

LEAVE ADMINISTRATION

Issue Date: November 2016

Update: January 2018

1. **PURPOSE:** To state the policies, procedures and regulations governing leave and absence and to provide instructions for requesting, approving, and appropriate usage of leave.
2. **POLICY:** This policy outlines the instructions for planning, scheduling, requesting, granting and using leave. Supervisors and managers are responsible, as authorized, for administering the time and leave policies and regulations for employees under their supervision. Supervisors and managers are responsible for enforcement of and compliance with established policies and regulations. Employees are responsible for observing and complying with time and leave policies and regulations. This policy applies to all employees of the Florida Caribbean Consolidated Patient Account Center (FCCPAC).
3. **RESPONSIBILITIES:**
 - a. FCCPAC Director
 - b. Executive Leadership
 - c. Managers
 - d. Supervisors
 - e. Employees
4. **DEFINITIONS:**
 - a. Accrued Leave: leave earned by an employee during the current leave year that is unused at any given time in that year.
 - b. Accumulated Leave: unused leave remaining to the credit of an employee at the beginning of the leave year.
 - c. Family Member includes the following relatives of the employee and is applicable to all portions of this policy except Family Medical Leave Act (FMLA)
 - (1) Spouse, and parents of spouse
 - (2) Children, including adopted children and spouses thereof
 - (3) Parents, and spouses thereof
 - (4) Brothers and sisters, and spouses thereof

- (5) Grandparents and grandchildren, and spouses thereof
 - (6) Same-sex spouse and parents thereof, including same-sex spouses of any individual listed above
 - (7) Any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.
- d. Leave Year – the period beginning with the first day of the first complete pay period in a calendar year and ending with the day immediately before the first day of the first complete pay period in the following calendar year.
 - e. Medical Certificate – a written statement signed by a registered/licensed practicing provider or other practitioner certifying to the incapacitation, examination, treatment, or to the period of disability while the patient was receiving professional treatment.
 - f. Serious Health Condition – an illness, injury, impairment, physical or mental condition that involves inpatient care (an overnight stay in a medical facility) or continuing treatment by a health care provider to include such conditions as cancer, heart attacks, strokes, severe injuries, terminal illness, Alzheimer’s disease, pregnancy, and childbirth. The term “serious health condition” is not intended to cover short-term conditions for which treatment and recovery are very brief. The common cold, flu, earaches, upset stomach, headaches (other than migraines), routine dental or orthodontia problems, etc., are not serious health conditions unless complications arise.

5. **PROCEDURES:**

- a. The Director will ensure the appropriate interpretation of leave policies and regulations, and will ensure supervisory training is provided on leave administration.
- b. All employees are expected to be at their work station, performing assigned duties, at the beginning of their tour and throughout the entire tour unless on authorized breaks, lunch period, approved leave or excused absence.
- c. Employees should submit requests for annual leave as far in advance as possible. Requests for annual leave that will begin immediately must be verbally approved/or disapproved by the supervisor or designee at the time of the request.
- d. The Department will allow the maximum number of employees to use leave in accordance with coverage requirements. The Department will render a decision within 5 days of the request. The Department will make every effort

- to accommodate the employees' requests consistent with valid operational needs.
- e. All leave must be submitted and approved electronically through the paperless time and attendance record system or an OPM Standard Form 71 in advance or within two work days upon return to duty for unforeseen circumstances. Employees will keep track of their leave balances to ensure leave usage does not exceed accruals.
 - f. The first level supervisor will document attendance and leave. The supervisor and manager have delegated authority to approve annual leave, sick leave, court leave, military leave, funeral leave, leave for bereavement, and sick leave for family care. Supervisors will monitor employee usage of sick leave or sick leave for family care to ensure employee usage does not exceed authorized limit and compliance with applicable laws, rules and regulations.
 - g. The Director may approve Leave Without Pay (LWOP), authorized absence, advance annual leave, and advance sick leave. All exigencies of public business must be authorized by the Director before approved annual leave requests can be canceled. The Director may approve general emergency dismissals and closures as authorized.
 - h. Annual Leave
 - (1) An employee may use annual leave for vacations, rest and relaxation, and personal business or emergencies. An employee has a right to take annual leave, subject to the right of the supervisor to approve the time at which annual leave may be taken.
 - (2) In general, advanced planning of annual leave is encouraged. From November 15 to December 15 every year, employees will have the opportunity to participate in advanced leave planning. The mechanics of this process are as follows:
 - a. Employees will enter their request in the time and attendance system. The requests will enable managers to view all leave requests within their work areas. In the event more employees in a specific work group desire a specific date off than can be accommodated by coverage requirements as determined by management, management will resolve the dispute based on seniority and the holiday rotation plan set out below, as applicable.
 - b. All requests for annual leave submitted by 15 December in a given year will be approved or disapproved no later than 21 calendar days following 15 December. In the event 15 December falls on a weekend, the deadline for staff to turn in their requests shall be extended to the next regular administrative business day. In the

