



United States Department of Agriculture

Departmental  
Administration

Office of the  
Assistant Secretary  
for Administration

Office of Human  
Resources  
Management

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**TO:** Chief Operating Officers and Staff Office Equivalents  
USDA Chief Human Capital Officers

**FROM:** Anita R. Adkins  
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Office of Human Resources Management

**SUBJECT:** Sick Leave for Travel to Access Medical Care

The purpose of this advisory is to make it clear that, pursuant to existing regulations, employees may use sick leave to cover necessary travel to access medical care for themselves or their family members. See the Office of Personnel Management frequently asked questions for additional information:

[Availability of Sick Leave for Travel to Access Medical Care \(opm.gov\)](#)

Please share this information with your employees.

If you have any questions about this memorandum, please contact Lisa Swenka, Human Resources Specialist, Compensation and Leave Policy, at (202) 731-7958 or [lisa.swenka@usda.gov](mailto:lisa.swenka@usda.gov).