



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

Fact Sheet – SICK LEAVE (Title 5 Employees)

Purpose:

- For personal needs when the employee is incapacitated for duty by physical or mental illness, pregnancy or childbirth;
- For bereavement and to care for a family member (subject to regulatory limits);
- To care for a family member with a serious health condition (subject to regulatory limits);
- For adoption purposes (subject to regulatory limits).

Eligible Employees:

Full-time or part-time work schedules.

Family Member:

Family member means the following relatives of the employee:

- Spouse, and parents thereof;
- Children, including adopted children and spouses thereof;
- Parents;
- Brothers and sisters, and spouses thereof; and
- Any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

Earning Rates:

- Full-time: 1/2 day (4 hours) for each bi-weekly pay period.
- Part-time: 1 hour for each 20 hours in a pay status.

Sick Leave Ceiling:

There are no limits on the amount of sick leave that can be accumulated.

Advanced Sick Leave:

Permanent employees may be granted a maximum of 30 days (240 hours) of sick leave for purposes related to a serious disability or illness, medical emergency or adoption of a child. A maximum of 5 days (40 hours or its equivalent for part-time employees or employees on uncommon tours of duty) may be granted for family care or bereavement purposes. Employees serving under a time-limited appointment may be granted sick leave up to the total that would otherwise be earned during the term of the appointment.

References:

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