

DISABLED VETERAN LEAVE
FREQUENTLY ASKED QUESTIONS

1. What is the new disabled veteran leave?

- The Wounded Warriors Federal Leave Act of 2015 (Act) provides a new leave category, called “disabled veteran leave,” to any new Federal employee, who is a veteran with a service-connected disability rated at 30 percent or more, for purposes of undergoing medical treatment for such disability, for which sick leave could regularly be used.

2. Which employees are eligible to use disabled veteran leave?

- Disabled veteran leave is available to:
 1. *New* Federal civilian employees who are veterans with a service-connected disability rated at 30 percent or more, covered by title 5 leave provisions, “hired on or after the date that is 1 year after the date of enactment of this Act,” (i.e., November 5, 2016) on full-time or part-time schedule.
 2. *Current* employees who separate and are reinstated after a 90-day break in employment and meet the criteria listed in item 1 above.
 3. Employees transferring from another agency within their 12-month eligibility period for veteran leave.
 4. Employees returning from a leave without pay status performing uniform service and after attaining the 30 percent or more disability.

3. When is disabled veteran leave available for use?

- The new leave goes into effect November 5, 2016. The leave is available for use after the eligible employee provides the supporting documentation to the NSSC reflecting his/her eligibility and receives confirmation of eligibility.

4. How much disabled veteran leave will a full time employee be entitled to use?

- An eligible full-time employee receives 104 hours of disabled veteran leave.

Note: The hours of veteran leave will be offset by sick leave currently credited to the employee.

5. Is disabled veteran leave credited to an eligible employee all at once or does the employee accrue the leave as one accrues annual and sick leave?

- An eligible full time employee is credited with a one-time maximum amount of 104 hours of disabled veteran leave all at once, upon being newly appointed as a Federal employee or once the eligibility is met. It is not accrued over time.

Note: The hours of veteran leave will be offset by sick leave currently credited to the employee.

6. What is the timeframe in which an eligible employee must use disabled veteran leave?

- The disabled veteran leave is available only during the 12-month eligibility period. Disabled veteran leave not used during the 12-month eligibility period may not be carried over to subsequent years and will be forfeited.

7. Is disabled veteran leave available to current Federal employees or employees hired prior to November 5, 2016?

- A current employee could become eligible for the veteran leave. It depends on the employee's status. Disabled veteran leave is available to a covered employee hired on or after November 5, 2016, who is otherwise eligible due to reappointment or returning to duty after performing military service with a 30 percent or more service-connected disability.

8. For what purpose can an employee use disabled veteran leave?

- An eligible employee can use disabled veteran leave only to receive treatment by a health care provider for treatment of the service-connected disability.

9. What is the veteran preference code for 30% or more disability in the Federal Personnel Payroll System (FPPS)?

- The veteran preference code is "6" (veteran is entitled to 10-point preference due to a compensable service-connected disability of 30 percent or more).

10. Once an employee has been found eligible for disabled veteran leave, what type of documentation/certification must an employee provide when using the leave?

- The disabled veteran leave must be used for the purpose of medical treatment of a qualifying service-connected disability. The employee is required to self-certify that the

disabled veteran leave is being used (or was used) for the treatment of the qualifying service-connected disability when the request is submitted in WebTADS.

11. Who should be contacted regarding questions related to eligibility for disabled veteran's leave?

- Please contact the NSSC Personnel Action Processing/Payroll team at 1-877-677-2123.

12. What documentation is required to confirm eligibility for disabled veteran leave?

- Employees must submit a copy of the SF15, DD-214 member 4 copy and a letter from the Veterans Administration reflecting the percentage of the disability.

13. How should disabled veteran leave be coded on the timesheet?

- The disabled veteran leave will be available in WebTADS once eligibility has been verified. Please allow at least one pay period for the data to be reflected in WebTADS. If an employee needs to use the leave immediately, they should contact the NSSC PAP/Payroll team at 1-877-677-2123 prior to coding the timesheet.

14. How will WebTADS know the employee is allowed disabled leave?

- The data will flow from FPPS to WebTADS once the fields are updated by the Personnel Action Processing team.

15. Will part-time employees receive the same number of hours as full-time?

- No, the hours will be pro-rated based on work schedule.

16. Once eligibility has been established, who approves an employee's request to use disabled veteran leave?

- A request to use disabled leave will be approved by an employee's supervisor in accordance with the respective Center's leave procedures.

17. How can an employee check his or her disabled veteran leave balance and see when it expires?

- An employee with a disabled veteran leave balance can view the balance in WebTADS.