event the decision date falls on a weekend, the deadline for management to approve or disapprove the requested leave shall be extended to the next regular administrative work day.

- c. Any annual leave requests submitted after 15 December will be approved or disapproved on a case by case basis. Management shall respond to those requests within normal and reasonable timeframes.
- (3) Annual leave for Title 5 employees will accrue at a rate of 4 hours per pay period for full-time employees with less than 3 years of service. Full-time employees with 3 to 15 years of service will accrue annual leave at a rate of 6 hours per pay period and full-time employees with 15 or more years of service will accrue annual leave at a rate of 8 hours per pay period.
 - (4) Annual leave for Title 38 and Title 38 Hybrid employees will accrue at different rates based on the employee’s position. Full-time nurses will accrue annual leave at the rate of 8 hours per pay period.
 - (5) All employees are subject to limits on the amount of annual leave to be carried over into a new leave year.

Pay Plan/Occupation Title	Maximum Leave Carried Forward
Full-time General Schedule (GS), Federal Wage System, Canteen Employees and part-time Registered Nurses, Providers, Dentists, Podiatrists, Optometrists and Physician Assistants	240 hours
Registered Nurses, Certified Registered Nurse Anesthetists, and Physician Assistants	685 hours

(6) The *minimum* charge for leave is 15 minutes.

i. Conflicting Requests for Annual Leave

- (1) When conflicting requests for more than one employee for the same timeframe does not accommodate workload/staffing requirements, the employees will meet with their immediate supervisor to resolve the conflict.
- (2) If a compromise cannot be met, seniority based on the employee’s Service Computation Date (SCD) will be the determining factor for awarding leave. Where SCDs may be the same, the procedures outlined in Attachment 1 will be used to award leave. This process is completely random and does not give advantage or disadvantage to either employee.

(3) Special provisions for holiday priority and seniority usage. Holidays will be divided into 3 priority groups:

Group A	Group B	Group C
July 4 th	Thanksgiving	MLK Day
Labor Day	Christmas Day	President's Day
Memorial Day	New Year's Day	Columbus Day
		Veteran's Day

Employees will choose one holiday within each group as their first choice. Their notation of the choice shall be made in the time and attendance system's comments section. (ex: "1st Choice, Group A). Management will approve those requests based on seniority. In no event will management approve leave in excess of operational coverage needs.

In the following year, the employee will not be allowed to choose the same approved holiday as their first choice. This is done to ensure fair and equitable rotation of holidays off. Example given: If an employee chooses Christmas as their first choice in year one, and their request is approved, they may not choose that holiday again as their first choice the following year. Employees may prioritize their holidays for each group. Example given: Group A: 1. July 4th, 2. Labor Day, 3. Memorial Day. The priority of the choice shall be noted by the employee in the time and attendance system's comments section. Holidays requested without a statement of priority will be assumed to have normal priority and will be dealt with accordingly.

j. Sick Leave

(1) Sick leave is granted to an employee when the employee:

- (a) Receives medical, dental, or optical examination or treatment.
- (b) Is incapacitated for the performance of duties by physical or mental illness, injury, pregnancy, or childbirth.
- (c) Makes arrangements necessitated by the death of a family member or attends the funeral of a family member.
- (d) Would jeopardize the health of others by his or her presence on the job because of exposure to a communicable or contagious disease or illness.
- (e) Must be absent from duty for purposes relating to the adoption of a child, including appointments with adoption agencies, social

workers, and attorneys; court proceedings; required travel; and any other activities necessary to allow the adoption to proceed.

