Human Resources Desk Guide (HRDG) Issuances/Updates

Last Modified:

Year 2025 Updates

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

Year 2024 Updates

08-29-24	Added HRDG 4630, Absence and Leave, Section B, Subsection b - Annual Leave for Safe Leave Purposes and Section N – Time Off for Safe Leave Purposes Updated HRDG 4630 Absence and Leave – Glossary, Section C – Conditions for Granting Sick Leave, and Section E, Subsection a – Special Consideration
06-11-24	Updated HRDG 4537, Repayment of Student Loans, Section B – How to Repay Student Loans, Procedures Chart
03-22-24	Updated HRDG 4630, Absence and Leave, Introduction – Glossary and Section F, subsection a – Eligibility and added Military Service & FMLA Eligibility Examples
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

Year 2021 Updates

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
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

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

02-10-17	Updated HRDG 4752, Section C - General Guidance for Supervisors - Delegations of Authority for ER Actions

Year 2016 Updates

10-26-16	Added HRDG 4630, Section C, subsection d, Wounded Warrior Sick Leave
10-03-16	Added HRDG 4178, Compensation and Leave Claims
09-28-16	Update to HRDG 4430, all Sections (6.65 KB)
09-23-16	Update to HRDG 4610, Tours of Duty, Introduction, Section A - Responsibilities, Section K - Alternative Work Schedules: Compressed and Flexible and Section K subsection e - Maxiflex
09-19-16	Update to HRDG 4630, Absence and Leave, Section C, subsection b, When Sick Leave will not be Charged
08-23-16	Update to HRDG 4550, Premium Pay, Section E, subsection a, When don't I have to deduct a home-to-work commute?
06-28-16	Update to HRDG 4630, Absence and Leave, Section B subsection a, Part-time Employees and Section C subsection a, Sick Leave Accrual Rates
04-25-16	Abolished: HRDG Subchapter 4335, Merit Promotion Plan (issued 6/00). Replaced with DR-4030-335-002 "Merit Promotion and Internal Placement"

Year 2015 Updates

11-05-15	Update to HRDG 4537 - Student Loan Repayment Program, Introduction - Section B - How to Repay Student Loans - Procedures Chart
07-24-15	Subchapter 4752 - Disciplinary or Alternative Actions, Section C - General Guidance for Supervisors, Delegations of Authority for ER Actions
05-19-15	Updated HRDG 4630, Absence and Leave, Section B- Annual Leave, Subsections a - Accruing Annual Leave, d - Annual Leave Ceilings, and e - Restoring Annual Leave and Added subsection b - Applying for an Charging Annual Leave - Use of Annual Leave for Temporary Employees
05-18-15	MRP Directive 4630.1, Absence and Leave

Year 2015 Updates

05-18-15	Added HRDG 4630, Absence and Leave, Section D – Administrative Leave and Excused Absence, Subsection f - Miscellaneous, Attending an MRP Employee's Funeral or Memorial Service
05-06-15	Updated HRDG 4630, Absence and Leave, Section F, Family and Medical Leave Act
04-27-15	Updated HRDG 4550, Premium Pay, Section E
01-23-15	Updated HRDG 4630, Telework, Section D Emergency Dismissal and Closure Procedures and Field Emergency Dismissal and Closure Procedures
01-16-15	Updated HRDG 4630, Absence and Leave, Section D subsection b, Emergency Dismissal and Closure Procedures and Field Emergency Dismissal and Closure Procedures
01-07-15	Subchapter 4752 - Disciplinary or Alternative Actions, Section C - General Guidance for Supervisors, Delegations of Authority for ER Actions

Year 2014 Updates

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

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