HR Guide to Disabled Veteran Leave

This guide provides an overview of how to manage the use of Disabled Veteran Leave in the ITAS system. For more information on what Disabled Veteran Leave is and eligibility for this category, please visit the OHR Website*.*

Identification of Eligibility

When an employee is eligible for Disabled Veteran Leave (DVL) as a *newly hired* federal employee or when *returning from a break in service* of greater than 90 days, the Office of Human Resources (OHR) / Client Services Division (CSD) is the initial point of contact. Upon receipt of documentation from the Veterans Benefits Administration (VBA), the Human Resources Specialist will determine eligibility. These specialists have a separate guide on how to complete this process. Once this process is completed, an auto-generated email will be sent to the employee, their supervisor, their Administrative Officer, and the Leave Group indicating that the employee is eligible for Disabled Veteran Leave.

When an employee is eligible for Disabled Veteran Leave after *returning from a period of military service* during which they were on leave from civilian service, the initial point of contact may vary. Most likely, the eligible employee will contact their Timekeeper or Administrative Officer to inquire about DVL. The TK or AO should then contact the OHR/Workforce Relations Division (WRD)/Leave Group. The employee will be required to provide documentation from the VBA. The Leave Group will then contact the CSD to initiate the systems updates mentioned above, leading to the auto-generated email to the employee, their supervisor, their Administrative Officer (AO), and the Leave Group.

Granting of Leave

The OHR website contains the Disabled Veteran Leave toolkit, which contains several tools that will be helpful in the administration of this leave category. One of these tools is a workbook that contains a tool to determine how much leave the employee should be granted. Generally, an eligible full-time employee on a regular work schedule will receive 104 hours of DVL. This is prorated for part-time employees and employees on an uncommon tour of duty. This is also reduced by existing sick leave balance, if applicable.

The workbook will also assist in determining the expiration date of the DVL, which is typically one year after eligibility begins.

Use of Leave

The employee is responsible for requesting to use DVL, via the Leave Request Option in the ITAS system. Supervisors may not require additional medical documentation for the use of this leave category. Any concerns can be addressed with the supervisor's Employee Relations Specialist. The ITAS system will track the use and remaining balance of the DVL, and The Leave Group will communicate to the employee, supervisor, and AO when the employee's available balance is low, has been depleted, and has expired.

Any questions about DVL can be sent to the Leave Group at WorkFlex@nih.gov*.*