- (2) The supervisor, or his/her designee, must be notified if an employee is incapacitated for duty. It is the employee's responsibility for the notification (or to have a responsible person make the notification for the employee) through or to the supervisor or his/her designee. The notification should be made as soon as possible but not later than 2 hours after the employee is scheduled to report for duty. The Department will assure a designated phone number is established for the supervisor or designee to receive such notifications. The employee's obligation is to complete one phone call, to either the established number, or to an alternate number the employee was notified to use. In the event the supervisor or designee is not available, employees may use voice mail to notify the supervisor or designee of the requested sick leave.
- (3) Furnish acceptable medical certification of illness and/or incapacitation for work when required by the supervisor/approving official. Employees will be required by their supervisor/approving official to provide such medical certification for absences due to illness/medical reasons exceeding three workdays.
- (4) Employees will not be required to reveal the nature of their illness as a condition for approval of sick leave.
- (5) When illness occurs during an approved period of annual leave or LWOP, sick leave may be substituted if reported promptly to the supervisor.
- (6) An employee should not overlap outside employment during periods of sick leave.
- (7) When there is substantial reason to believe an employee is abusing the sick leave entitlement:
 - (a) The supervisor may issue the employee a leave restriction letter requiring the employee to furnish a medical certification for each leave application due to illness for an established period of time.
 - (b) All such cases requiring a counseling or medical certification shall be reviewed not later than 6 months after the counseling or medical certification requirement is issued. An employee may request a review of the requirement if sick leave has not been used or has been in compliance with the medical certification for a period of three months following the notification of the requirement.

- (c) If no further abuse is indicated, the restriction may be removed, the record shall be made clean and the employee will be notified of this action. If the restriction is to be continued, the employee will be notified of the reasons in writing.
 - (d) Failure to furnish a timely and acceptable medical certificate (within 15 calendar days of returning to work) will be cause for disapproval of leave, and absence without leave (AWOL) may be charged and disciplinary action may be taken.
 - (e) An employee may request LWOP or other available leave in lieu of sick leave if the employee has insufficient sick leave to cover their period of absence for which sick leave would be appropriate, subject to the approval of the Director.
- k. Sick Leave for Family Care
- (1) Sick leave may be used to provide care for a family member who is incapacitated as a result of physical or mental illness, injury, pregnancy, or childbirth; provide care for a family member as a result of medical, dental, or optical examination or treatment; or make arrangements necessitated by the death of a family member or attend the funeral of a family member. Sick leave for family care may be granted as follows:
 - (a) The amount of sick leave granted to an employee during any leave year for family care or bereavement purposes (Title 5, Title 38, or Title 38 Hybrid) may not exceed a total of 104 hours (13 workdays). Provided however, that the family care and/or bereavement leave is not due to a serious health condition as discussed in paragraph i., below.
 - (b) Supervisors are responsible for maintaining records of how much sick leave is used by each employee during the leave year for family care or bereavement purposes.
- m. Sick Leave in Connection with Retirement: An employee who is incapacitated for work as determined by a provider, regardless of the type of retirement, may be granted terminal sick leave unless this would extend a Reduction-In-Force (RIF) date.
- n. Voluntary Leave Transfer Program
- (1) Employees, who are experiencing a personal or family member medical emergency who wish to become leave recipients, may apply

according to the following procedure, provided they have exhausted their own appropriate leave and anticipate at least 3-days of leave without pay.

