MEMORANDUM FOR: See Distribution, to be communicated to all VDF personnel

SUBJECT: VDF Leave of Absence Policy

1. Individuals who will be absent from required monthly drills for three (3) consecutive months or longer for work-related, family, or medical issues shall request a leave of absence from their supervisor.
2. Leave shall be for up to six (6) months.
3. Procedure for request
   a. Request shall be in writing to supervisor and include expected date of return
   b. Leave is approved or disapproved at the discretion of supervisor
   c. If approved, an endorsed memo from the individual’s supervisor shall be sent through the unit’s chain of command to FORHQ
   d. Leave of absence does not count towards TIS or TIG
   e. Individual shall be assumed to be unavailable for SAD for duration of leave of absence
4. Procedure for return from leave of absence
   a. For family or work-related absence, individual may return at any time during the six month leave period.
   b. For medical leave, the individual must have a physician’s release to return to VDF service.
   c. Unit shall inform FORHQ in writing that individual has returned to VDF active service.
   c. If an individual does not return to VDF service at by the end of the six month leave period, either to original unit or transferred to the VDFRES, that individual will be discharged.

For the Commander,

Michael T. Fein
LTC VDF
ACoS G-1

CF:
HCG All G-Staff 2HCO 3H1
HDCG Principals 3HCO 4H1
HCSM WD 4HCO
HCS HRES 1H1
1HCO 2H1