

## Bulletin for All TSA Employees – 01/21/2021

### 22 Days Emergency Military Leave Payment Request

There are two conditions under which employees are entitled to an additional 22 days of military leave under the provisions of 5 U.S.C. 6323(b):

- Reservists or National Guardsmen who perform military duty in support of civil authorities in the protection of life and property as ordered by a State Governor, or
- Employees who perform full-time military service as a result of a call or order to active duty in support of a contingency operation as ordered by the President or the Secretary of Defense.

In addition are other military leave authorities, such as parade and encampment duty ordered or authorized under Title 39, District of Columbia Code.

Emergency Military Leave is based on the total of the Statement of Earnings and Leave (SEL) – Allowance Payments. When an employee's Military Leave hourly rate is calculated higher than his/her civilian hourly rate, a manual payment will not be issued.

An employee is entitled to the greater of his or her civilian or military pay, not both. Under 5 U.S.C. 5519, the military pay received by an individual who has been activated in support of civil authorities or a contingency operation must be credited (less than any travel, transportation, or other per diem allowances) against any Federal civilian pay the employee received during the 22 workdays of military leave.

Emergency Military Leave (EML) Hours should not be recorded via **Regular Time and Attendance (T&A)**. The National Finance Center (NFC) System is not programmed to automatically accumulate and pay the 22 days of military leave. A manual payment must be submitted to pay the 22 days of military leave.

Request for 22 Days of Paid Military Leave should be submitted to the TSA Human Capital Service Center (HCSC) by fax at **1-877-872-7993**, by email at [HelpDesk@mailserver-hraccess.tsa.dhs.gov](mailto:HelpDesk@mailserver-hraccess.tsa.dhs.gov), or by mail to **6363 Walker Lane, Suite 400, Alexandria, VA 22310**.

The following documents must be included with the request:

- Copy of Emergency Military Leave Request
- Copy of the Military Orders
- Copy of Department of Defense (DOD) pay statement for the period of service corresponding with the dates for which the employee is scheduled to use the 22 days of military leave
- Hard Copies of the Timecards corresponding with the dates for which the EML Payment is being requested

HCSC will calculate the DOD gross hourly salary rate based on the employee's DOD pay statement for the period of service in which the employee is scheduled to use the military leave.

**Note:** Manual payments do not generate a separate SEL. However, a pay breakdown will be provided upon completion of each payment.

## Questions?

Due to the current COVID-19 pandemic, live agents are not available to answer telephone calls received at the HCAccess Help Desk. Employees can contact the HCAccess Help Desk by e-mail at [HelpDesk@mailserver-hraccess.tsa.dhs.gov](mailto:HelpDesk@mailserver-hraccess.tsa.dhs.gov) or at this [link](#), by fax at 1-877-872-7993, or by phone at 1-877-872-7990 and leave a voicemail. Employees can visit the HCAccess website for valuable Human Resources (HR) information on a wide variety of topics at this [link](#) and visit Human Capital online at this [link](#).