

Special Edition of the  
**Personnel Employee Bulletin**

October 9, 2009

**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 (LWOP).

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

- Be experiencing a personal or family medical emergency of such severity it requires an employee to be without, or expected 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 for a full time employee or, for a part-time employee, or an employee with an uncommon tour of duty, at least 30 percent of the average number of hours in the employee’s biweekly scheduled tour of duty and; exhausted all regularly accrued annual leave and sick leave at the time of application.

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

Employees who are applying to become a leave recipient must complete OPM Form 630. Supervisors should sign block 17 recommending approval or disapproval (based on the above criteria) and forward the form and a copy of the medical documentation supporting the employee’s prolonged absence from duty, to their servicing VLTP Coordinator. The supporting medical documentation must contain a brief medical diagnosis with a beginning date and expected duration of the emergency medical condition.

**Leave donations restrictions:**

- Employees cannot donate annual leave to their immediate supervisor, NAF employees, active duty military members, or postal employees. Restrictions may also apply to employees assigned to other federal agency’s whose principal function is the conduct of foreign intelligence or counterintelligence activities (i.e., CIA, DIA, NSA, FBI etc).

- Donations can only be made in whole hours.
- A donor may donate no more than a total of one-half of the amount of accrued annual leave earned during the leave year in which the donation is made.

<b>Years of Service</b>	<b>Annual Accrual Rate</b>	<b>Maximum Donation</b>
Less than 3 yrs	104 hours	52 hours
3 yrs but less than 15 yrs	160 hours	80 hours
15 yrs or more	208 hours	104 hours

- An employee who is projected to have annual leave that would be subject to forfeiture at the end of the leave year (use or lose), the maximum amount of annual leave that may be donated during the leave year shall be the lesser of:
  - No more than a total of one-half of the amount of annual leave entitled to accrue during the leave year in which the donation is made (see above) or
  - The number of hours remaining in the leave year (as of the date of the transfer) for which the employee is scheduled to work and receive pay. (Example: an employee donating annual leave on the last working day of the leave year may only donate 8 hours of annual leave; two working days before the end of the leave year, 16 hours etc.)

### **Submitting donated leave**

Donations of annual leave to agency employees (within DLA) are submitted on an OPM Form 630A. For donations to an employee outside DLA employees must use OPM Form 630B. Names of approved VLTP recipients are available to DLA employees through the DLA eWorkplace (<https://dla1.eportal.dla.mil/irj/portal>). Once in DLA eWorkplace, click on the Life/Career tab and under Useful Links (in the lower left hand corner) is a listing of approved recipients.

Prior to forwarding leave donations to DHRC for processing, the donor should ensure the OPM 630A or 630B Form is legible and filled out completely. Block #3 can be left blank as the agency does not currently use employee numbers. When submitting leave to an outside agency the donor must also provide the name, telephone and fax number of the outside recipient's human resources office representative.

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 frequently asked questions 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.

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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 Wednesday of each month.