- (a) The application (OPM Form 630) to become a leave recipient under the Voluntary Leave Transfer Program must be submitted to the Work Force Management (WFM) Liaison.
 - (b) The Director may approve leave transfer recipient requests upon a technical review by WFM to ensure the employee meets the necessary requirements.
 - (c) Any employee of this CPAC may submit a request on behalf of another employee unable to do so, for acceptance as a leave recipient. Verification of the medical emergency remains a prerequisite to be approved as a leave recipient.
 - (d) When the medical emergency no longer exists, the employee's supervisor and WFM must be notified.
- (2) Employees who wish to donate their annual leave are subject to the following conditions:
- (a) Leave donations may be made to an approved leave recipient of this CPAC, another VA station, or any Federal agency.
 - (b) A request to donate annual leave to a leave recipient under the Voluntary Leave Transfer Program (VA Form 0239) must be submitted to WFM.
 - (c) The minimum donation is 4 hours. The minimum amount for employees earning annual leave in whole day increments is one day.
 - (d) Employees may donate up to one-half of the annual leave accrued during a leave year, or the number of work hours remaining in the leave year, whichever is less.
 - Leave Category 1 -- may donate up to 52 hours.
 - Leave Category 2 -- may donate up to 80 hours.
 - Leave Category 3 -- may donate up to 104 hours.
 - (e) When donating annual leave, which would otherwise be forfeited in the following leave year, the employee may donate the lesser of one-half of the annual leave he or she would accrue in a leave year

or the number of hours remaining in the leave for which the employee is scheduled to work and receive pay.

- (f) Employees cannot donate leave to their immediate supervisors.
- (g) Employees, to include supervisors, may not directly or indirectly attempt to intimidate, threaten, or coerce any employee to become a leave recipient, donate or refrain from donating annual leave to a recipient. Management and supervisory officials should not take any actions to solicit, encourage, or discourage employees under their supervision to donate leave under this program.

o. Leave Without Pay (LWOP)

- (1) LWOP is a temporary, non-pay status and absence from duty that, in most cases, is granted at the employer's discretion. Employees, however, have an entitlement to LWOP in the following situations:
 - (a) The Uniformed Services Employment and Reemployment Rights Act provides employees with an entitlement to LWOP when employment with an employer is interrupted by a period of service in the uniformed service.
 - (b) Disabled veterans are entitled to LWOP for necessary medical treatment.
 - (c) LWOP in connection with an injury or illness being adjudicated by the Office of Worker's Compensation Programs (OWCP) will be granted by the Manager regardless of the length of time, provided such leave requests are supported with appropriate medical documentation (CA 7A)
- (2) The Director may approve LWOP with the exception of the LWOP entitlements indicated above.
- (3) LWOP may not be used as a disciplinary measure. Unauthorized absence should be properly documented in the employee's time and attendance record as absence without leave (AWOL).
- (4) All LWOP requests for 30 or more consecutive days will be documented by the service on a Request for Personnel Action (SF-52), and submitted to WFM, as soon as possible to indicate the *first* day of this leave status. Should LWOP be used for a work-related injury, a

Request for Personnel Action (SF-52) must be submitted to Work Force Management, regardless of the length of time on LWOP.

- (5) Upon an employee's return to duty from a period of LWOP for which a SF-52 has been submitted, a return to duty SF-52 specifying the employee's return date must be submitted to Work Force Management.
 - (6) LWOP affects employees' entitlement and/or eligibility for certain Federal benefits. Employees who will be on LWOP due to Family and Medical Leave Act for more than one full pay period (two weeks) will be issued a letter by WFM regarding their non-pay status and its impact on Federal benefits. Employees must complete the Memorandum for Federal Employee Health Benefits Options While in Non-Pay Status and return it to WFM, within 31 calendar days of the start of their LWOP. Employees must notify WFM of their intention to cancel or continue their health benefits coverage. *Unless the signed notification is received in WFM, health benefits coverage will be cancelled on the 32nd calendar day.*
- p. Family and Medical Leave (FMLA)
- (1) The Family and Medical Leave Act provides Federal employees who have completed 12 months of service with the entitlement to 12 workweeks of unpaid leave during any 12-month period for the following purposes:
 - (a) The birth of a son or daughter of the employee and the care of such son or daughter.
 - (b) The placement of a son or daughter with the employee for adoption or foster care.
 - (c) The care of spouse, son, daughter, or parent of the employee who has a serious health condition.
 - (d) A serious health condition of the employee that makes the employee unable to perform one or more of the essential functions of his or her position.
 - (e) Any qualifying exigency arising out of the fact the employee's spouse, son, daughter, or parent is a covered military member on covered active duty (or has been notified of an impending call or order to covered active duty) in the Armed Forces.

