



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

The Director

October 22, 2026
CPM 2026-12

Memorandum for Heads of Executive Departments and Agencies

From: Scott Kupor
Director

Subject: Revised Administrative Leave Regulations

On October 19, 2026, the U.S. Office of Personnel Management (OPM) issued a [final rule](#) that made changes to its regulations in 5 CFR part 630, subpart N, on administrative leave under 5 U.S.C. 6329a, which apply to almost all Executive branch agencies. The final rule also contained related changes to OPM's reduction-in-force and resignation regulations at 5 CFR 351.806 and 5 CFR 715.202, respectively. The revised regulations take effect on November 18, 2026.

Summary of Key Regulatory Changes

- Provides a list of examples of acceptable uses of administrative leave, including uses to support workforce realignment initiatives such as deferred resignation programs and uses for agency-approved physical fitness activities on a limited and conditional basis.
- Adds additional prohibited uses, including bars on using administrative leave for a purpose for which sick leave could be used (with very limited exceptions), when investigative leave under 5 U.S.C. 6329b is applicable, or for service as a poll worker or poll observer.
- Clarifies when an agency may provide administrative leave during a reduction-in-force notice period.
- Clarifies that decisions to provide or not provide administrative leave are subject to agency's "sole and exclusive discretion" and defines that term to make clear that discretion—while bounded by applicable law, regulations, and Presidential directives—may not be limited or conditioned by any agreement or established as a mandatory entitlement to administrative leave.

- Makes clear that an agency has sole and exclusive discretion in deciding whether to accept or deny an employee's request to withdraw a resignation before the resignation has become effective and specifically addresses that an employee's receipt of benefits provided under a deferred resignation agreement, such as paid administrative leave, is a valid reason to deny an employee's request to withdraw a resignation.

The revised regulations are generally consistent with established administrative leave policies issued by OPM.

Guidance Updates

OPM will be updating (1) the [fact sheet](#) on administrative leave posted on the OPM website and (2) the Template for Agency Administrative Leave Policies that was provided to agency Chief Human Capital Officers via an OPM memorandum ([CPM 2025-12](#), July 30, 2025) to reflect the new regulations. OPM will inform agencies when the updated fact sheet and agency policies template are issued.

Additional Information

For additional information, agency headquarters-level human resources (HR) offices may contact OPM at leavepolicy@opm.gov. Component-level HR offices must contact their agency headquarters for assistance. Employees and supervisors must contact their agency HR offices for additional information on this memorandum.

cc: Chief Human Capital Officers (CHCOs), Deputy CHCOs, Human Resources Directors, and Deputy Human Resources Directors