

**VA**



**U.S. Department of Veterans Affairs**  
Office of Human Resources Management

# Physician Leave Changes –VA Handbook 5011/32

Worklife and Benefits Service

Presentation



# Leave Changes Agenda

## Leave Changes

- Changes Due to Implementation
- Leave Conversion
- Minimum Leave Charges
- Additional Leave Information



# Leave Changes

## What Is It?

To enable flexibility to use leave in less than full day increments for partial day absences.

## Eligibility

Full-time physicians, dentists, chiropractors, optometrists, and podiatrists



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# Leave Changes

## Before Leave Change Implementation

- Annual leave accrued at the rate of 1 day for each full biweekly pay period.
- Sick leave accrued at the rate of ½ day for each full biweekly pay period.
- Leave requests taken in whole day increments.

## After Leave Change Implementation

- Annual leave shall accrue at the rate of 8 hours for each full biweekly pay period.
- Sick leave shall accrue at the rate of 4 hours for each full biweekly pay period.
- Leave will be charged in whole hour increments.



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# Leave Conversion

The existing leave balance (e.g., annual, sick, restored, and frozen leave) will be converted from days to hours using the formula:

$$1 \text{ day} = 8 \text{ hours}$$

| Leave Type                                    | Current Policy          | New Policy                 |
|---|-------------------------|----------------------------|
| Minimum leave charge                          | 1 day                   | 1 hour & multiples thereof |
| Annual Leave                                  | 1 day                   | 8 hours                    |
| Restored AL                                   | Balance in days         | Conversion to hours        |
| Frozen AL                                     | Balance in days         | Conversion to hours        |
| Sick Leave                                    | ½ day                   | 4 hours                    |
| Military Leave (active duty and IAD training) | 15 days per fiscal year | 120 hours per fiscal year  |
| Military Leave (emergency duty/ LE)           | 22 days                 | 176 hours                  |
| Max Leave Year Accumulation                   | 86 days per year        | 685 hours per year         |



# Yearly Leave Limitations

- Sick Leave
- Advanced Leave
- Disabled Veteran Leave

\*Note: Limitations are based on the **leave year**

| Yearly Limitations   |                  |                    |
|--|------------------|--------------------|
| Sick Leave for Family Care/ Bereavement                    | 13 days per year | 104 hours per year |
| Sick Leave for Serious Health Condition of a Family Member | 60 days per year | 480 hours per year |
| Advanced Annual Leave                                      | 26 days per year | 208 hours per year |
| Advanced Sick Leave  | 45 days per year | 360 hours per year |
| Disabled Veteran Leave                                     | 13 days          | 104 hours          |



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# Leave Charges – Minimum Leave Charge

The minimum charge of annual and sick leave is one hour and multiples thereof.

- When leave is charged because of absence from duty or tardiness, the employee will not be required to work during the period covered by the leave.
- No charge to sick leave will be made for absence of these employees on administrative nonduty days.



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# Additional Leave Information

## Maximum Leave Accumulation

- May carry forward a maximum of 685 hours of accumulated **annual leave** at the end of any leave year.
- There is no maximum carryover for accumulated **sick leave**.

## Advanced Leave

- **Annual leave**, not to exceed 208 hours at any time, may be advanced.
- **Sick leave**, not to exceed 360 hours at any time, may be advanced.



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# Questions?



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