- (2) To be eligible for consideration, employees must request to invoke FMLA, and provide the following documentation:
 - (a) Automated Paperless Time and Attendance System request indicating FMLA in the remarks section.
 - (b) Bargaining Unit Employees seeking FMLA for the birth of a child or placement of a child for adoption are entitled to four additional weeks of LWOP, or a total of 16 weeks.
 - (c) Employees invoking FMLA for a serious health condition of their own or of a spouse, son, daughter, or parent must also submit a completed Certification of Provider or Practitioner.
 - (d) The request, including the above-mentioned forms/confirmation, must be routed to WFM, for technical compliance review. WFM will forward a decision letter to the Director after completion of a technical review of the request.
- (3) Under certain conditions, FMLA leave may be taken intermittently. Usage of FMLA on an intermittent basis requires an employee to request leave electronically with "FMLA" and the appropriate code (i.e. S1) indicated in the remarks section.
- (4) An employee may elect to substitute annual leave and/or sick leave, for any LWOP under FMLA.
- (5) The employee must provide notice of his or her intent to take family and medical leave not less than 30 calendar days before leave is to begin or, in emergencies, soon as is practical.
- (6) An employee who takes LWOP under FMLA is entitled to maintain health benefits coverage. The employee may elect to pay the employee's share of the premiums on a current basis or upon return to work.
- (7) Upon return from leave, an employee must be returned to the same position or to an equivalent position with equivalent benefits, pay status, and other terms and conditions of employment.
- (8) Employees on Temporary/Intermittent appointments are not covered under the Family Medical Leave Act.
- (9) An eligible employee may also take up to 26 workweeks of leave during a "single 12-month period" to care for a covered servicemember with a serious injury or illness, when the employee is the spouse, son,

daughter, parent, or next of kin of the servicemember. The "single 12-month period" for military caregiver leave is different from the 12-month period used for other FMLA leave reasons.

- q. Military Leave: An employee is entitled to time off at full pay for certain types of active or inactive duty in the National Guard or as a Reserve of the Armed Forces (Air Force, Army, Navy, Marines and Coast Guard). Any full-time Federal civilian employee whose appointment is not limited to one year is entitled to military leave.
- (1) A full-time employee working a 40 hour workweek will accrue 120 hours (15 days x 8 hours) of military leave in a fiscal year, or the equivalent of three 40 hour workweeks.
 - (2) Inactive Duty Training is authorized training performed by members of a Reserve component not on active duty and performed in connection with the prescribed activities of the Reserve component. It consists of regularly scheduled unit training periods, additional training periods, and equivalent training.
 - (3) Eligible employees may use 15 calendar days per calendar year for active duty, active duty training, and *inactive duty training*. An employee can carry over a maximum of 15 days into the next calendar year.
 - (4) Up to 22 workdays of military leave may be granted per calendar year for emergency duty as ordered by the President, the Secretary of Defense, or a State governor. This leave is provided for employees who support law enforcement or the protection of life and property or who perform full-time military service as a result of a call or order to active duty in support of a contingency operation. Unlimited military leave may be granted to members of the National Guard of the District of Columbia for certain types of duty ordered or authorized under title 39 of the District of Columbia Code.
 - (5) Reserve and National Guard Technicians *only* are entitled to 44 workdays of military leave for duties overseas under certain conditions.
 - (6) Military leave should be credited to a full-time employee on the basis of an 8-hour workday. The minimum charge to leave is one hour. Therefore, employees cannot be charged for military leave in increments of 15, 30, or 45 minutes. *An employee may be charged military leave only for hours that the employee would otherwise have worked and received pay.*

