

CONTENTS

CHAPTER 7. DUTY AND LEAVE

PARAGRAPH	PAGE
1. Scope	7-1
2. References	7-1
3. Policy	7-2
4. Definitions	7-2
5. Duty	7-3
6. Holidays	7-3
7. Leave	7-5

CHAPTER 7. DUTY AND LEAVE**1. SCOPE**

a. This chapter contains basic policies and instructions governing duty and leave for nonphysician facility Directors appointed under 38 U.S.C. 7306 (a)(8) and for full- and part-time physicians, dentists, podiatrists, optometrists, nurses, nurse anesthetists, PA's (physician assistants), and EFDA's (expanded-function dental auxiliaries) appointed under authority of 38 U.S.C., chapter 73. and 74

b. Hours of duty and leave provisions for noncareer residents appointed under authority of 38 U.S.C. 7406 are contained in the VHA supplement to this chapter; the Under Secretary for Health, or designees, will establish the annual leave system for noncareer residents, not to exceed that amount provided full-time employees. As used in this chapter, any reference to "full-time physician(s)" or "dentists(s)" includes career medical or dental residents appointed under authority of 38 U.S.C. 7406; "nurse(s)" includes nurse anesthetist but does not include the Assistant Chief Medical Director for Nursing Programs; and "employee(s)" includes those personnel indicated in subparagraph a (both full-time and part-time, unless otherwise specified). The hours of duty and leave provisions contained in this chapter for full-time physicians and dentists appointed under 38 U.S.C. 7306 shall apply to the Assistant Under Secretary for Health (118);

c. Persons other than those indicated in subparagraph a employed under authority of 38 U.S.C. ch. 73 and 74, are subject to the provisions of 5 U.S.C. ch. 63. Graduate nurse technicians are included in this category. (See MP-5, Pt. I, Ch. 630, "Absence and Leave.")

d. Persons employed on an intermittent basis, per annum fee basis, or lump-sum fee basis, under authority of 38 U.S.C. 7405 are paid for actual service rendered and therefore their duty schedules shall be determined by procedural requirements issued by the Under Secretary for Health. Such employees are not entitled to leave benefits.

Authority: 38 U.S.C. 501(a), 7421.

2. REFERENCES

- a. 38 U.S.C. 7421. (See par. 6, Introduction to this part.)
- b. MP-5, part II, chapter 3, section E.
- c. MP-5, part I, chapter 630.
- d. MP-4, part II.

3. POLICY

a. Full-time nonphysician facility Directors, physicians, dentists, podiatrists, and optometrists to whom the provisions of this chapter apply shall be continuously subject to call unless officially excused by proper authority. This requirement as to availability exists 24 hours per day, 7 days per week.

b. Duty schedules shall be established as appropriate and necessary for performance of services in the care and treatment of patients and other essential activities within the administrative discretion of the Under Secretary for Health or designated officials. This includes authorizing flexible and compressed work schedules for Title 38 health care employees outside VACO (see app. 7B, VHA Supplement this chapter).

(1) Full-time nurses, nurse anesthetists, PA's, and EFDA's shall be scheduled in advance for a 40-hour basic workweek in each administrative workweek (calendar week) except as provided in subparagraph (3) below. The normal tour of duty within the 40-hour basic workweek shall consist of five 8-hour days, exclusive of the meal period.

(2) Overtime for nurses, nurse anesthetists, PA's and EFDA's shall be used only under conditions wherein necessary functions cannot be performed through planned coverage during their regular basic workweek. Supervisory personnel must obtain proper authorization for overtime before permitting or requiring the performance of overtime service by an employee. See MP-4, part II, chapter 6, concerning procedure for use of VA Form 1098, Request for and Authorization of Overtime Work. The Under Secretary for Health and facility Director, or their designees, are authorized to order and approve overtime for nurses, nurse anesthetists, PA's and EFDA's.

(3) Full-time nurses and nurse anesthetists on the Baylor Plan shall be scheduled in advance for a 24-hour basic workweek in each administrative workweek. The basic workweek shall consist of two regularly scheduled 12-hour tours of duty contained entirely within the first and last day of the administrative workweek, Sunday and Saturday.

c. The VA leave program for employees shall be administered fairly and uniformly within the meaning of the provisions of this chapter.

Authority: 38 U.S.C. 501(a), 7421.

