

The logo for the U.S. Department of Veterans Affairs, consisting of the letters 'VA' in a bold, black, sans-serif font.

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

VA Central Office  
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## **OFFICE OF HUMAN RESOURCES MANAGEMENT (OHRM) BULLETIN**

### **SUBJ: Annual and Sick Leave Conversion for Full-time Title 38 Physicians, Dentists, Chiropractors, Podiatrists and Optometrists**

This bulletin provides information on the conversion of annual leave and sick leave from days to hours for full-time title 38 physicians and dentists, chiropractors, podiatrists and optometrists appointed under 38 U.S.C. 7401, 7405, or 7306.

VA Handbook 5011/32, Hours of Duty and Leave, was revised to reflect the minimum charge to annual leave and sick leave for full-time title 38 physicians, dentists, chiropractors, podiatrists and optometrists as one hour and multiples thereof.

Upon the conversion from daily to hourly accrual and usage, one day of annual leave will equal one workday of annual leave. Similarly, one day of sick leave will equal one workday of sick leave. To convert workdays to hours, five workdays of annual leave or sick leave is multiplied by 8 and converted to 40 hours.

The leave conversion chart found in Attachment A provides an overview of the leave conversion based on leave type and the yearly limitations.

The leave conversion for full-time title 38 physicians, dentist, chiropractors, podiatrists and optometrists will be effective September 15, 2019. Impacted employees should see the conversion on the leave and earnings statement received on October 4, 2019.

Questions regarding this bulletin may be referred to Worklife and Benefits Service at [vaco058worklife@va.gov](mailto:vaco058worklife@va.gov).

**Issued by: VA Worklife and Benefits Service (058)**

**Attachment A: Annual and Sick Leave Conversion for Full-time Title 38  
Physicians, Dentists, Chiropractors, Podiatrists and Optometrists**

<b>Leave Type</b>	<b>Current Policy</b>	<b>New Policy</b>
Minimum leave charge	1 day	1 hour & multiples thereof
Annual Leave	1 day	8 hours
Restored Annual Leave	Balance in days	Conversion to hours
Frozen Annual Leave	Balance in days	Conversion to hours
Sick Leave	½ day	4 hours
Military Leave (active duty and inactive duty training)	15 days per fiscal year	120 hours per fiscal year
Military Leave (emergency duty/law enforcement)	22 days per calendar year	176 hours per calendar year
Disabled Veteran Leave	13 days	104 hours
<b>Yearly Limitations</b>	<b>Current Policy</b>	<b>New Policy</b>
Max Leave Year Accumulation	86 days per year	685 hours per year
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