VOLUNTARY LEAVE TRANSFER PROGRAM

(Eligible employees are listed at the end of this narrative)

Under the Voluntary Leave Transfer Program you can apply, based on a medical emergency, to receive annual leave donated by other employees. A medical emergency is generally defined as a medical condition of the employee or family member that is likely to keep you (the employee) away from work and cause a lost of pay of at least 24 hours.

You are required to submit an Office of Personnel Management (OPM) Form 630, Application to Become A Leave Recipient Under the Voluntary Leave Transfer Program, through your supervisor to be considered for the program. The application must include an explanation of the reason the donation is needed (including a brief description of the nature, severity and anticipated duration of the medical emergency), and supporting medical documentation from a doctor or practitioner. The supervisor and manager must approve the request and forward the request to the Headquarters Employee and Labor Relations Division for review. Based on that review, the Headquarters Employee and Labor Relations Division will approve or disapprove the employee's participation.

Using Donated Leave

There is no limit on the amount of donated leave an employee may receive from other employees. (There is a limit on the amount of leave an employee may donate to another employee.) An employee who receives donated leave may only use this leave for the reason for which they were approved in the Program. **Employees may not donate leave to their immediate supervisor, and the payroll office will not accept such donations.**

Generally, you are required to exhaust all of your available annual and sick leave before you can use donated leave. While you are using donated leave, the agency is required to maintain separate annual and sick leave accounts (called "set-aside" accounts) for you with 40 hours of your leave in each account. This leave can only be used when the medical emergency terminates or if the medical emergency continues and you run out of donated leave.

Donating Leave to the Leave Transfer Program

You may donate annual leave to the leave account of an employee who has been approved to receive donated leave. (The employee may be an employee of the Department, or if they meet the requirements of the regulations, they may be an employee of another Federal agency).

The amount of leave you may donate is limited to the lesser of one half of the annual leave you will earn during the year or, if you are projected to have "use or lose" leave at the end of the year, the number work hours you are scheduled for duty during the remainder of the year. The Request to Donate Annual Leave to Leave Recipient Under the Voluntary Leave Transfer Program Form can be obtained from the Headquarters

Employee and Labor Relations Division or at OPM Electronic Forms Page OPM 630-A (within agency) and OPM 630-B (outside agency) .

Employees must use form OPM 630-C FILLABLE for the purpose of recording the status of a current leave recipient under the voluntary leaver transfer program when he or she transfer to another Federal agency without a break in service.

Any leave unused by the employee who receives it will be returned to the donor(s) when the medical emergency ends or when the employee leaves Federal Service.

Questions about the leave transfer program can be answered by your supervisor or by calling Headquarters Employee Labor Management Relations Division at (202) 586-2591.

HEADQUARTERS VOLUNTARY LEAVE TRANSFER PROGRAM LIST

Name	Organization
Fuller, Tara D.	CF
Griffith, Phyllis M.	CF
Ivy, Nahla K.	CF
Williams, Dianne	CF
Carthern, Patrice K.	ED
Jones, Shirley M.	ED
Bridges, Brittany	EE
Rose, Deborah Jean	EE
Barrick, Jennifer	EI
Beck, James	EI
Budzik, Philip M.	EI
McDaniel, Karen L.	EI
Ott, Theresa C.	EI
Statton, McCulloch J.	EI
Govans, Desiree	EM
Letourneau, Martin J.	EM
Pope, Leisa M.	EM
Smith, Emporia A.	EM
Barr, Ralph P.	GC
Jessee, S. Lee	GC
Lax, Aaron S.	GC
Wormley, Lettie	GC
Calhoun, Sandra M.	HC
Holmes, Shira	HC
Johns, Linda M.	HC
Proctor, Lynn M.	HC
Dent, Melissa A.	HS
Fairbanks, Mary H.	HS
James, Debra A.	HS
Johnston, Robyne	HS
Karmis, George M.	HS

May, Melanie P.	HS
Pickens, Robin M.	HS
Smith, Marc D.	HS
Callender, Eldon	IN
Smelley, James A.	IN
Wilson, Karen D.	IN
Harman, Sarah M.	MA
Majors, Alvan T.	MA
Abila, Sada G.	NA
Anderson, Julie A.	NA
Bailey, Maria A.	NA
Jackson, Yvonne	NA
Jarboe, Lenda S.	NA
Longus-Makell, Sheila A.	NA
Luckett, Stephen W.	NA
McKisson, Jacquelin A.	NA
Parker, Marilyn M.	NA
Shannon, Yolanda H.	NA
Strack, Douglas S.	NA
Walker, Elizabeth M.	NA
Weber, Sally A.	NA
Becker, Melanie	NE
Hawes, Carolyn J.	NE
Morgan, Kelly	NE
Lyles, Monica D.	OE
Dodson, Linda M.	OR-SC
Moore, Sharon C.	OR-SC
Sherbine, Marlene D.	OR-SC
Lenz, Mary G.	PI
Bryant, Mary A.	SC
Morris, Wanda Ann	SC
Nance, Deborah L.	SC
Oyler, Dean E.	SC
Phillips, Dennis R.	SC
Smith, Takeeda R.	SC
Stone, Jacqueline	SC
Cuartas-Villegas, Elena	SR

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