4. DEFINITIONS

a. *Administrative workweek* means the calendar week, Sunday through Saturday.

b. *Basic workweek* means a 24-hour or a 40-hour workweek established for full-time nurses, nurse anesthetists, PA's and EFDA's in accordance with the provisions of this chapter. The 24-hour basic workweek is applicable only to full-time nurses and nurse anesthetists on the Baylor Plan.

c. *Baylor Plan* means two regularly scheduled 12-hour tours of duty contained entirely within the period commencing at midnight Friday and ending at midnight the following Sunday approved in accordance with section E of chapter 3 of this part.

d. *Part-time employee* means an employee who performs a regular tour of duty on less than a full-time basis. A regular tour of duty is defined as a specific number of hours scheduled over the course of a pay period. Such an employee may perform duty on an unscheduled basis in addition to the regularly scheduled tour of duty.

e. *Accrued leave* means the leave earned by an employee during the current leave year that is unused at any given time in that leave year.

f. *Accumulated leave* means the unused leave remaining to the credit of an employee at the beginning of a leave year.

Authority: 38 U.S.C. 501(a), 7421.

5. DUTY

a. Full-time nonphysician facility Directors, physicians, dentists, podiatrists, and optometrists shall be permitted some periods of time free from official duty to the extent that this does not impair provision of essential services in patient treatment and care. Each such full day granted shall be called an “administrative nonduty day.”

b. Full-time nurses, nurse anesthetists, PA’s and EFDA’s shall be scheduled for a 40-hour workweek, or a full-time nurse or nurse anesthetist on the Baylor Plan for a 24-hour workweek, as specified in paragraph 3b.

c. A full-time nurse or nurse anesthetist shall be placed on the Baylor Plan only at the beginning of the administrative workweek and taken off the Baylor Plan at the end of the administrative workweek (see par. 7b, sec. E, chap. 3, this part).

d. Part-time employees shall be scheduled on less than a full-time basis in accordance with requirements established by the Under Secretary for Health.

Authority: 38 U.S.C. 210(c)(1), 4107, 4108.

6. HOLIDAYS

a. General. Employees shall be excused to the extent possible for observance of the following holidays and nonworkdays designated by Federal statute or Executive order: January 1, the third Monday in February, the last Monday in May, July 4, the first Monday in September, the second Monday in October, November 11, the fourth Thursday in November, December 25, and any other calendar day designated as a holiday

or non-workday by Federal statute or Executive Order. However, notwithstanding the preceding provisions of this subparagraph, full-time nurses and nurse anesthetists on the Baylor Plan shall not be entitled to holidays.

(1) **Full-Time Employees** (Except Nurses and Nurse Anesthetists on the Baylor Plan)

(a) For employees whose basic workweek is Monday through Friday, holidays falling on a Sunday shall be observed the following Monday; holidays falling on Saturday shall be observed on the preceding Friday; and all other holidays shall be observed on the day they occur.

(b) For employees whose basic workweek is other than Monday through Friday, the employee's first day off in the calendar week is designated as the day off in lieu of Sunday and the employee's second day off in the calendar week is designated as the day off in lieu of Saturday.

1. When a holiday falls on the day designated as a day off in lieu of Sunday, the employee's next workday shall be the day observed as the holiday for that employee.

2. When a holiday falls on the day designated as a day off in lieu of Saturday, the employee's preceding workday shall be the day observed as the holiday for that employee.

(2) **Part-Time Employees.** Part-time employees who are excused from duty on a holiday are entitled to their regular pay for that day.

b. **In-Lieu Nonworkday.** An in-lieu non-workday may be granted to full-time nonphysician facility Directors, physicians, dentists, podiatrists, and optometrists, for work performed on a holiday or the day observed as a holiday, provided the full-time employee's services can be spared without detriment to patient care. Such in-lieu day if authorized must be taken within 90 days by the full-time employee concerned. Full-time employees who are assigned to work on holidays and whose absences were not authorized will be reported as being on unauthorized absence and will lose pay for that day. *NOTE: An in-lieu non-workday shall not be authorized for a nurse, nurse anesthetist, PA or EFDA who works on a holiday or the day designated as a holiday.*

c. **Holiday Benefits in Connection With Absence in a Nonpay Status**

(1) Employees (except full-time nurses and nurse anesthetists on the Baylor Plan) are entitled to payment for the holiday if they are absent in a nonpay status (including LWOP or AWOL) on the day immediately following the holiday, provided they were in a pay status (duty or leave) the day preceding the holiday, and provided the holiday was not included within the period of nonpay status. If the holiday was included within the period of nonpay status, payment for the holiday will not be made. Wherever possible, periods of LWOP should not be scheduled so as to begin or end on a holiday.

