



Current as of: 9 Sept 16

# MANPOWER & PERSONNEL FLIGHT FACT SHEET

## VOLUNTARY LEAVE TRANSFER PROGRAM

**GENERAL PURPOSE:** The Voluntary Leave Transfer Program allows an employee who has a medical emergency and is without the availability of paid leave, to receive transferred annual leave directly from other employees with the concurrence of the respective management officials. A medical emergency is defined as a medical condition of an employee or a family member of an employee that is likely to require an employee's absence from duty for a prolonged period of time and would result in a substantial loss of income to the employee because of the unavailability of paid leave. The Supervisor must determine that the employee's absence from duty without available paid leave because of the medical emergency is or is expected to be at least 24 hours and is likely to result in a substantial loss of income to the employee because of the unavailability of paid leave.

### **RECIPIENT PROCEDURES:**

- Employee completes OPM Form 630 Application to Become a Leave Recipient under the Voluntary Leave Transfer Program (or if not capable of making application, due to physical or mental impairment, the leave applicant or immediate family member may designate a personal representative in writing to make the application).
- Employee provides immediate supervisor the completed application, to include health care provider certification and/or any attachments that may be used as evidence that will assist the approving official with making a decision. Please refer to AFI 36-815 Para 11.3.1.7 for clarification on the medical evidence.
- First Level Supervisor reviews, verifies, and validates the employee information contained in the application. Once supervisory endorsement is received it is forwarded to the approving official within 5 workdays from the date of receipt of the application refer to AFI 36-815 Para 11.4.
- Supervisor submits the application to the servicing specialist in the Employee Management Relations at Civilian Personnel Office (CPO).
- After review and verification of unavailability of paid leave, the supervisor will solicit leave for the employee within their own organization. If not enough leave is donated, the supervisor will request that the CPO solicits for donations base wide.

### **DONOR PROCEDURES:**

- Employee wishing to donate will fill out the OPM Form 630-A (Within Agency) or 630-B (Outside Agency) and forward to the CPO.
- In any leave year, an employee may donate not more than one-half of the amounts of annual leave he or she would accrue during a leave year.

**ADDITIONAL INFORMATION:**

- A first level supervisor is prohibited from receiving donated leave from a subordinate employee.
- The supervisor is responsible to properly annotate time and attendance records to ensure all available paid leave is exhausted before any transferred annual leave is used by the applicant. Employees who are on the program due to their own illness they will annotate their timecard by using LS (Sick Leave). Employees who are on the program due to a family member's illness they will annotate their timecard by using LA (Annual Leave).
- The supervisor must validate the continuing nature of the hardship each pay period; upon termination of the hardship, stop the allocation of transferred leave by notifying the CPO.
- Any transferred leave remaining to the credit of a leave recipient when the emergency terminates shall be restored, to the extent administratively feasible, by transfer to the annual leave accounts of the leave donors refer to AFI 36-815 Para 11.10.
- Only Civil Service employees can donate their annual leave.
- OPM Form 630, 630-A, 630-B, and 630-C are located at this website:  
<http://www.opm.gov/forms/html/opm.asp>

**REFERENCES:** AFI 36-815, *Absence and Leave*, Chapter 11