



Departmental
Administration

Office of the
Assistant Secretary
for Administration

Office of Human
Resources
Management

1400 Independence
Avenue, SW
Washington, DC
20250-9600

DATE: August 3, 2023

TO: Mission Area Chief Operating Officers
Mission Area Chief Human Capital Officers
Staff Office Equivalents

FROM: Anita R. Adkins
Chief Human Capital Officer
Office of Human Resources Management

SUBJECT: OHRM Advisory 2023-020 Administrative Leave to Participate in Feds Feed Families Warehouse and Field Gleaning Activities

Feds Feeds Families is an annual governmentwide campaign which encourages Federal employees to give in-kind contributions of food, services, and time to food banks and pantries of their choice. The purpose of this advisory is to encourage agencies to grant up to 2 hours of administrative leave for employees to participate in Feds Feed Families warehouse and field gleaning activities.

Agencies have authority to grant brief periods of administrative leave for employees to participate in volunteer activities that are (see [DR 4060-630-002](#)):

1. Directly related to the Agency's mission;
2. Enhance the professional development or skills of the employee their current position; or
3. Are officially sponsored or sanctioned by the Agency as being in the interest of the Federal government.

Feds Feed Families gleaning activities are sanctioned by the Head of the Agency and would be appropriate for agencies to grant up to 2 hours of administrative leave for employee participation. Employees who would like to participate in gleaning activities may submit a request for leave in advance and be granted up to 2 hours of administrative leave to participate in each local event (maximum 2 events per year), with supervisory approval and if the employee can be relieved from duty based on mission needs. Leave may only be charged during an employee's scheduled tour of duty.

If you have any questions about this memorandum, please contact Lisa Swenka, Human Resources Specialist at (202) 731-7958 or lisa.swenka@usda.gov.