

**ADMINISTRATIVE CHANGE TO  
DOE O 322.1C, PAY AND LEAVE ADMINISTRATION AND HOURS OF DUTY**

Location of Change:

Page	Paragraph	Changed	To
8	4.d.(3)(d)	An employee's request for an absence of one hour or more must be supported by a completed "Request for Leave or Approved Absence," OPM Form 71, or other method approved by the employee's organization; if the employee is unavailable to submit a request prior to an absence, he/she must submit one upon returning to duty.	An employee's request for an absence of one hour or more must be supported by a completed <b>electronic</b> "Request for Leave or Approved Absence," OPM Form 71, or other method approved by the DOE Payroll Team. If the employee is unavailable to submit a request prior to an absence, he/she must submit one upon returning to duty.