

**Manual M-8, Academic Affairs (Veterans Health Services and Research Administration)**

**Part V, Special Programs and Activities**

**Chapter 4, Extended Leave for VHS&RA Educational Purposes  
(Paragraphs 4.01 through 4.05)**

**Rescinds Chapter 4 dated November 6, 1986**

This document includes:

Title page and p. ii for M-8, Part V, dated **February 28, 1990**

Contents page for M-8, Part V, dated **February 28, 1990**

Rescissions page for M-8, Part V, dated **February 28, 1990**

Contents page for Chapter 4, dated **February 28, 1990**

Telegraphic Message, dated **October 16, 1995**

(Regarding extended educational leave requests)

Text for Chapter 4, dated **February 28, 1990**

Transmittal sheet located at the end of the document:

Sheet dated **February 28, 1990** (Revises all of Part V)

Replaces Chapter 4, dated November 6, 1986

Transmittal sheets for changes prior to 1990 also located at the end of the document:

Change 12, dated **November 6, 1986**

(Removes old (DM&S) Chapter 4: Regional Medical Education Centers)

Change 1, dated **September 28, 1979**

# **Academic Affairs**

## Special Programs and Activities

February 28, 1990

Department of Veterans Affairs, Veterans Health Services and Research Administration Manual, M-8, "Academic Affairs," Part V, "Special Programs and Activities," is published for the compliance of all concerned.

  
JOHN A. GRONVALL, M.D.  
Chief Medical Director

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CHAPTERS

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5. *Acceptance of gifts and donations*

**RESCISSIONS**

The following material is rescinded:

**COMPLETE RESCISSIONS**

**a. Manuals**

M-8, part V, dated August 14, 1978, and changes 1 through 14.

**b. VHS&RA Interim Issues**

II 10-83-10 and supplement No. 1

**c. VHS&RA Circulars**

10-78-180

10-78-263

10-80-147

10-84-109

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**TELEGRAPHIC MESSAGE**

NAME OF AGENCY  VACO	PRECEDENCE ACTION: P INFO:	SECURITY CLASSIFICATION
ACCOUNTING CLASSIFICATION	DATE PREPARED 10/16/95	FILE
FOR INFORMATION CALL		
NAME JEANNE M. FOX, BUDGET ANALYST	PHONE NUMBER 565-7096	TYPE OF MESSAGE <input type="checkbox"/> SINGLE <input type="checkbox"/> BOOK <input checked="" type="checkbox"/> MULTIPLE-ADDRESS

THIS SPACE FOR USE OF COMMUNICATION UNIT

MESSAGE TO BE TRANSMITTED (Use double spacing and all capital letters)

TO: ALL VAMCS, INDEPENDENT OPC, DOMICILIARIES, AND VISN OFFICES

00/11/14 EFFECTIVE 10/3/95 THE UNDER SECRETARY FOR HEALTH HAS DECENTRALIZED THE APPROVAL AUTHORITY FOR ALL ~~FOREIGN TRAVEL AND~~ EXTENDED EDUCATIONAL LEAVE REQUESTS TO VAMC DIRECTORS AND VISN DIRECTORS.

EFFECTIVE IMMEDIATELY NO REQUESTS ARE REQUIRED TO BE SUBMITTED TO HEADQUARTERS (144). VAMC DIRECTORS ARE GIVEN APPROVAL FOR ALL ~~FOREIGN TRAVEL AND~~ EXTENDED LEAVE REQUESTS (INCLUDING AUTHORIZED ABSENCES BETWEEN 30 AND 90 DAYS). VISN DIRECTORS ARE GIVEN THE AUTHORITY TO APPROVE REQUESTS FOR MEDICAL CENTER DIRECTORS.

MEDICAL CENTERS ARE REMINDED THAT THERE <sup>ARE</sup> NO LONGER ANY REQUIREMENTS FOR THE QUARTERLY FOREIGN TRAVEL REPORT. RECORDS MUST BE MAINTAINED IN ACCORDANCE WITH MP-1, PART II, CHAPTER 2, PARAGRAPH 3.1.

