



Bulletin for All TSA Employees – 11/16/2017

Granting Excused Absence to Surge Capacity Force (SCF) Volunteers

The authority to approve excused absence for returning Surge Capacity Force (SCF) employees is granted to Regional Directors (RDs), Federal Security Directors (FSDs), Supervisory Air Marshals in Charge (SACs), Division Directors, and higher level management officials in the employees' chain of supervision. Limited amounts of excused absence will be granted based on the guidelines below.

Eligible employees will be those individuals who completed their full commitment with the SCF. Generally, those employees who returned home early will be excluded. The excused absence will be granted prior to reporting for duty following completion of the SCF commitment. The excused absence should be used consecutively as it is a period for the employees to rest prior to resuming their work schedules. If an employee has already returned and reported for duty, the excused absence will be granted as soon as possible but not later than the next pay period following resumption of duties or following November 16, 2017.

Paid leave may be changed to the allowable amount of excused absence in cases where the SCF volunteer took a few days of annual leave before they returned back to work. The employee must have taken the annual leave after returning from the SCF and prior to resuming their Transportation Security Administration (TSA) work duties. This excused absence is not an entitlement and may not be saved for use at a future date.

The guidelines for granting excused absence are as follows:

- Employee is deployed 10-20 days: 1 day of excused absence
- Employee is deployed 21-35 days: 2 days of excused absence
- Employee is deployed 36-45 days: 3 days of excused absence

When granting excused absence to returning SCF volunteers, a day will be the number of hours in the employees' daily tour of duty, for example, 8, 9, or 10-hour shifts. The excused absence will be recorded in WebTA as "Other Paid Leave" with a remark of "Surge Capacity Force Return."

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Questions?

Please contact the OHCAccess Help Desk by phone at 1-877-872-7990, by fax at 1-877-872-7993, or by email at this [link](#). If you are an Executive, please contact the Executive Help Desk by phone at 1-877-872-7991 or by email at this [link](#). Live agents are available 7:00 a.m. to 10:00 p.m. Eastern Time (ET) Monday through Friday, excluding Federal holidays, with additional hours for recruitment calls only from 11:00 a.m. to 3:00 p.m. ET Saturday and 12:00 p.m. to 4:00 p.m. ET Sunday. Visit the Office of Human Capital online at this [link](#), and check out OHCAccess online at this [link](#).