(2) Employees (except full-time nurses and nurse anesthetists on the Baylor Plan) in a nonpay status (including LWOP or AWOL) the day preceding the holiday will receive payment for the holiday, provided they are in a pay status (duty or leave) the next regularly scheduled workday immediately following the holiday, and provided the holiday was not included within the period of nonpay status.

(3) The provisions of subparagraphs c (1) and (2) above also apply to in-lieu days granted to full-time nonphysician facility Directors, physicians, dentists, podiatrists, and optometrists.

Authority: 38 U.S.C. 501(a), 7421

7. LEAVE

a. General

(1) **Annual Leave.** The granting of annual leave shall be a matter of administrative discretion as to when and in what amount it may be authorized. Requests for annual leave shall be acted upon in the light of essential medical services and with due regard to the welfare and preferences of individual employees. Employees should be encouraged to take annual leave for at least 2 consecutive weeks each year for purposes of rest and relaxation.

(2) **Sick Leave.** Sick leave shall be granted to employees when they are incapacitated for the performance of their duties because of personal illness, disease, injury, pregnancy and confinement, for necessary medical, dental or optical examination or treatment, or when a member of the immediate family of the employee is afflicted with a contagious disease and requires the care and attendance of the employee; or when through exposure to contagious disease the presence of the employee at the post of duty would jeopardize the health of others.

(3) **Advanced Leave.** Neither annual nor sick leave shall be advanced to an employee when it is known that the employee will retire or be separated before the amount advanced can be earned, or when it is reasonable to expect that the employee will not return to duty.

(4) **Leave Year.** A leave year begins on the first day of the first full biweekly pay period in a calendar year and ends the day before the first full biweekly pay period in the following calendar year.

(5) Leave Charges

(a) The minimum charge for leave shall be 1 day and multiples thereof for full-time nonphysician facility Directors, physicians, dentists, podiatrists, and optometrists and a quarter hour (15 minutes) or multiples thereof for nurses, nurse anesthetists, PA's EFDA's and part-time physicians, dentists, podiatrists and optometrists.

(b) Holidays and in-lieu days granted thereof will not be charged to leave.

(c) For full-time nonphysician facility Directors, physicians, dentists, podiatrists, and optometrists, the conditions of duty, leave and administrative nonduty days which prevail during any one week (Sunday through Saturday) shall determine the nature of the charge to annual and sick leave.

1. Annual Leave. If no duty is performed during the workweek, the employee shall not be authorized any administrative nonduty days and entire 7 days of the workweek (Sunday through Saturday) shall be charged to annual leave. If duty is performed on at least 1 or more days during the workweek, any approved periods of leave during the workweek will be charged on a day-for-day basis, except that all administrative nonduty days which fall wholly within a period of approved leave shall be charged to annual leave. For the purpose of charging annual leave, the following shall be considered as days on which work is performed.

a. Sick leave.

b. Military leave.

c. Court leave.

d. All authorized absences.

2. Sick Leave. No charge to sick leave will be made for absence of full-time employees on administrative nonduty days or holidays occurring immediately prior to a period of approved sick leave or following the termination of such leave. Sick leave will be charged for any administrative nonduty days occurring wholly within a period of approved sick leave.

(d) A nurse or nurse anesthetist on the Baylor Plan is to be charged 5 hours of leave for each 3 hours of annual or sick leave taken. This means that nurses and nurse anesthetists on the Baylor Plan shall be charged 1.667 hours of leave for each 1 hour of annual or sick leave taken. Any leave charged on a calendar day basis (i.e., military leave, funeral leave, or home leave) shall be administered in accordance with the applicable provisions of this chapter and the Code of Federal Regulations. *NOTE: A nurse or nurse anesthetist on the Baylor Plan shall not be charged leave for absences outside the basic workweek.*

(e) Except as provided in subparagraph (d) above, annual and sick leave are charged to the account of a full-time nurse, nurse anesthetist, PA, EFDA or a part-time employee only for absence on regular workdays (i.e., days on which the employee would otherwise work and receive pay). Leave is not charged for holidays and nonworkdays authorized under paragraph 6a above.

