

PER-20 LOA Checklist Military Reserve Active Duty

Purpose

The purpose of this job aid is to provide a checklist of all the things that must be done for Active Duty Reserve Military on LOA.

Items to be Completed for Employees

- View IT0000. Ensure that EE is not already on LOA.
- View EE's eligibility for any requested leave.
- Check CATS_DA to ensure that all time has been entered, released, approved and that time eval has run to ensure correct quotas.
- If EE is using any type of leave, check PT50 to make sure they have the hours available in their quota. To ensure that quotas are correct for military, use 10/01 and the previous year as the "from" date and "to present" as the "to" date.
- Communicate with the Benefits Representative of the EE going on the LOA – they have additional responsibilities in communication with the EE.
- See document titled "[LOA - Military RAD Workflow Chart](#)" for the order of multiple RAD Actions.
- If the EE is eligible for differential pay, coordinate with your Agency Payroll Office to ensure that you send them the appropriate paperwork. Differential pay is paid through Payroll.
- Make sure that notes are entered both on the PCR and on the Action.
- Do NOT enter "Last Day Worked" on Employee Action Request (PCR).
- For RAD 30 Days action, the 30 days is counted as 30 calendar days. Time entered: Time code 9630

- With all LOAs that include a holiday, IT2001 (Absences) include the first set of dates up to the holiday. A subsequent PA30 transaction for IT2001 is needed to document the holiday itself. A follow-up PA30, IT2001 is needed to document leave taken after the holiday. Repeat if multiple holidays.
- When reinstating an employee, make sure that IT0007, Planned Working Time, is readjusted so that the employee's original work schedule and time recording are entered.

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