MEDICAL CENTERS ARE ADVISED TO USE THE GENERAL GUIDELINES IN ACADEMIC AFFAIRS MANUAL M-8, PART V.

REQUESTS THAT ARE RECEIVED WILL BE RETURNED TO THE VAMCS FOR LOCAL ACTION. QUESTIONS REGARDING THIS NEW POLICY CAN BE REFERRED TO JEANNE FOX, FT'S 565-7096.

EHMELANDER

*E. M. Melander*  
144

PAGE NO	TOT OF PGS
1	1

**CHAPTER 4. EXTENDED LEAVE FOR VHS&RA EDUCATIONAL PURPOSES****4.01 PURPOSE AND AUTHORITY**

This chapter outlines the policies and procedures for granting extended leave for educational purposes within existing authorities contained in 5 U.S.C. chapter 41 (Pub. Law 85-507, "Government Employees Training Act"), and the Postgraduate and Inservice Training program (M-8, pt. IV, ch. 2). It does not cover such other special or formal training programs as long-term training in upward mobility or VHS&RA nurses preparing as nurse practitioners, or sabbatical leave authorized under Pub. Law 95-454, "Civil Service Reform Act of 1978."

**4.02 GENERAL**

To promote efficiency and economy in the operation of VHS&RA and to provide a means for the development of maximum proficiency in the performance of official duties, the Chief Medical Director in August 1976 established an extended leave program as an outgrowth of recommendations by an internal task force on pay and retention of physicians and dentists. Leave granted under the provisions of the cited authorities and this chapter will be for the benefit of the Government and not directed solely towards attainment of a degree or of sole benefit to the participant. Priority will be given to 38 U.S.C. chapter 73 personnel and other individuals directly involved in patient care. The Chief Medical Director's Foreign Travel and Extended Leave Panel reviews all approved applications for extended leave for educational purposes and recommends approval or disapproval to the Chief Medical Director. (See par. 4.05.)

**4.03 OBJECTIVES**

The following objectives will be carefully followed and judiciously applied in the submission of all prospective applications:

- a. To participate in a learning or research activity in new practices or techniques which are job related and in the interest of VA.
- b. To obtain specific information necessary for, and an intimate part of, a significant research or educational project.
- c. To visit medical centers, laboratories, research, educational or other institutions (including the delivery of lectures) of relevance to VA and the professional responsibilities of the individual.
- d. To pursue a job-related course of instruction which is of interest or benefit to VA under the auspices of an accredited college, university, or comparable learning institution and which is not intended to alter the career role of the employee.

**4.04 PROGRAM REQUIREMENTS**

- a. **Basic Eligibility.** Time spent by an employee in non-Government training may not exceed 1 year in the first 10-year period and in each subsequent 10-year period of continuous or noncontinuous service in the Government. However, employees may apply for extended leave for educational purposes after 6 calendar years in VHS&RA regardless

of whether full-time or part-time. Time served as a resident or in a WOC status is not creditable toward eligibility. For individuals having worked 6 full calendar years at less than full-time, approved absences will be based upon the following scale:

Total Combined Full and/or Part-Time Service	12-Month Extended Leave Maximum	
	Months of Authorized Absence at Full Pay*	Months of Annual Leave and/or LWOP
72 months and over	6 months	6 months
60-71 months	5 months	7 months
48-59 months	4 months	8 months
36-47 months	3 months	9 months
24-35 months	2 months	10 months
12-23 months	1 month	11 months
1-11 months	0	

\*Full pay is the amount which the individual is receiving at the time of the approved absence, e.g., if an individual is serving on a 5/8 appointment, the amount of pay will continue at 5/8. If 4/8, the pay will be at 4/8, etc. An individual serving on a part-time basis may not be appointed to a full-time status for the purpose of pursuing extended educational leave. The following examples are provided for clarification on how the scale will apply:

(1) Individual with 5-year full-time appointment. Not eligible since individual does not have 6 calendar years of VHS&RA service.

