



U.S. Department of Veterans Affairs

Office of the Chief Human Capital Officer

VA Central Office  
Washington, DC

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## OFFICE OF THE CHIEF HUMAN CAPITAL OFFICER (OCHCO) BULLETIN

### SUBJECT: Administrative Leave for Military Spouses Relocating on Orders

This OCHCO Bulletin provides guidance and information on [Executive Order 14100](#), Advancing Economic Security for Military and Veteran Spouses, Military Caregivers and Survivors, signed on June 9, 2023. In support of EO 14100, the Department of Veterans Affairs (VA) will grant up to five (5) days of administrative leave to military spouses during a geographic relocation occurring as directed by a Service member's orders.

**Eligibility:** VA employees who are military spouses are eligible to request up to 5 days of administrative leave to relocate due to permanent change-of-station orders of the Service member.

#### Requirements and Limitations:

- Employees must submit a copy of the service member's orders to their supervisor when requesting the use of administrative leave.
- The administrative leave may be used at any time during the relocation and may be taken intermittently.
- The 5 days of administrative leave are in addition to any other leave, paid or unpaid, that the employee may be eligible to take for such purpose.
- Part-time employees and employees on uncommon tours of duty receive the equivalent of one workweek of administrative leave. The period of administrative leave will be prorated according to the number of hours in the employee's regularly scheduled workweek.

**Administrative Leave Request:** Employees may request to use up to five days of administrative leave as of the date of this Bulletin.

Employees must submit the request for administrative leave in the VA Time and Attendance System as follows:

- Leave Type: LN – Administrative
- Special Note: Change in Facility
- Submitter Remarks: Military Spouse Relocation

**Questions:** Employees should contact their HR office with questions. HR offices with questions regarding this bulletin should contact Worklife and Benefits Service at [vaco058worklife@va.gov](mailto:vaco058worklife@va.gov).

**Issued by: VA/OCHCO/Worklife and Benefits Service**