

Report Disabled Veteran Leave

Purpose: The Wounded Warriors Federal Leave Act of 2015 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 where sick leave could regularly be used.

Role:

- Employee

Procedure: Perform the steps below to add a Temporary Position.

[Step 1.](#) Click the **Labor** link on the ATAAPS Menu.

[Step 2.](#) Record the time to be used for Disabled Veteran Leave in the timecard with the following:

- Work Center to be charged.
- Job Order to be charged.
- Op Code to be charged, if applicable.
- Day when Disabled Veteran Leave is being used,
- Duration of time to be charged.
- Type Hour to be used is **LS** (Sick Leave).

[Step 3.](#) Click the **Save** button.

[Step 4.](#) Click the **NtDiff/Haz/Oth** button to expand the timecard.

[Step 5.](#) Click the **Add** link on the **Haz/Oth** line where the LS is being used for Disabled Veteran Leave.

[Step 6.](#) Select the **PW - Disabled Veteran Leave** from the **Reason** list in the Employee Information box.

[Step 7.](#) Select additional **checkboxes**, if applicable, for other days where the PW - Disabled Veteran Leave code should be applied.

[Step 8.](#) Click the **Reason** button to add the PW Disabled Veteran Leave code to the timecard.

Note: If the PW - Disabled Veteran Leave code has not been selected from the Reason list, the following message displays when the Reason button is clicked: "A Reason/Hazard code must be selected and must match Reason/Hazard button to process."

Step 9. Click the **Save** button to accept the addition of the PW - Disabled Veteran Leave code on the timecard.

Note: The PW code displays on the timecard as a hyperlink which when clicked, returns the user to the Extended Labor Attributes screen where the user can do the following:

- Review the Reason code and definition for PW.
- Select a different Reason code and click the **Reason** button to apply it to the timecard.
- Click the **Remove** button to remove the PW Reason code from the timecard.
- Click the **Cancel** button to return to the timecard without making any changes.

Step 10. Click the **Leave Request** link on the ATAAPS Menu.

Note: Ensure organizational business practices around Leave Requests and the recording of Leave on the timecard are observed.

Step 11. Click the **New Leave Request** button on the Timekeeping: Leave Request Summary screen.

Step 12. Complete the following on the **Leave Request** form for **Disabled Veteran Leave**:

Field	Required Optional Conditional	Comments
Type Hour	R	Select LS - Sick Leave to use for the Disabled Veteran Leave
From Date	R	Click in the From Date field and select the start date of the Leave from the pop-up calendar.

From Time	R	Select Hours and Minutes of the Leave start time.
To Date	R	Note: The To Date automatically populates with the From Date once that is selected. Click in the To Date field and select the end date of the Leave from the pop-up calendar, if applicable.
To Time	R	Select Hours and Minutes of the Leave end time.
Total Hours	R	Select Hours and Minutes of the total duration to be used for the Leave.
Purpose	R	Select PW - Disabled Veteran Leave
Remarks	O	Enter free-form text for notes or comments about the Leave as applicable.
Certifier(s) to Notify	C	Select Certifier(s) to receive an e-mail notification of the Leave. Available for selection if the E-mail Notifications are turned on for the site.
Unlisted Certifier Email Address	O	Manually enter an e-mail address if an e-mail notification of the Leave is to be sent to someone who isn't listed in the Certifier(s) to Notify field.
Checkbox for Requestor Certification	R	Select the checkbox after reading the disclaimer statement.

[Step 13.](#) Click the **Submit** button.

