



**VIRGINIA DEFENSE FORCE**  
**DEPARTMENT OF MILITARY AFFAIRS**  
**COMMONWEALTH OF VIRGINIA**  
 5001 Waller Road  
 Richmond, Virginia, 23230  
 Telephone (804) 225-4051 Fax (804) 225-4063  
 Email: hqs@vdf.virginia.gov  
 g1@vdf.virginia.gov



Office of the VDF G-1 (V-1)  
 LTC Michael T. Fein

VDF-H1

19 December, 2016

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,

*M. Fein*

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	