4250](#), Exit Survey (replaces 4/99 version)

08-18-10 Updated HRDG 4630, Absence and Leave, [Section F, subsection a, Adverse Actions](#)

07-15-10 New H [RDG Subchapter 4080 Transit Incentives](#) (\*replaces HRDG Subchapter 4060)

06-10 [Updated HRDG Subchapter 4630, Absence and Leave, Glossary Definition of Family Member](#)

### **Year 2009 Updates**

## Updated HRDG 4610, Tours of Duty:

- 12-09-09
  - [Section D](#),
  - [Section I, subsection b](#),
  - [Section J](#),
  - [Section K, subsection e](#)
- 12-09-09 Updated HRDG 4550, Premium Pay, [Sections F and L](#) .
- 11-25-09 Updated HRDG 4550, Premium Pay, Section E, subsection a, [Compensatory Time Off for Travel](#)
- 11-10-09 [Updated Delegations of Authority for ER Actions in IES](#)
- 09-15-09 Updated HRDG 4630, Absence and Leave, Section J, subsection a, [Leave Transfer Program](#)
- 05-08-09 [Updated HRDG 4630, Table of Contents with the Latest DOL FMLA Forms](#)
- 04-02-09 Updated HRDG 4630, Absence and Leave, Section J, subsection b, [Emergency Leave Transfer Program](#)
- 01-22-09 Updated Delegations of Authority for [APHIS IES](#) and [APHIS ITD](#)
- 01-08-09 [Updated HRDG 4630, Absence and Leave, Section D, Subsection f, Employee Assistance Program](#)
- 01-05-09 [Updated HRDG 4550, Premium Pay, Section H, Foreign Exemption](#)

## Year 2008 Updates

- 12-18-08 [Updated HRDG 4630, Absence and Leave, Section D, subsection f, Return to Civilian Employment for Activated Military Members](#)
- 11-26-08 [Updated HRDG 4550, Premium Pay, Section B, What Is Overtime?](#)
- 10-28-08 [Updated HRDG 4630, Absence and Leave, Section C Subsection c, Repaying Advance Sick Leave](#)

## Year 2008 Updates

10- [Updated HRDG 4630, Absence and Leave, Section B subsection c, Repaying](#)  
28- [Advance Annual Leave](#)  
08

09- [Updated HRDG 4550, Premium Pay, Section E, subsection a,](#)  
03- [“Employee/Supervisory Responsibilities”](#)  
08

08- [Updated HRDG 4630, Absence and Leave, Section D, Subsection f, Return to](#)  
06- [Civilian Employment for Activated Military Members](#)  
08

04- [Updated HRDG 4550, Premium Pay, Section E, subsection a, Can I earn CTOT?](#)  
30-  
08

04- [Updated HRDG 4550, Premium Pay, Section C, How Does MY First-40-Hour](#)  
21- [Indefinite Tour Affect Overtime \(OT\)?](#)  
08

04- Updated [HRDG 4610, Tours of Duty Section I subsection a, First-40 Hour](#)  
21- [Tours of Duty, and Section D, Premium Pay For First-40 Hour Employees](#)  
08

04- [New Guidance, HRDG 4630, Absence and Leave, Section B, Subsection d - -](#)  
16- [Ceiling for Senior Executive Service \(SES\), Senior Level \(SL\), and Scientific](#)  
08 [and Professional \(ST\) Employees](#)

03- [Updated HRDG 4610, Tours of Duty, Section J, Mixed Tours](#)  
26-  
08

03- [Updated HRDG, Subchapter 4752, Disciplinary or Alternative Actions, Updated](#)  
24- [Delegations of Authority for Employee Relations Actions in IES](#)  
08

03- [New Guidance, HRDG 4630, Absence and Leave, Section J, Subsection c - -](#)  
24- [Voluntary Leave Transfer Program for Wounded Veterans](#)  
08

03- [New Guidance, HRDG 4630, Absence and Leave, Section F, Subsection b - -](#)  
24- [FMLA to Care for Injured Members of the Armed Forces \(“military family](#)  
08 [leave”\)](#)

## Year 2007 Updates

- 12-12-07 [New, HRDG Subchapter 4501, Electronic Statement of Earnings and Leave](#)
- 10-07-07 Updated HRDG 4700B, Section C, Other Assistance Available, Employee Assistance Program
- 06-27-07 Updated HRDG 4630, Absence and Leave, Section J, subsection a, [Termination of Medical Emergency](#)
- 05-17-07 Updated, HRDG 4060, Transit Incentive Program, Section A, Transit Coordinator Responsibilities
- 05-17-07 Updated, HRDG 4550, Premium Pay, Section E, subsection a, [Compensatory Time Off for Travel](#)
- 05-14-07 New Guidance HRDG 4630, Absence and Leave, [Sections G](#) and [Section H subsections a](#) and [b](#)
- 05-14-07 New Guidance HRDG 4550, Premium Pay, [Sections E](#) and [F](#)
- 02-14-07 Updated, HRDG 4500, Recruitment and Retention Incentives, [Section E, Recruitment and Relocation Incentives](#)
- 01-17-07 [Updated, HRDG 4630, Absence and Leave, Section D, subsection c, On-the-Job Injuries/Traumatic Injury](#)
- 01-17-07 [New Guidance, HRDG 4550, Section G](#)
- 01-16-07 [New Guidance, HRDG 4368, Telework, Section B](#)
- 01-08-07 [Updated, HRDG 4630, Absence and Leave, Section B, subsection g, Lump Sum Payments](#)
- 01-08-07 [Updated, HRDG 4610, Tours of Duty, Section J, Mixed Tours](#)

