

UNITED STATES DEPARTMENT OF AGRICULTURE  
FOOD SAFETY AND INSPECTION SERVICE  
WASHINGTON, DC

# FSIS NOTICE

39-23

8/16/23

## ADMINISTRATIVE LEAVE TO PARTICIPATE IN FEDS FEED FAMILIES WAREHOUSE AND FIELD GLEANING ACTIVITIES

### I. PURPOSE

The purpose of this notice is to encourage supervisors to grant employees up to 2 hours of administrative leave so they may participate in Feds Feed Families (FFF) warehouse and field gleaning activities. The FFF governmentwide annual campaign encourages Federal employees to give in-kind contributions of food, services, and time to food banks and pantries of their choice.

### II. AUTHORITY

Feds Feed Families gleaning activities are sanctioned by the Secretary and granting up to 2 hours of administrative leave for employees to participate is appropriate. (See Office of Human Resources Management [\(OHRM\) Advisory Memo 2023-20](#), *Administrative Leave to Participate in Feds Feed Families Warehouse and Field Gleaning Activities*, dated 8/3/2023).

### III. REQUESTING ADMINISTRATIVE LEAVE

- A. Employees who would like to participate in gleaning activities are to submit a request for leave in advance and may be granted up to 2 hours of administrative leave to participate in each local event (maximum 2 events per year).
- B. Supervisors are encouraged to approve requests to participate when employees can be relieved from duty based on mission needs.
- C. Leave may only be charged during an employee's scheduled tour of duty.

### IV. RECORDING ADMINISTRATIVE LEAVE

- A. Employees who are approved to use administrative leave for warehouse and field gleaning activities are to use transaction code 66 Administrative Leave/Excused Absence on their timesheets.
- B. Administrative leave is only to be charged during employees' scheduled tour of duty.

**DISTRIBUTION:** Electronic

**NOTICE EXPIRES:** 9/1/24

**OPI:** OPPD

## V. QUESTIONS

Refer questions regarding this notice to [FSISHR1@usda.gov](mailto:FSISHR1@usda.gov) with the subject “Administrative Leave for FFF Gleaning Activities” or call 877-FSIS-HR1 (877-347-7471) and select option 4.

A handwritten signature in black ink, reading "Rachel A. Edelstein". The signature is fluid and cursive, with the first name "Rachel" being more prominent than the last name "Edelstein".

Assistant Administrator  
Office of Policy and Program Development