(2) Individual with 3-year full-time VHS&RA appointment and 3-year part-time four-eighths appointment. Eligible to apply (has 6 years with VHS&RA), and falls into the 48-59 months category (3 years full-time X 12 months = 36 months; 3 years at four-eighths is the equivalent of 6 months per year X 3 years = 18 months; total of 54 months) and would be eligible for a maximum of 4 months authorized absence and 8 months annual leave and/or LWOP.

(3) Individual with 6 years part-time three-eighths VHS&RA appointment. Eligible to apply, and falls into the 24-35 months category (6 years at three-eighths is the equivalent of 4-1/2 months per year X 6 years = 27 months) and would be eligible for a maximum of 2 months authorized absence and 10 months annual leave and/or LWOP.

**b. Basic Requirements**

(1) Employee must have a minimum of 6 calendar years of VHS&RA service either full-time or part-time.

(2) Request must be favorably endorsed by the supervisor, the Hospital Education Committee, and the facility Director (or comparable officials for VHS&RA Central Office employees).

3 (3) Proposed training must not be directed solely towards attainment of a degree or intended to alter the career role of the employee.

(4) Request must include an adequate description of how the proposed educational leave will benefit VA, improve patient care, increase productivity, or otherwise enhance an individual's value to VA.

#### c. Additional Considerations

(1) Except for foreign travel, authorized absences up to 30 days will continue to be approved/disapproved by facility Directors, or service directors in the case of Central Office personnel. Requests which are more than 30 and less than 90 days in duration will ordinarily be reviewed by the appropriate service director and approved or disapproved by the ACMD for Academic Affairs (144C). Requests in excess of 90 days will be reviewed by the panel.

(2) Training in subjects which are not job-related will not be approved.

(3) Experience has shown that in most instances training away from one's own facility is preferred by reason of eliminating daily distractions and interruptions concerning clinical activities and allowing for maximum concentration.

#### 4.05 ADMINISTRATIVE PROCEDURES

a. **Applications.** An eligible employee may submit a written application for supervisor's endorsement describing a detailed plan for a structured educational experience and a specific statement outlining the expected results of the experience in terms of benefit to VA, improvement in patient care, increase in productivity, and other beneficial factors. The detailed plan must contain a full description of a reasonable course of instruction to be undertaken, the method of obtaining the instruction, and resources to be used.

b. **Facility Review--Approvals.** If the supervisor, and a committee as specified in paragraph 3.06a, and the Director endorse the application, it will be forwarded to the ACMD for Academic Affairs (144C), with the following additional information:

(1) Explanation of how the individual's duties will be performed during absence.

(2) Details and amounts of any non-VA support in the form of grants, fellowships, travel expenses, etc. This information will be submitted by completing VA Form 10-0101B, Request for Approval of Acceptance of Gifts or Donations for Travel/Subsistence Expenses in Connection with Official Travel by VHS&RA Facility Employees, indicating the facility Director's approval. If there is no non-VA support, indicate "no non-VA support" in block 6 of VA Form 10-5503, Extended Educational Leave Request-Briefing Slip.

(3) Letter(s) of acceptance from the training site.

(4) In addition to a formal written application, completed VA Form 10-5503, Extended Educational Leave Request-Briefing Slip, and VA Form 10-5503a, Extended Educational Leave Checklist.

(5) Any additional information which would substantiate the request.

c. **Timely Submission.** Requests should be submitted to arrive in Central Office at least 60 days in advance of the beginning of the requested absence. Requests received in Central Office less than 30 days prior to the beginning of the requested absence will be returned without review.

d. **Facility Review--Disapprovals.** If the supervisor, the Hospital Education Committee, or other committee established in accordance with M-8, part V, chapter 6 and/or the Director do not endorse the employee's application, the applicant is to be so notified in writing, including reasons for the nonendorsement. An information copy of this notification will be forwarded to the ACMD for Academic Affairs (144C).

