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| **PART V. Case Management**  **Section A. Rehabilitation Planning** | |
| **CHAPTER 6. INTERRUPTIONS AND LEAVES OF ABSENCE** | |
| **Objectives** | After completion of this training, VR&E staff is expected to:   * Define the process for requesting and approving a Veteran’s leave of absence. * Understand the process and procedures for interrupting a Veteran’s rehabilitation program. |
| **Contents** | **Leave of Absence**  a. General Information  b. Requesting a Leave of Absence  c. Approval of Request for Leave of Absence  d. Duration of Leave of Absence  e. Calculating Periods for Leave of Absence  f. Charging a Leave of Absence  g. Leave Approval Not Required  h. Processing Leave of Absence  i. Handling Unauthorized Leave of Absence  j. Excusing an Unauthorized Leave of Absence  **Interruptions**  a. General Information  b. Reasons for Interrupting Services  c. Inactivity for an Extended Period  d. Veteran Request for Interruption  e. Due Process for Interruption  f. Procedures for Interrupting Services  g. Next Steps and Discontinuance |
| **Appendices** | Appendix O. VA Forms |
| **Exercises** | 1. What are the Veteran’s responsibilities when requesting a leave of absence? 2. Describe the guidelines for processing an approved leave of absence. 3. What are the requirements for placing a case in Interrupted status? |
| **Rescissions** | Refer to VR&E Letter 28-24-14, Release of M28R, Part V, titled Case Management, which was released on November 5, 2013, or to the KMP in Policies & Guidance under the column ‘Rescinded’. |