



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 has 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 (10 hours for the last full pay period)
- More than 15 years 8 hours

Senior Executive Service (SES) 8 hours

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

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

Annual Leave Ceiling: Maximum accumulation limit is:

- 30 days for employees stationed the United States.
- 45 days for employees not stationed in the United States.
- 90 days for members of the SES; employees in Senior-Level and Scientific and Professional positions compensated under 5 U.S.C. 5376; and for employees serving in positions designated under 10 U.S.C. 1607(a) as Intelligence Senior Level positions.

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 leave; however, employees may be granted advanced annual leave not to exceed the amount that 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 CFR Part 630, Subparts B and C
VA Handbook 5011, Part III, Chapter 2