e. **Appeals.** Requests disapproved by the facility Director under subparagraph d. may not be appealed to the CMD. Appeals to Chief Medical Director's decisions may be directed in writing through the facility Director to the ACMD for Academic Affairs (144C) for consideration by the Chief Medical Director with any administrative or technical explanation/justification not included in the original request.

f. **Leave Coverage and Limitations.** Extended leave for educational purposes may be granted for periods of up to 12 months. A continuous period of up to 6 months of this time may be at full pay. Any additional time may be spent in an annual leave or LWOP (leave without pay) status. Approval of annual leave and/or LWOP is the responsibility of local management in accordance with existing guidelines covering absences. Approval of extended educational leave by the Chief Medical Director does not convey authority for any employee to accept non-VA support. Approval for acceptance of any non-VA support remains the responsibility of the facility Director under the circumstances described in chapter 5, and other existing VHS&RA policy directives concerning non-VA support.

g. **Fund Support and Limitations.** A continuous period of up to 6 months of an authorized 12 months may be at full pay. VA support of an educational experience is limited to salary and benefits unless otherwise specified by the panel and approved by the Chief Medical Director. Normally, funds will not be provided to cover the cost of tuition, books, moving or living expenses. No centrally directed funds can or will be provided for replacement personnel. (NOTE: *VHS&RA physicians and dentists eligible for special pay under current regulations will continue to receive such benefits during the period the employee is in an official pay status. Special pay will be discontinued when on LWOP status.*)

h. **Evaluation of Benefit.** The following information will be submitted to ACMD for Academic Affairs (144C) no later than 30 days after completion of the approved extended educational leave:

- (1) Exact date of authorized absence, including travel time.
- (2) Place(s) where the authorized absence was spent and person(s) and/or schools involved.
- (3) The stated objective(s) of the absence and whether it was accomplished. If not, an explanation will be included.
- (4) Whether a publication will result.
- (5) How the results of the stated objective(s) are to be applied to better patient care or otherwise benefit VA and the employee.
- (6) Additional comments as desired.

February 28, 1990

RECEIVED

MAY 9 1990

1. Transmitted is a revision to Department of Veterans Affairs, Veterans Health Services and Research Administration Manual M-8, "Academic Affairs," Part V, "Special Programs and Activities." Brackets have not been used to indicate the changes.

2. Principal changes are:

a. **Chapter 1:** Change to length of service obligation from 2 years to 1 year and the program is expanded to include associate degree in nursing and baccalaureate or master's degree in physical therapy or occupational therapy.

b. **Chapter 6:** Changed to Chapter 3 and changed to exclude travel to Canada and Mexico.

### 3. Filing Instructions

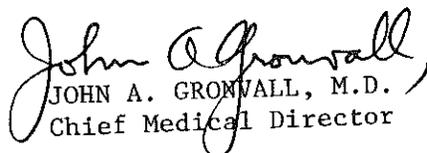
Remove pages

Insert pages

i through vi  
1-1 through 9F-1

i through iv  
1-i through 5F1

4. **RESCISSION:** M-8, part V, dated August 14, 1978, and changes 1 through 14.

  
JOHN A. GRONVALL, M.D.  
Chief Medical Director

Distribution: RPC: 1310  
FD

Printing Date: 3/90

November 6, 1986

Part V, "Special Programs and Activities," VA Department of Medicine and Surgery Manual M-8, "Academic Affairs," is changed as indicated below:

NOTE: *The purposes of these changes are to:*

- a. Add Chapter 2, "Education Space and Facilities";
- b. Remove Chapter 3, "VA Medical School Assistance and Health Manpower Training Act of 1972." There are no funds to continue this program;
- c. Remove Chapter 4, "Regional Medical Education Centers," and Chapter 8, "Cooperative Health Manpower Education Program (CHEP)." Policy concerning these programs is incorporated into chapter 3, part IV;
- d. Remove Chapter 5, "Administrative Career Intern Programs." This activity will be described in part IV;
- e. Revise and update Chapter 7, "Extended Leave for DM&S Educational Purposes"; and,
- f. Revise and update Chapter 9, "Acceptance of Gifts and Donations in Cash or in Kind by DM&S Employees in Connection With Official Travel or by Nationally Recognized Principal Research Investigators."

