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Human Resources Desk Guide (HRDG) Issuances/Updates

Last Modified:

Year 2025 Updates

- 01- Updated terminology in HRDG Subchapters [4230](#) and [4413](#) to comply with
- 31- OPM Memorandum "Initial Guidance Regarding President Trump's Executive
- 25 Order *Defending Women*," January 29, 2025.

Year 2024 Updates

- 08- Added HRDG 4630, Absence and Leave, [Section B, Subsection b - Annual](#)
- 29-24 [Leave for Safe Leave Purposes](#) and [Section N - Time Off for Safe Leave](#)
- 08- [Purposes](#)
- 29-24 Updated HRDG 4630 Absence and Leave - [Glossary](#), Section C - [Conditions for Granting Sick Leave](#), and Section E, Subsection a - [Special Consideration](#)
- 06- Updated HRDG 4537, Repayment of Student Loans, Section B - How to
- 11-24 Repay Student Loans, [Procedures Chart](#)
- 03- Updated HRDG 4630, Absence and Leave, Introduction - [Glossary](#) and
- 22-24 Section F, subsection a - [Eligibility](#) and added [Military Service & FMLA Eligibility Examples](#)
- 02- Added to HRDG 4752, [Section C - General Guidance for Supervisors -](#)
- 23-24 [Delegations of Authority for ER Actions](#)
- 01- Added to HRDG 4752, [Section C - General Guidance for Supervisors -](#)
- 31-24 [Delegations of Authority for ER Actions](#)

Year 2023 Updates

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

Year 2022 Updates

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

Year 2021 Updates

- 08- Updated HRDG 4550, Premium Pay, Section F,
23- [What is the rate of pay for holidays?](#)
21
- 07- HRDG 4610, Tours of Duty, Updated and Added to [Section F](#) and Updated
08- Section K, subsection e, Maxiflex - - [Holidays](#)
21
- 05- Updated HRDG 4550, Premium Pay, Section E, [Earning and Using](#)
12- [Compensatory Time](#)
21

Year 2021 Updates

- 01- Updated HRDG 4630, Absence and Leave, Section B, subsection e – Restoring
26- Annual Leave, [When Forfeited Annual Leave Cannot Be Restored](#) and [Leave](#)
21 [Usage Order](#)
- 01- [Added HRDG 4630, Absence and Leave, Section F, subsection d – Federal](#)
11- [Employee Paid Leave Act \(FEPLA\), FEPLA Examples](#)
21

Year 2020 Updates

- 10- [Added HRDG 4630, Absence and Leave, Section D Administrative Leave and](#)
16-20 [Excused Absence Subsection c - - Blood and Plasma Donations](#)
- 10- [Added HRDG 4630, Absence and Leave, Section F Family and Medical Leave](#)
08-20 [Act \(FMLA\) Subsection d - - Federal Employee Paid Leave Act \(FEPLA\) Under](#)
[FMLA](#)
- 10- Updates to records sections of HRDG [4500](#) and [4537](#)
06-20
- 02- [Updated HRDG 4030, Category Rating](#)
06-20
- 01- Updated HRDG 4500, Recruitment and Retentions Incentives, [Glossary](#)
14-20

Year 2019 Updates

- 12- Abolished HRDG 4368, Telework Program (issued 6/11). Replaced with [DR](#)
05-19 [4080-811-002](#), Telework Program.
- 11- Abolished HRDG 4330, Career Transition Assistance Plan (issued 11/98).
19-19 Replaced with [DR 4030-330-002](#), Special Selection Priority Programs
- 11- [Added HRDG 4335, Voluntary Change in Official Duty](#)
15-19
- 11- [Updated HRDG 4550, Premium Pay, Section K – Computation of Overtime Pay](#)
07-19
- 10- [HRDG 4250, Exit Surveys](#)
23-19
- 06- [Updated HRDG 4630, Absence and Leave, Section G - Compensatory Time](#)
19-19
- 05- [Updated HRDG 4550, Premium Pay, Section K – Computation of Overtime Pay](#)
21-19

Year 2019 Updates

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

Year 2017 Updates

- 12-17-17 [Updated HRDG 4500, Section D, Superior Qualifications and Special Needs Pay Setting Authority](#)
- 11-13-17 [Added HRDG 4630, Section D subsection a, Official Time for EEO/ER-Related Matters](#)
- 11-06-17 [Added HRDG 4230, Appendix G, Volunteer Service Program Security Process – Frequently Asked Questions](#) (857.99 KB)
- 08-28-17 [Added HRDG 4550, Section E subsection a, Am I entitled to CTOT When Departing from my Telework Site for TDY?](#)
- 06-29-17 Updated [HRDG 4610, Section C - Scheduling Meal Periods](#)
- 06-22-17 Added [HRDG 4230, Volunteer Service Program](#)

Year 2017 Updates

- 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](#) (6.65 KB)
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](#)
- 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- [MRP Directive 4630.1, Absence and Leave](#)
18-
15

Year 2015 Updates

- 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 4630, Telework, Section D [Emergency Dismissal and Closure
23- Procedures and Field Emergency Dismissal and Closure Procedures](#)
15
- 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](#)
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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](#)
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