



State of West Virginia
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MAY 27 2011

NGWV-TAG

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Memorandum NGWV-HRO #11-001, Full-time Employee (AGR, Technician, MilAuth/State Employees and FTNGD) Leave Management

1. References:

- a. NGR 600-5, the Active Guard/ Reserve (AGR) Program, dated 20 February 1990.
- b. AFI36-3003, the Military Leave Program, dated 14 April 2000.
- c. AR 600-8-10, Leaves and Passes, dated 15 February 2006.
- d. TPR 630, Absence and Leave Program, dated 27 August 2010

2. The proponent for this policy is NGWV-HRO-Z (Human Resource Office).

3. This policy is effective immediately and remains effective until rescinded or superseded.

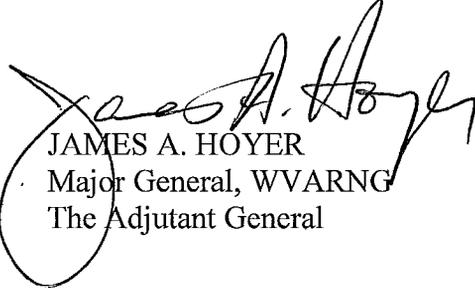
4. In order to ensure our members of the West Virginia National Guard (WVNG) full time work force are properly projecting and using their earned leave, supervisors will adhere to a liberal leave policy when granting leave to their subordinates especially during the holiday season(s). As supervisors and leaders, in the WVNG, I expect each of you to ensure your employees are able to maximize the use of entitled leave days earned, highlight the value of the family to our organization, and promote the wellness of the individual. Additionally, an effective leave management program has proven to increase work production.

5. It is my intent, for the reasons stated above, that all West Virginia National Guard Full Time Employees are afforded every opportunity to take leave while ensuring all WV National Guard offices and functions are operationally capable. Supervisors are responsible to ensure this balance between soldier and family care and operational capability is maintained.

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6. Point of contact for this memorandum is NGWV-HRO-Z (Human Resources Officer), 304-561-6634 or 304-561-6434.



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