

memorandum

DATE:

AUG 23 2005

REPLY TO

ATTN OF:

EMCBC:NELSON

EMCBC-0178-05

SUBJECT:

PREVENTIVE HEALTH SCREENINGS

TO:

All EMCBC Serviced Employees

The Department of Energy allows all Federal employees up to four hours of excused absence each year to participate in preventive health screenings. The time may be used for preventive health screenings such as screenings for prostate or breast cancer, sugar level testing for diabetes, blood cholesterol level or other preventive screenings.

The program is managed in accordance with our leave administration policies. The employee is responsible for requesting and receiving the supervisor's approval prior to the preventive health screening. Supervisors will authorize the Administrative Leave, ensure the time is properly annotated on the employee's Standard Form (SF) 71 and monitor the time used by employees throughout the year. Time and attendance keepers will ensure the SF-71 is correct and use the "Administrative Leave" code "LN" in the payroll system to record this time. They should also maintain a folder to monitor the amount of time being used on this program during the year.

Please contact Bob Nelson at 513-246-0517, if you have questions or further information on this matter is needed.



Claudia S. Gleicher
Assistant Director
Office of Human Resources