- (7) Employees who request military leave for inactive duty training (which generally is two, four, or six hours in length) will be charged only the amount of military leave necessary to cover the period of training and necessary travel. Members of the Reserves and/or National Guard will no longer be charged military leave for weekends and holidays that occur within the period of military service.
- (8) An employee's civilian pay remains the same for periods of military leave including any premium pay (except Sunday premium pay) an employee would have received if not on military leave. The employee's civilian pay is reduced by the amount of military pay for the days of military leave. However, an employee may choose not to take military leave and instead take annual leave, compensatory time off for travel, or sick leave, if appropriate, in order to retain both civilian and military pay.
- (9) Final approval of military leave shall be contingent upon the employee furnishing certification from the military authorities confirming that military duty was performed for the period that military leave was granted.
- (10) All eligible employees will be encouraged to notify approving officials as far in advance as possible of their need for military leave so that arrangements can be made to prepare for their absences while on leave.

r. Court Leave

- (1) An employee is entitled to paid time off without charge to leave for service as a juror or witness. Employees are not entitled to receive both regular pay for duty and court pay. Employees may keep expense money received for mileage, parking, or required overnight stay. Expense vouchers must be turned in to the Financial Officer. An employee is responsible for informing his or her supervisor if he or she is excused from jury or witness service for one day or more or for a substantial part of a day.
 - (a) An employee who is summoned to serve as a juror in a judicial proceeding, or who is summoned as a witness in a judicial proceeding in which the Federal, State, or local government is a party is entitled to court leave.
 - (b) An employee who is summoned as a witness in an official capacity on behalf of the Federal Government is on official duty, and pay status, not court leave.

- (2) An employee who is granted court leave and is excused or released by the court for any day or substantial portion(3 or more hours) of a day is expected to return to the employee's regular Departmental duties.
 - (3) When the value of the witness' testimony in private litigation arises from the employee's official capacity and the employee is subpoenaed to testify in that capacity, or to produce official records, the employee will be carried in an official duty and pay status. The employee should be instructed to collect authorized witness fees and allowances for expenses of travel and subsistence. All amounts authorized over and above the amount of actual expenses will be accounted for and deposited as miscellaneous receipts.
 - (4) In any case where the value of the witness' testimony arose while serving in an official capacity as an officer or employee of another Government agency or the District of Columbia Government, the employee may be regarded as having been in an official duty status while testifying in court and may be paid the regular compensation for the period involved. The employee will be instructed to collect authorized witness fees and allowances for expenses of travel and subsistence. All amounts authorized over and above the amount of the actual expenses will be paid into miscellaneous receipts.
 - (5) Employees are granted court leave if they appear as a witness in a non-official capacity on behalf of a private party, in connection with any court action to which the United States, District of Columbia, or a state or local government is a party. These witnesses are not entitled to retain fees received as an unofficial witness. In a judicial proceeding involving only private parties, the employee is required to take annual leave or leave without pay to appear in such a proceeding and is entitled to retain any fees paid for the witness service.
- s. Absence Without Leave (AWOL): If the employee is absent from work and/or the work site without approval or timely notice (within two hours of when the employee is scheduled for duty in the case of unplanned sick leave), or if the request for leave on the basis of alleged sickness or emergency is denied, absence will be recorded as absence without leave (AWOL). If such absence is not satisfactorily explained upon the employee's return to duty, it remains recorded as AWOL.
- (1) Supervisors/timekeepers will document the reason or reasons for charging an absence to AWOL at the time the decision is made in the electronic time and attendance system.
 - (2) If AWOL is later excused because the circumstances surrounding the absence are such that the absence would have been approved, the

charge should be changed to annual leave, sick leave, or LWOP as appropriate.

t. Excused Absence/Early Dismissals

- (1) Where it is determined that an employee in a non-critical position made every reasonable effort to get to work and was unable to do so because of an emergency situation, excused absence without charge to leave may be authorized by the Director. The emergency must be general rather than personal in scope and impact, such as hurricanes, flooding, earthquakes, massive power failures, major fires, strikes, riots, mass demonstrations etc.
- (2) When an early dismissal is authorized by the Director, excused absence without charge to leave will be granted to employees who are actually on duty at the time of dismissal. Employees in a duty status when the notice of dismissal occurs will not be charged leave for the period of absence which can be approved by the Director. The Director may approve up to 2-days. Absences due to emergency situations which extend beyond the two days require the approval of the Secretary, Department of Veterans Affairs.

