

**Information on Disabled Veteran Leave Needed in SF-1150**

The information below must be included on the SF-1150. Until the SF-1150 is revised, the information should be provided in the remarks section. Recommended remarks are shown below. Explanatory notes are shown in brackets and italics; these notes are not intended to be shown on the SF-1150.

One of the three remarks in section A must be if the employee has been credited with disabled veteran leave in the past. For those with remarks A1, A2, or A3, one of two remarks in section B must be used, as applicable. The second remark in section B (B2) is for employees whose 12-month eligibility period has not yet ended. For employees with remark B2, one of the set of remarks in section C must be used.

<b>Section A – Crediting of Disabled Veteran Leave</b>	
1	Employee has been credited with disabled veteran leave under 5 U.S.C. 6329 in a position covered by OPM regulations. <i>[i.e., the employee is not in a Postal position]</i>
2	Employee became covered by 5 U.S.C. 6329 after being credited with disabled veteran leave equivalent to that provided under 5 U.S.C. 6329 but authorized under another authority. <i>[e.g., the personnel authorities of the Federal Aviation Administration (FAA) or the Transportation Security Administration (TSA)]</i>
3	Employee has been credited with disabled veterans leave under 5 U.S.C. 6329 under Postmaster General regulations. <i>[Postal Service informs us that it uses the SF 1150 when Postal employees transfer to another Executive branch agency. A non-Postal agency would use this remark for an employee who was credited with disabled veteran leave while a Postal employee and who has a subsequent transfer from the non-Postal agency. The fact that the crediting of disabled veteran leave was done under Postmaster General regulations must be documented, since it could affect the credited balance of disabled veteran leave during the 12-month eligibility period. See section C3.]</i>
4	Employee has not been credited with disabled veteran leave under 5 U.S.C. 6329 or an alternative authority. <i>[This remark is optional. Absence of any remark regarding disabled veteran leave would be understood as documenting that disabled veteran leave has not been provided to the employee.]</i>
<p><b>Section B – Start and End Date of 12-Month Eligibility Period</b> <i>[The 12-month eligibility period begins on the “first day of employment,” as defined in 5 CFR 630.1303. For an employee who received an equivalent disabled veteran leave benefit as described in remark A2, the “first day of employment” is determined based on employment in a position covered by 5 U.S.C. 6329; employment in a noncovered position (e.g., at FAA or TSA) does not trigger the first day of employment. In rare cases, when an employee’s disability rating is decreased or discontinued as described in 5 CFR 630.1304(d), an earlier-than-normal end date may apply, and that date should be shown as the end date in remark B1. It would be</i></p>	

<p><i>advisable to append such a remark with an explanation: “The employee’s disability rating was decreased below 30% effective on [mm/dd/yyyy].”]</i></p>	
1	12-month eligibility period started on [mm/dd/yyyy] and ended on [mm/dd/yyyy].
2	12-month eligibility period started on [mm/dd/yyyy] and is scheduled to end on [mm/dd/yyyy]. <i>[This remark is used when the 12-month eligibility period has not expired as of the date of the employee’s transfer or separation.]</i>
<p><b>Section C – Balance of Unused Leave and Work Schedule at Time of Transfer/Separation</b>  <i>[This section applies only to employees covered by remark B2.]</i>  <i>[If A1 remark, then C1 remark; if A2 remark, then C2 remark; if A3 remark, then C3 remark.]</i></p>	
1	a The balance of unused disabled veteran leave at time of separation from an agency position was _____ hours.
	<p>b The employee’s work schedule immediately before separation was _____.</p> <p><i>[Note: The work schedule information should specify whether it was regular full-time (nonseasonal), regular part-time (nonseasonal), uncommon tour of duty, or seasonal. In addition—</i></p> <ul style="list-style-type: none"> <li>• <i>For regular part-time employees also include the number of hours in the biweekly part-time tour of duty established for leave charging purposes.</i></li> <li>• <i>For uncommon tour of duty employees also include the number of hours in the biweekly uncommon tour of duty, or, if the uncommon tour varies on a biweekly basis over a cycle of time, the average number of hours in the biweekly tour over the applicable cycle.</i></li> <li>• <i>For seasonal employees, whether full-time or part-time, also include the projected number of hours in a 52-week annual period. For part-time seasonal employees, count the hours in the tour established for leave charging purposes. (The fact that an employee has a temporary appointment that will expire before the end of the projected period does not affect the projection.)</i></li> </ul> <p><i>For example:</i></p> <ul style="list-style-type: none"> <li>• <i>regular full-time (nonseasonal) with a biweekly tour of 80 hours.</i></li> <li>• <i>regular part-time (nonseasonal) with a biweekly tour of 40 hours.</i></li> <li>• <i>uncommon tour of duty with 144 hours biweekly.</i></li> <li>• <i>uncommon tour of duty averaging 112 hours biweekly.</i></li> <li>• <i>full-time seasonal with 1,040 tour hours projected for a 52-week annual period.</i></li> <li>• <i>part-time seasonal with 520 tour hours projected for a 52-week annual period.</i></li> </ul> <p><i>This information is needed to apply 5 CFR 630.1308(c)-(d) and 630.1305(c).]</i></p>
2	a The number of hours of equivalent disabled veteran leave used under an alternative authority was _____ hours. <i>[e.g., the FAA or TSA authority]</i>
	b The employee’s work schedule when the equivalent disabled veteran leave was used was _____. <i>[See Note under remark C1b.]</i>

		<i>[Remarks 2a and 2b provide information needed to apply 5 CFR 630.1305(e).]</i>
3	a	The balance of unused disabled veteran leave at time of separation from the position in the United States Postal Service [or Postal Regulatory Commission] was _____ hours.
	b	<p>This balance established under Postmaster General regulations is not subject to adjustment under 5 CFR 630.1305(c).</p> <p><i>[Postmaster General regulations do not provide for variable crediting of hours based on type of work schedule. In that case, there is no need to collect information on the type of work schedule at the United States Postal Service or the Postal Regulatory Commission, since it did not affect the number of hours credited. We will defer to the Postmaster General regulations on crediting and not apply the conversion rule in 5 CFR 550.1305(c) even if there is a change in work schedule upon movement to a non-Postal agency or later changes in work schedule. The balance at the time of separation under Postmaster General regulations will be carried over and will be adjusted only when hours of disabled veteran leave are used.]</i></p>