## U.S. Department of Labor Employment Standards Administration Office of Workers' Compensation Programs



mployee St	tatement — Pleas	e carefu	illy read ir	struct	tions on	reverse	<i>before</i> filling	out this form.	
1. Name of Employee: (Last, First, Middle)					2. SSN			3. OWCP File Number	
From:	vered by This Form / / Leave Used" colu							5. Total Hours Claimed for LWOP: for Leave BuyBack:	
date, indica	ate "Yes" in "Comp	ensatio	n Claimed	d" colu	ımn.		· · · · · · · · · · · · · · · · · · ·		
Date(s)	Compensation Claimed?				Leave		Re	ason for Leave Use/Remarks	
		LWOP	Worked	Hol	Leave	Used	(e.	(e.g., doctor visit, therapy, etc.)	
								· · · · · · · · · · · · · · · · · · ·	
								· · · · · · · · · · · · · · · · · · ·	
-								······	
						<del>.</del>			
· · · · · · · · · · · · · · · · · · ·									
Totals									
						<del></del> ,	<u> </u>		
Signature of Cla	aimant						Date Signed		
Agency Sta	tement/Certificati	on: I ce	ertify the a	above	is accu	rate, exc	ept as follow	ws:	
Signature of Agency Official							Date Signed		

## Instructions for Completing Form CA-7A Time Analysis

**General:** This form is used when claiming FECA compensation, including repurchase of paid leave. It must be used when claiming compensation for more than one consecutive period of leave.

## Instructions for Employee:

Blocks 1, 2, and 3: Self-explanatory.

**Block 4:** Indicate beginning and ending dates covered by this form. These must be the same as on Forms CA-7 and CA-7b.

Block 5: If claiming compensation for any dates detailed in block 4, state total number of hours claimed for leave without pay and total number of hours of leave. This should be at least 10 hours unless this is your final claim.

Block 6:

1st Column: Show full date.

**2nd Column:** For each date noted in column 1, state "Y" if you are claiming compensation

for that date and "N" if you are not.

3rd, 4th, 5th and 6th Columns:

Show the number of hours of LWOP, number of hours worked, paid

holiday hours, and number of hours of paid leave.

7th Column:

Using the legend provided, indicate the type of leave used.

8th Column:

State the reason you were off work. For each date for which compensation

is claimed, there must be medical evidence supporting entitlement.

Sign and Date Form and Submit to the Appropriate Agency Official.

## **Instructions for Employing Agency:**

**Block 7:** Verify accuracy of hours and status for each date listed. If challenging entitlement for any date, attempt to resolve discrepancies prior to submitting claim to OWCP. If discrepancy cannot be resolved, indicate the specific basis for the challenge in the space provided.