



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

Fact Sheet - ANNUAL LEAVE (Title 38 Employees)

Purpose:

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

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 Physician, Dentist, Podiatrist, Chiropractor and Optometrist 26 days earned each leave year
- Full-time RN, ARNP, Nurse Anesthetist, 7306 Appointees, Physician Assistant and Expanded-Function Dental Auxiliary: 8 hours earned each pay period
- Part-time Title 38 Employees 1 hour of annual leave earned for each 10 hours in a pay status

Annual Leave Ceiling (Maximum Accumulation):

- Full-time Physicians, Dentists, Podiatrists, Chiropractors and Optometrists 86 days
- Senior Executive Service and 7306 Appointees 720 hours
- Full-time RN, ARNP, Nurse Anesthetist, Physician Assistant and Expanded-Function Dental Auxiliary 685 hours
- Part-time Title 38 Employees 240 hours

Any accrued annual leave in excess of the maximum amount allowed by law or applicable regulations will be forfeited.

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:

- 38 U.S.C. Chapters 73 and 74
- VA Handbook 5011, Part III, Chapter 3