(f) Each period of employee absence without proper approval shall be charged as absence without leave in accordance with procedures issued by the Under Secretary for Health. Pay for each day or hour so charged shall be forfeited.

b. Annual and Sick Leave

(1) Leave Accruals

(a) Annual and sick leave shall accrue to a full-time nonphysician facility Director, physician, dentists, podiatrists, or optometrists during full biweekly pay periods while in a leave with pay status or in a combination of pay and nonpay status. Annual and sick leave will accrue for fractional pay periods as authorized by the Under Secretary for Health (see VHA Supplement, MP-4, part II, tables 1.02 and 1.02.1).

(b) Annual and sick leave shall accrue to a full-time nurse, nurse anesthetist, PA, EFDA, or part-time employee during each full biweekly pay period while in a leave with pay status or in a combination of pay and leave without pay status. Such an employee who initially enters on duty that employee's first workday after the beginning of the pay period shall be deemed to have been appointed at the beginning of the pay period, thereby enabling completion of a full biweekly pay period, thereby enabling completion of a full biweekly pay period for leave accrual purposes. For example, such an employee who initially enters on duty that employee's first workday after a Monday holiday occurring the first week of the pay period shall be deemed to have been appointed at the beginning of the pay period for leave accrual purposes.

(c) Annual and sick leave shall accrue to full- and part-time employees during a period of suspension provided the employee is restored to duty and it is determined that the suspension was not justified.

(d) Accrual Rate

1. Full-Time Nonphysician Facility Directors, Physicians, Dentists, Podiatrists, and Optometrists

a. Annual leave shall accrue for full-time nonphysician facility Directors, physicians, dentists, podiatrists, and optometrists at the rate of 30 days per leave year.

b. Sick leave shall accrue for full-time nonphysician facility Directors, physicians, dentists, podiatrists, and optometrists at the rate of 15 days per leave year.

2. Full-Time Nurses, Nurse Anesthetists, PA's and EFDA's

a. Annual leave shall accrue for full-time nurses, nurse anesthetists, PA's and EFDA's at the rate of 8 hours for each full biweekly pay period.

b. Sick leave shall accrue for full-time nurses, nurse anesthetists, PA's and EFDA's at the rate of 4 hours for each full biweekly pay period.

3. Part-Time Employees

a. Annual leave shall accrue for part-time employees at rate of 1 hour for each 10 hours in a pay status.

b. Sick leave shall accrue for part-time employees at the rate of 1 hour for each 20 hours in a pay status.

c. Hours in a pay status which do not equal the number necessary for a minimum annual or sick leave credit of 1 hour for part-time employees will be carried forward and combined with subsequent pay status hours.

(e) Reduction of Leave Accruals

1. Full-Time Nonphysician Facility Directors, Physicians, Dentists, Podiatrists, and Optometrists

a. Annual leave accruals for full-time nonphysician facility Directors, physicians, dentists, podiatrists, and optometrists shall be reduced when the individual has had 12 or more calendar days of absence without pay in a leave year. This reduction shall be at the rate of 1 day for each full 12 calendar day period.

b. Sick leave accruals for full-time nonphysician facility Directors, physicians, dentists, podiatrists, and optometrists shall be reduced when the individual has had 24 or more calendar days of absence without pay in a leave year. This reduction shall be at the rate of 1 day for each full 24 calendar day period.

2. Full-Time Nurses, Nurse Anesthetists, PA's and EFDA's

A full-time nurse, nurse anesthetist, PA or EFDA who is in a nonpay status for the entire leave year shall not earn leave for such year. Leave accruals shall be reduced for a nonpay status of 80 hours or more in a leave year. This reduction shall be at the rate of 8 hours of annual leave and 4 hours of sick leave for each 80 hours in a nonpay status.

(NOTE: In making this computation each hour a full-time nurse or nurse anesthetist on the Baylor Plan is in a nonpay status shall be considered to be 1.667 hours.) For this purpose, included shall be all hours in a nonpay status (other than nonpay status during a fractional pay period when no leave accrues) while the individual is on the rolls during the leave year in which the leave accrues; excluded shall be a period covered by refund for unearned advance leave. If a reduction in leave credits results in a debit to the annual leave account at the end of the leave year:

a. The debit may be carried forward as a charge against annual leave to be earned in the next leave year; or

b. The individual may be required to refund the amount paid to the employee for the period covering the excess leave that resulted in the debit.