u. Adjustment of Work Schedule for Religious Observances

- (1) Subject to supervisory approval and applicable policies, regulations, etc., a Federal employee may work compensatory overtime, for the purpose of taking time off without charge to leave, when personal religious beliefs require the employee to abstain from work for a specific period of time.
- (2) An employee may work such compensatory time during a period of one month following the religious observance. The time off will be granted unless the absence of the employee would interfere with the efficient accomplishment of the organization's mission.
- (3) An employee's request for time off should not be granted without simultaneously scheduling the hours during which the employee will work to make up the time. An employee should be allowed to accumulate only the number of hours of work needed to make up for previous or anticipated absences from work for religious observances.
- (4) If an employee is absent when he or she is scheduled to perform work to make up for a planned absence for a religious observance, the employee must re-schedule or may take paid leave, request leave without pay, or be charged absent without leave, if appropriate.

- (5) This compensatory overtime is not considered hours of duty for overtime payment included under the provisions of the Fair Labor Standards Act (FLSA).
- v. Funeral Leave for Death of an Immediate Relative due to Illness or Injury Incurred During Active Military Service in a Combat Zone.
 - (1) Funeral leave of not more than three days is time off with pay, without charge to leave, granted by the Manager of an employee to make arrangements for/or to attend the funeral or memorial service for an immediate relative who dies as a result of a wound, disease, or injury which was sustained while serving as a member of the Armed Forces in a combat zone.
 - (2) If the employee provides satisfactory reasons, the 3 workdays do not need to be consecutive.
 - (3) When an employee requests funeral leave for a death related to the combat-zone service of an immediate relative, the agency may require the employee to document his or her relationship to that immediate relative.
 - (4) Excused absence without charge to leave or loss of pay to attend the funeral of an immediate family member who while serving in the Armed Forces died as the result of wounds, disease or injury incurred in the line of duty. Normally, the amount of this excused absence will be limited to a maximum of 8 hours. Under unusual circumstances, however, additional excused absence as considered reasonable may be granted by the Director.
- w. Bone Marrow or Organ Donor Leave: An employee may use up to 7-days of excused absence each calendar year to serve as a bone-marrow donor. An employee also may use up to 30-days of excused absence each calendar year to serve as a living organ and tissue donors. Leave for bone marrow and organ donation can vary depending on the medical procedure involved in the donation. Therefore, for longer periods of incapacitation, leave-approving officials shall approve annual and/or sick leave or LWOP in combination with the maximum amounts of excused absence is a separate category of leave that is granted in addition to annual and sick leave.
- x. Disabled Veteran Leave (DVL): An employee hired on or after November 5, 2016 who is a veteran with a service connected disability rating of 30 percent or more for the purpose of undergoing medical treatment for such disability for which sick leave could regularly be used will be entitled to a

one-time benefit of Disabled Veteran Leave. The leave is available on the employee's first day of employment and may not exceed 104 hours for a regular full-time employee. The employee has 12 months from their date of eligibility to use the leave. Leave not used during the 12 month eligibility period may not be carried over to subsequent years and will be forfeited. To establish eligibility for DVL, an employee must provide documentation from VBA certifying that the employee has a qualifying service-connected disability. The employee will be required to self-certify that the DVL is being used (or was used) for the treatment of qualifying service-connected disability, however his/her supervisor may require additional medical certification from a health care provider that the treatment provided was for the qualifying service-connected disability.

y. Travel

(1) When traveling at government expense, an employee is in a duty status during the time that it takes to complete travel.

6. **REFERENCES:**

- a. VA Handbook 5011, Duty and Leave
- b. 5 CFR, Part 630, Absence and Leave
- c. 5 USC, Chapter 63, Leave
- d. 38 USC, Chapter 74, VHA Personnel
- e. Master Agreement between DVA and AFGE

7. **RESCISSION:** FCCPAC Absence and Leave Policy P-733-00, November 2016

8. **RECERTIFICATION:** Every 3 years or when deemed appropriate by the Director, FCCPAC

1/18/2018

X 

Jeannette L. Greene

Director, FCCPAC

Signed by: Jeannette L. Greene 213300

Attachments: ATTACHMENT 1



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