



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
3000 MARINE CORPS PENTAGON
WASHINGTON, DC 20350-3000

IN REPLY REFER TO:
12600
AR

POLICY LETTER 3-23

From: Director, Administration and Resource Management Division
To: All Administration and Resource Management Division Employees

Subj: ADMINISTRATION AND RESOURCE MANAGEMENT (AR) DIVISION 59 MINUTE POLICY
FOR CIVILIAN MARINE EMPLOYEES

Ref: (a) 5 U.S. Code 2105
(b) 5 CFR 630.206

1. Purpose. The purpose of this Policy Letter is to provide amplifying guidance for the 59 Minute policy within AR Division in accordance with the references.

2. Cancellation. This letter will remain in effect until revised.

3. Information. The "59-minute rule" is an informal term, not found in specific regulatory guidance, that permits an ad hoc administratively authorized absence from duty without loss of pay or charge to leave for periods of up to 59 minutes. The authority is not to be invoked on a regular or recurring basis and may not be combined with breaks, lunch periods or any other type of leave.

4. Authority to Approve 59 Minute. Approval authority originates with the Director, AR Division, who may either directly authorize individual or groups of employees, or delegate the authority to supervisors to grant their employees an authorized absence subject to mission requirements.

A. N. SULLIVAN