



Department of
Veterans Affairs

Office of Human Resources and Administration
Worklife and Benefits Service (058)

Fact Sheet – ANNUAL LEAVE (Title 5 Employees)

Purpose:

- Vacation/rest and relaxation
- Personal business, emergency reasons, or family needs (e.g., religious observations, attendance at conferences or conventions, etc.)
- In lieu of sick leave

Eligible Employees:

- Full-time or part-time work schedules
- Appointment expected to last 90 days or more or have been continuously employed for at least 90 days under one or more appointments

Earning Rates:

Full-time (per full biweekly pay period)

- Less than 3 years: 4 hours
- 3 to 15 years: 6 hours
- More than 15 years: 10 hours for last pay period
8 hours

Part-time (hours earned for hours in a pay status)

- Less than 3 years: 1 hour for each 20 hours pay status
- 3 to 15 years: 1 hour for each 13 hours pay status
- More than 15 years: 1 hour for each 10 hours pay status

Annual Leave Ceiling:

- Maximum accumulation limit is 30 days for employees stationed in the United States.
- Maximum accumulation limit is 45 days for employees stationed outside the United States.

Any accrued annual leave in excess of the maximum allowed by law will be forfeited. Forfeited annual leave may be restored under 5 U.S.C. 6304(d).

Advanced Annual Leave:

There is no entitlement to advanced annual leave; however, employees may be granted advanced annual leave not to exceed the amount, which can be accumulated by the end of the leave year in which it is granted

References:

5 U.S.C. Chapter 63, Subchapter I
5 C.F.R. Part 630, Subparts B and C
5 C.F.R. 351.606
VA Handbook 5011, Part III, Chapter 2

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