

U.S. Department of Housing and Urban Development

ADMINISTRATION

Special Attention of: Transmittal Handbook No.: 600.1 REV-3

Headquarters Administrative Officers Issued: August 1986
Directors of Regional Administration
Directors, Administrative Divisions
All Managers and Supervisors

1. This Transmits:

Handbook 600.1 REV-3, Hours of Duty, Absence and Leave.

2. Significant Changes:

- a. Deletes delegations of authority, which are now contained in the Comprehensive Personnel and Training Manual, dated 7/22/85.
- b. Adds new procedures for documenting changes in tour of duty (arrival/departure times only).
- c. Adds policy statement on employees working at home.
- d. Extends the deadline for submission of restored annual leave documentation to the fifth pay period following the end of the leave year that the leave was forfeited.
- e. Adds the new Federal holiday - Martin Luther King Jr.'s Birthday on the third Monday in January, effective 1986.
- f. Clarifies the leave policies for administrative dismissals of groups and individual employees during emergency situations and hazardous weather conditions.
- g. Deletes appendix on jury compensation.

3. Filing Instructions:

Remove:

Handbook 600.1 Rev-2
dated 4/80

Insert:

Handbook 600.1 Rev-3
dated 8/86
