



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240

NOV 16 2016

Personnel Bulletin NO: 16-13

SUBJECT: Wounded Warriors Federal Leave Act

1. Purpose. The purpose of this personnel bulletin is to establish the parameters of the Wounded Warriors Federal Leave Act for Department of the Interior employees.

2. Authorities.

- a. 5 U.S.C. 6329
- b. 5 CFR 630 M

3. Eligibility. In order to participate under the provisions of the Wounded Warriors Federal Leave Act, the following criteria must be met:

- a. The leave provision is limited to new federal employees hired on or after November 5, 2016;
- b. The employee must be a veteran with a service-connected disability rated at 30 percent or more; and
- c. An eligible employee must submit certification issued by a health care provider that the employee used such leave for purposes of receiving treatment for the service-connected disability.

4. Restrictions.

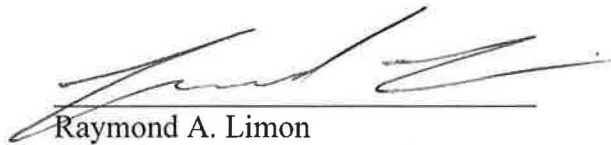
- a. Employees may only use disabled veteran leave for purposes of undergoing medical treatment related to the service-connected disability;
- b. Disabled veteran leave is available during the first 12 months of employment and may not exceed 104 hours. The 104 hours is prorated for seasonal work schedules, part-time schedules, and uncommon tours or duty.
- c. Unused disabled veteran leave will be forfeited, and employees may not carry over for use during subsequent years.

5. Federal Personnel Payroll System (FPPS). The effective date will be entered into FPPS by servicing personnel offices on NOAC's 1XX, 883, and 998 for new data elements Dis Vet Lv = Y (yes) and DT ENT CIVILIAN FED SVC. This date is the effective date for the 12-month eligibility. Expiration of the 12 months is computed from the DT Ent Civilian Fed Svc field.

6. Credited Sick Leave. Reappointed employees and employees returning to civilian status after a period of leave for military service may have sick leave reccredited upon reappointment. The amount of disabled veteran leave must be reduced by the amount of such reccredited sick leave.

7. Record of Leave Transfer. When an employee transfers from one agency to another or is separated during the eligibility period, the losing agency must certify the number of unused disabled veteran leave hours available for credit. DOI Bureau and offices will use the SF-1150 titled, "Record of Leave Transfer." The document will include the 12-month eligibility period start and end dates or scheduled end date, and the balance of unused disabled veteran leave hours.

8. Inquiries. The Department of the Interior point of contact for this policy is Joy Buhler, Office of Human Resources, (202) 219-0811 or Joy_Buhler@ios.doi.gov.



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