Due to extensive revisions, brackets have not been used to designate changes.

Page iii: Remove this page and substitute page iii attached.

Pages v and vi: Remove these pages and substitute pages v and vi attached. (Contents revised.)

Pages 2-1 and 2-2: Insert these pages attached. (Ch. 2 added.)

Pages 3-1 and 3-2: Remove these pages. (Ch. 3 deleted.)

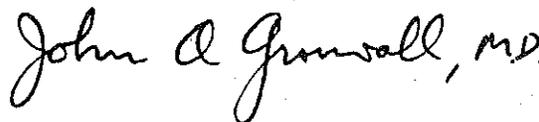
Pages 4-1 and 4-2: Remove these pages. (Ch. 4 deleted.)

Page 5-1: Remove this page. (Ch. 5 deleted.)

Pages 7-1 through 7-3: Remove these pages and substitute pages 7-1 through 7-3 attached. (Pars. 7.02 and 7.04 revised.)

Pages 8-1 and 8-2: Remove these pages. (Ch. 8 deleted.)

Pages 9-1 through 9C-2: Remove these pages and insert pages 9-1 through 9F-1 attached. (Ch. 9 revised.)



JOHN A. GRONVALL, M.D.  
Acting Chief Medical Director

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September 28, 1979

Part V, "Special Programs and Activities," VA Department of Medicine and Surgery Manual M-8, "Academic Affairs," is changed as indicated below:

*NOTE: The purpose of this change is to correct editorial and typographical errors and to modify organizational references resulting from the reorganization of the Office of Academic Affairs.*

Page 2-1

- ✓ Paragraph 2.02, line 3: Delete "(142A)." and insert "(14C)."
- ✓ Paragraph 2.03c(1), line 2: Delete "(142A)" and insert "(14C)".
- ✓ Paragraph 2.04a, line 2: Delete "(142)" and insert "(14C)".

Page 2-2, paragraph 2.05

- ✓ Subparagraph a, line 2: Delete "(142)," and insert "(14C)."
- ✓ Subparagraph b, line 3: Delete "(142)." and insert "(14C)."

Page 3-2, paragraph 3.05

Subparagraph b, line 2

- ✓ Delete "the Manpower Grants Service, as an organizational unit of".
- ✓ Delete "office" and insert "Office".
- ✓ Subparagraph c: Delete this subparagraph.

Subparagraph d, line 3:

- ✓ Delete "in VA facilities. Additional copies may be requested".
- ✓ Delete "Manpower Grants Service." and insert "ACMD FOR ACADEMIC AFFAIRS (14E)."
- ✓ Insert new subparagraph f

- ✓ "f. Not later than 90 days after the end of the fiscal year, the Administrator submits to the Congress a report of activities carried out under Public Law 92-541 authority."

Page 4-1, paragraph 4.05a

- ✓ Line 1: Delete "Education" and insert "Continuing Education and Staff Development".
- ✓ Line 6: Delete "Education" and insert "Continuing Education and Staff Development".

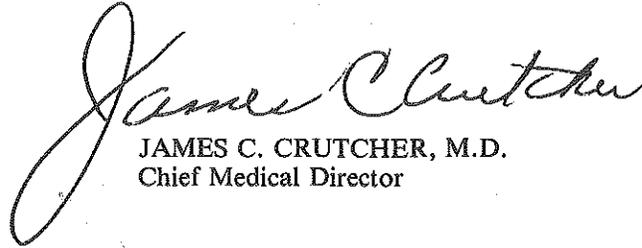
*yg chg. 12*

September 28, 1979

Page 4-2, paragraph 4.05d, line 2

✓ Delete "(141). Education" and insert "(145). Continuing Education and Staff Development".

✓ Delete "office" and insert "Office"



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