### **Year 2006 Updates**

- 12-06-08 [Updated, HRDG 4368, Telework Program, Section A](#)
- 12-06-08 [New HRDG Subchapter 4771, Administrative Grievance System](#)

## Year 2006 Updates

- 12-  
01- Updated, HRDG 4060, Transit Incentive Program  
06
- 11-  
01- [MRP Directive 4500.1](#) and [HRDG 4500](#) renamed Recruitment and Retention  
06 Incentives
- 11-  
01- New Guidance, [HRDG 4500, Recruitment and Retention Incentives, Section M](#)  
06
- 10-  
30- [Updated, HRDG 4250 Exit Interviews](#)  
06
- 09-  
18- [New Guidance, HRDG 4630, Absence and Leave, Section C](#)  
06
- 09-  
18- [New Guidance, HRDG 4630, Absence and Leave, Section B](#)  
06
- 04-  
17- [Updated, HRDG 4610, Tours of Duty, Section K, subsection e, Maxiflex](#)  
06
- 04-  
03- Updated, HRDG 4550, Premium Pay, Section E, subsection a, [Compensatory  
06 Time Off for Travel \(CTOT\)](#)
- 03-  
02- Updated, HRDG 4500, Pay Flexibilities, Section D, Superior Qualifications and  
06 Special Needs Pay Setting Authority
- 02-  
28- Updated, HRDG 4630, Absence and Leave, Section J, [Subsection a](#)  
06
- 02-  
01- HRDG 4752 Disciplinary or Alternative Actions, Section C: [Delegations of  
06 Authority for ER Actions](#)

## Year 2006 Updates

- 01-  
23- [Updated, HRDG 4630, Absence and Leave, Section D, Subsection a](#)  
06
- 01- [Updated, HRDG 4630, Absence and Leave, Section J, Subsection b.](#) Note: All  
23- January 2006 "Updates" to this subsection are due to Departmental  
06 Notice 4070-001, Emergency Leave Transfer Program - Hurricane Katrina,  
dated December 13, 2005.

## Year 2005 Updates

- 12/19/05 Revision, HRDG 4630, Absence and Leave, Section D, [Subsection b](#)  
11/15/05 [Revision, HRDG 4630, Absence and Leave, Section D, subsection c](#)  
09/13/05 Revision, HRDG 4500, Pay Flexibilities, [Section F](#)  
08/29/05 Guidance, HRDG 4550, Premium Pay, Section C, [On-Call Duty](#)  
08/29/05 Revision, HRDG 4550, Absence and Leave, [Section H](#) and [Section I](#)  
HRDG 4630, Absence and Leave, Section J, Subsection a - Voluntary  
08/23/05 Leave Transfer Program, [Accruing Leave While in the Voluntary Leave  
Transfer Program](#)

### [New Chart Illustrating Premium Pay/CTOT Eligibility for Time Spent Traveling](#)

- 08/17/05
- [Subchapter 4550 - Premium Pay Section J - Overtime Under Title 5](#)
  - [Subchapter 4550 - Premium Pay Subsection a - Compensatory Time  
Off for Travel \(CTOT\)](#)
  - [Subchapter 4550 - Premium Pay Section H - Overtime Under the Fair  
Labor Standards Act \(FLSA\)](#)
- 04/20/05 [New Guidance, HRDG Subchapter 4630, Absence and Leave, Section B,  
Subsection a, SES/SL/ST Annual Leave Accrual Rate](#)
- 03/30/05 [New Guidance, HRDG Subchapter 4550, Premium Pay, Section E,  
Subsection a - Compensatory Time Off for Travel \(CTOT\)](#)
- 03/30/05 [Updated Guidance, HRDG Subchapter 4630, Absence and Leave, Section  
I, Home Leave Determinations Chart](#)
- 02/14/05 [Revision to HRDG 4550, Section F](#)

## Year 2004 Updates

Abolished:

- 08/20/04
  - HRDG Subchapter 4296, Processing Personnel Actions (issued 3/90)
  - HRDG Supplement 4300A, Selected Staffing Options (3/90)
  - HRDG Supplement 4300B, Manager's Roadmap to Organizational Change 10/93)
- 07/21/04 New Guidance, [HRDG Subchapter 4610](#), Absence and Leave, Section K, Subsection e, Military Leave
- 07/21/04 New Guidance, [HRDG Subchapter 4630](#), Absence and Leave, Section H, Subsection b, "Entitlement for Full-Time Employees."
- 06/22/04 [HRDG Subchapter 4630](#), Section C, Conditions for Granting Sick Leave
- 02/04/04 New Guidance: [HRDG Subchapter 4537](#), Section A, "Appointments Covered/Not Covered"

### **Year 2003 Updates**

- 12/08/03 New Guidance: [HRDG Subchapter 4537](#), Section A, "Limits on Loan Payments."
- 12/08/03 New Guidance: [HRDG Subchapter 4630](#), Section D, Subsection b, "Who are Emergency Employees?"
- 10/03 Update to form for HRDG [Subchapter 4368](#), Telework Program
- 09/08/03 [MRP 4339.1](#) Medical Qualification Determinations for Appointment to Covered Positions within Marketing and Regulatory Programs
- 05/29/03 Issuance Change: [MRP Directive 4351.1](#), "Reduction in Force"
- 05/29/03 Revised wording: [HRDG Subchapter 4630, Section D](#), Excused Absence, "Emergency Program Assignments"
- 03/31/03 Addition to HRDG [Subchapter 4630](#), Section D, Excused Absence, "Emergency Program Assignments"
- 03/07/03 [MRP Directive 4537.1](#), and HRDG [Subchapter 4537](#), Repayment of Student Loans

[Print](#)