3. Part-Time Employees. Since annual and sick leave for part-time employees will be credited only on pay status hours, no necessity exists for reducing accruals without pay absences.

(2) Maximum Leave Accumulation

(a) Annual Leave

1. A full-time (nonphysician facility Director,) physician, (dentist,) podiatrist or optometrist may carry forward not more than 120 days of accumulated annual leave at the end of any leave year.

2. A full-time nurse, PA, or EFDA may not carry forward more than 685 hours of accumulated annual leave at the end of any leave year.

3. A part-time employee may carry forward not more than 240 hours of accumulated annual leave at the end of any leave year except that an employee converted to part-time from full-time may carry forward more hours of unused annual leave as indicated below.

a. The maximum carryover will be the lesser of the number of hours converted to part-time or 685 hours. For (nonphysician facility Directors,) physicians, dentists, podiatrists, and optometrists, 7 calendar days of annual leave will equal 5 workdays of annual leave which will be converted to hours, in accordance with the conversion formula contained in subparagraph 7b(4)(a) below.

b. When accumulated annual leave of more than 240 hours is reduced by usage so that the balance at the end of the leave year is less than the balance at the beginning of the leave year, such difference may not be restored from earnings in the ensuing year. The accumulated leave ceiling of 240 hours may be restored from subsequent earnings. Accrued annual leave not used during the leave year which would cause the maximum ceiling limitation of 240 hours of the balance as determined above to be exceeded at the beginning of the ensuing leave year will be forfeited.

4. Restoration of Annual Leave

a. Annual leave which is lost at the end of a leave year by operation of an accumulated annual leave limit under this chapter because of (1) administrative error when the error causes a loss of annual leave otherwise accruable; (2) exigencies of the public business when the annual leave was scheduled in advance; (3) sickness of the employee when the annual leave was scheduled in advance; or (4) the employee being in a missing status as defined in 5 U.S.C. 5561(5) shall be restored to the employee.

b. The restoration, maintenance, and disposition of annual leave under subparagraph a will be accomplished in the same manner as for VA employees subject to the provisions of 5 U.S.C. chapter 63 under sections 6304(d)(2) and (e), 6302(f), and 5562 and applicable directives (insofar as they apply to leave lost at the end of Leave Year 1974, or thereafter). (See MP-5, pt. I, ch. 630, par. 10.) This includes the same leave restoration approval criteria and requirements and, as applicable, maintenance of leave in separate accounts for the prescribed time limit or payment in lump sum for the value of the leave (including payment for claims by separated employees). This entitlement is provided pursuant to authority of 38 U.S.C. 7421.

(b) **Sick Leave.** There shall be no limitation on the amount of accumulated sick leave which an employee may carry forward at the end of a leave year.

(3) **Advanced Leave**

(a) **Full-Time (Nonphysician Facility Directors,) Physicians, Dentists, Podiatrists, and Optometrists**

1. Annual leave not to exceed 30 calendar days at any time may be advanced to full-time (nonphysician facility Directors,) physicians, dentists, podiatrists, and optometrists appointed under authority of 38 U.S.C. 7306, 7401 (1) or 7405(a)(1)(A), except that such leave for temporary full-time employees appointed under authority of section 7405 (a)(1)(A) shall not be advanced in an amount in excess of that amount which could accrue during the remainder of the current appointment.

2. Sick leave not to exceed 45 calendar days at any time may be advanced to full-time (nonphysician facility Directors,) physicians, dentists, podiatrists, and optometrists appointed under authority of 38 U.S.C. 7306, 7401(1) or 7405(a)(1)(A). However, sick leave shall not be advanced in an amount in excess of that amount which could accrue during the remainder of the current appointment.

(b) **Full-Time Nurses, PAs, and EFDAs**

1. Annual leave, not to exceed 208 hours, may be advanced to a full-time nurse, nurse anesthetist, PA, or EFDA at any time.

2. Sick leave, not to exceed 312 hours may be advanced to a full-time nurse, nurse anesthetist, PA, or EFDA at any time.

3. Advance annual and sick leave may not exceed the amount an employee can accrue during the remainder of any time limited appointment.

