

# Personnel Employee Bulletin

February 7, 2007

DLA Human Resources Centers (DHRC)  
New Cumberland, PA and Columbus, OH

## VOLUNTARY LEAVE TRANSFER PROGRAM (VLTP)

The VLTP is a “leave sharing” program where employees can donate hours of annual leave to another employee who is experiencing a medical emergency and is, or will be, suffering a period of leave without pay.

To be eligible as a leave recipient under the VLTP, an employee must:

- a. be experiencing a personal or family medical emergency;
- b. be without, or expect to be without available paid leave because of the medical emergency for at least 24 hours (3 work days) in a bi-weekly scheduled tour of duty;
- c. have exhausted all accrued annual leave and sick leave at the time of application, or be within one pay period of running out of leave.

*NOTE:* If the medical emergency concerns a qualifying family member, only the employee's accrued annual leave must be exhausted.

For VLTP purposes, the term “medical emergency” is defined as a medical condition of an employee or a family member of such severity that it is likely to require an employee's absence from duty for a prolonged period of time and to result in a substantial loss of income (3 work days) to the employee because of the unavailability of paid leave.

Employees may apply to be a VLTP recipient by filling out an OPM form 630, [http://www.opm.gov/forms/pdf\\_fill/opm630.pdf](http://www.opm.gov/forms/pdf_fill/opm630.pdf) . Supervisors sign the OPM form 630 in block 17 recommending approval or disapproval based on the above criteria and forwards it to the servicing VLTP coordinator along with a copy of the medical documentation supporting the employee's absence from duty. The supporting medical documentation must contain a medical diagnosis, a beginning date, and expected duration of the medical condition. The VLTP coordinator will inform the employee and the supervisor of their eligibility to receive donations.

Donations of Annual Leave are submitted on OPM form 630A, [http://www.opm.gov/forms/pdf\\_fill/opm630a.pdf](http://www.opm.gov/forms/pdf_fill/opm630a.pdf) . Only Annual Leave can be donated, and donations can only be made to other civilian employees. Annual leave cannot be donated to NAF employees, active duty military members, or to a leave donor's immediate supervisor. Names of approved VLTP donation recipients are available to DLA employees through the DLA eWorkplace. Once in DLA

eWorkplace, click on the Life/Career tab and locate the appropriate VLTP document in the Useful Links area on the left hand side of the page.

Prior to forwarding leave donations to DHRC for processing, supervisors should ensure the completed OPM form 630A is legible and filled out completely, to include the donor's full name, complete SSN, and is signed and dated. Donations can only be made in whole hours.

Once a VLTP recipient has returned to work and the medical emergency has ended, recipients may apply any remaining donated leave to a negative balance (advanced leave) or to any period of LWOP accumulated during the period of the medical emergency. Following that, the supervisor or the employee should inform the VLTP coordinator that the eligibility has terminated and the employee should be removed from the program.

To access agency developed questions and answer pertaining to the VLTP, please review the information available at <http://www.hr.dla.mil/resources/benefits/leave.html> . Additional questions or concerns regarding the VLTP should be addressed to your servicing DHRC VLTP Coordinator.

DHRC-N: Mr. Gaynor (Guy) Kelley  
Phone: (717) 770-6167  
DSN 771-6167  
Fax: (717) 770-5855  
DSN 771-5855  
[gaynor.kelley@dla.mil](mailto:gaynor.kelley@dla.mil)

DHRC-C: Mr. Alan Harrel  
Phone: (614) 692-6130  
DSN 850-6130  
Fax: (614) 692-0254  
DSN 850-0254  
[alan.harrel@dla.mil](mailto:alan.harrel@dla.mil)

All VLTP Forms are available at – <http://www.opm.gov/forms/html/opm.asp>

For additional information, please contact your servicing DLA Human Resources Center, <http://www.hr.dla.mil/cntctus.htm>. The Personnel Employee Bulletin will be published on the first and third Wednesday of each month.