(c) Part-time physicians, dentists, podiatrists, optometrists, nurses, nurse anesthetists, physician assistants and expanded-function dental auxiliaries may be advanced annual and sick leave based on the ratio which their employment bears to full-time employment and the amount of annual and sick leave that may be advanced to a full-time employee covered by paragraph 2a. For example, a

half-time employee who is not on a time limited appointment may be advanced up to 104 hours of annual leave and up to 156 hours of sick leave at any time during the leave year.

(d) Advance sick and annual leave may not exceed the amount an employee can accrue during the remainder of any time limited appointment.

NOTE: Sick leave may be advanced to full- or part-time employees irrespective of whether or not there is annual leave to the employee's credit.

(4) Disposition of Leave

(a) Employees who are changed or have their leave recredited from one leave accrual rate or basis to another established under provisions of the chapter shall have the full amount of their accumulated and accrued leave credited to their account in the new assignment. In converting annual and sick leave accrued on a calendar day or workday basis, 7 calendar days of leave are deemed equal to 5 workdays (40 hours) of leave, and the conversion formula shall be applied in accordance with VHA Supplement to MP-4, part II, paragraph ID.05. This conversion is not a transfer between different leave systems.

(b) Employees shall be afforded the opportunity, wherever possible, of using annual leave which they would forfeit if it were not taken.

(c) Sick leave will be recredited to an employee upon reemployment after a break in service. Also, sick leave will be recredited to an employee after changing from a leave-earning to non-leave earning status in the service and later returning to a leave-earning status.

(d) Refund must be made for any advanced annual or sick leave unliquidated at the time of an employee's separation except when the cause of separation is death, retirement for disability, or when the employee is unable to return to duty because of disability supported by an acceptable medical certificate. The provisions of this sub-paragraph do not apply to employees who enter active military service with restoration rights.

c. Military Leave

(1) A full-time employee appointed under authority of 38 U.S.C. 7306, 7401(1), or 7405(a)(1)(A) not limited to 1 year (or) less is eligible for and shall be granted military leave in the same manner as other Federal employees.

(2) A part-time employee appointed under authority of 38 U.S.C. 7405(a)(1)(A) not limited to 1 year or less is entitled to leave without loss in pay, time or performance or proficiency rating for active duty or engaging in field or coast defense training under sections 502-505 of title 32, United States Code, as a Reserve of the armed forces or member of the National Guard. Leave accrues for these employees at the rate of 15 days per fiscal year (to be credited at the beginning of the fiscal year) and, to the extent that it is not used in a fiscal year, accumulated for the use in the succeeding fiscal years until it totals 15 days at the beginning of a fiscal year. Scheduled workdays and intervening days for which no work is scheduled falling within a period of absence

for this duty are charged but nonworkdays at the beginning or end of the period are not charged. This entitlement is provided pursuant to authority of 38 U.S.C. 7421.

d. Court Leave. Employees appointed under authority of 38 U.S.C. 7306, 7401(1), and 7405(a)(1)(A) are eligible for and shall be granted court leave in the same manner as other eligible Federal employees.

e. Home Leave. Employees shall earn and be granted home leave on the same basis as employees subject to the provisions of 5 U.S.C. chapter 63.

f. Leave Without Pay. The granting of LWOP shall be a matter of administrative discretion except that (1) disabled veterans are entitled to LWOP when necessary for treatment and (2) employees who are members of the National Guard or a Reserve component of the Armed Forces of the United States are entitled to LWOP when ordered to active duty for training. Requests for leave without pay shall be acted upon in the light of essential medical services and with due regard to the welfare and needs of individual employees.

g. Authorized Absences Not Covered by Leave. In certain circumstances, employees may be granted administratively authorized absence which does not result in a charge to leave of any kind, or loss in basic salary. The following include types of circumstances under which absence from duty may be authorized in accordance with procedures of the Under Secretary for Health: time off after particularly arduous professional efforts and necessary absence or tardiness for part of a day for full-time [nonphysician facility Directors,] physicians, dentists, podiatrists, and optometrists; voting or registration; draft registration; hearings; injury in line of duty; blood donations; administratively required vaccinations and immunizations; medical examinations; medical treatment; group meetings; civil defense activities; change in station; participation in military funerals; making arrangements for or attendance at funerals of an immediate relative who died as a result of wounds, disease, or injury incurred in the line of duty; pending emergency suspension; representing labor organizations; and meetings with labor organizations and other groups; and conventions, conferences, and professional and scientific meetings.