Defense Logistics Agency

Instruction

SUBJECT: Leave

References: Refer to Enclosure 1.

1. PURPOSE. The purpose of this Instruction is to:
   a. Establish consistent enterprise-wide authority and responsibilities in the administration of leave.
   b. Increase employee productivity and reduce absenteeism.
   c. Provide strategic management of human capital, thereby facilitating the Agency’s ability to provide the Right Item, Right Service, Right Place, Right Price, Right Time. . . Every Time.

2. APPLICABILITY. This policy applies to Defense Logistics Agency (DLA) Headquarters (HQ) and DLA Primary Level Field Activities (PLFAs). Any provision in a collective bargaining agreement (CBA) that conflicts with this instruction will take precedence and shall be enforced for employees covered by the applicable CBA.

3. DEFINITIONS.
   a. Absence Without Leave (AWOL) – is an absence from duty which is not authorized or for which a request for leave has been denied; and for which the employee receives no pay for the period of the absence. If the absence is later approved (e.g., when the employee provides appropriate documentation in support of the previously disapproved request for leave, the AWOL time may be subsequently changed to annual, sick, or leave without pay. AWOL is not in and of itself disciplinary, but may be used as a basis for disciplinary or adverse actions.
   b. Adoption Leave Flexibilities – Adoptive parents may use different types of leave, sick leave, annual leave, LWOP, etc., for the purposes of adoption
c. **Annual Leave Flexibilities Pertaining to Credit for Prior Non-Federal Work Experience and Certain Military Service for Determining Leave Accrual Rates**—In accordance with the Federal Workforce Flexibilities Act and applicable DoD guidance on the subject, the Agency may, in certain limited circumstances, authorize service credit for prior non-Federal or active duty military service work experience for annual leave accrual purposes. This is a discretionary flexibility designed to assist agencies to meet civilian strategic capital needs. Requests to utilize this flexibility in DLA must be endorsed by the appropriate PLFA Commander or HQ J/D Code Director as the authorized management official and submitted to the servicing DLA Human Resources Services office in advance of the employee being appointed to the position to ensure compliance with applicable DoD guidance [http://www.dtic.mil/whs/directives/corres/pdf/1400.25-v631.pdf](http://www.dtic.mil/whs/directives/corres/pdf/1400.25-v631.pdf).

d. **Childbirth Leave Flexibilities**—There are numerous leave and work scheduling flexibilities available for childbirth to help employees meet family and work obligations [http://www.opm.gov/oca/leave/HTML/childbirthfs.htm](http://www.opm.gov/oca/leave/HTML/childbirthfs.htm).

4. **POLICY.** It is DLA’s policy that all Agency personnel must ensure that absence and leave programs are administered in a way that balances the demands of the workplace with the needs of the family, promotes the stability and economic security of families, and supports preserving family unit integrity.

5. **RESPONSIBILITIES.**

   a. Managers must establish and maintain effective work unit leave policies and procedures in accordance with applicable Federal laws/regulations, Office of Personnel Management (OPM) guidance, and local negotiated agreements.

   b. Supervisors are responsible for developing, explaining, and implementing unit leave requesting procedures. They are also responsible for ensuring employee presence is at an adequate manning level to support DLA mission requirements. Supervisors are responsible for approving and/or disapproving employee requests for leave.

   c. Supervisors are responsible for maintaining copies of approved and disapproved leave requests in accordance with appropriate records management requirements and this instruction.

   d. Employees are responsible for submitting requests for paid leave, nonpaid leave, restoration of forfeited annual leave, and participation in the Voluntary Leave Transfer Program (VLTP) as either a donor or a recipient.

7. **RELEASABILITY.** UNLIMITED. This Instruction is approved for public release and is available on the Internet from the DLA Issuances Website.

8. **EFFECTIVE DATE.** This Instruction:


   b. Must be reissued, cancelled, or certified current within 5 years of its publication in accordance with DLAI 5025.01, DLA Issuance Program. If not, it will expire effective July 3, 2023 and be removed from the DLA Issuances Website.

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   Director, DLA Strategic Plans and Policy

   Enclosure(s)
   Enclosure 1 – References
   Enclosure 2 – Procedures
REFERENCES

a. DLAI 7208, Leave, dated April 04, 2009 (superseded)

b. **Title 5, United States Code (5 U.S.C.), Part III, Subpart E, Attendance and Leave**

c. **Title 5, Code of Federal Regulations (5 CFR), Chapter 1, Part 630**

d. Title I-Compensation, Civilian Personnel Law Manual, Chapter 9 (Available only in hardcopy)

e. **Title II-Leave, Civilian Personnel Law Manual, Chapter 2**

f. **Various Compensation and Leave Decisions**

g. **Department of Defense (DoD) Civilian Personnel Manual, DoD 1400.25-M, Chapter 630**

h. **Memorandum for DLA Employees, dated December 13, 2012. Subject: DLA Civilian Wellness and Fitness Program**

i. **Directive-Type Memorandum 13-002-DLA Fitness Program, dated December 13, 2012**
ENCLOSURE 2

PROCEDURES

1. **Accrued Leave Usage** – When using accrued leave, the minimum amount of chargeable leave time (excluding Absence Without Leave and Military leave (AWOL)) is 15 minutes.

2. **Administrative Leave/Excused Absence** – Although these terms are interchangeable, they have been separated in this instruction as clarification for time and attendance purposes.
   
   a. **Administrative Leave** – PLFA Commanders, HQs J/D code Directors are authorized discretionary authority to grant limited amounts of administrative leave to close all or part of an activity in the event of emergency situations such as natural disasters, inclement weather, power failures, potential health or safety risks, etc.

   b. **Excused Absence** – PLFA Commanders, HQs J/D code Directors are authorized discretionary authority to grant limited amounts of excused absence. This authority may be re-delegated to subordinate officials at the lowest practical level where budgetary and mission impact of excused absence decisions can be fully realized. Heads of DLA Field Activities are authorized to establish local requesting procedures for excused absence. There is no employee entitlement to excused absence. Employees may be granted excused absence without charge to their leave accounts for the following:

      1) **Blood Donation** – Employees may be granted up to 4 contiguous hours of excused absence in a workday to cover travel to and from the donation site, the actual donation of blood, and recovery. This provision does not cover an employee who gives blood for his or her own use or receives compensation for giving blood.

      2) **Selective Service Registration** – Up to 1 workday of excused absence may be granted to an employee who is required to appear in person in connection with registration for military service.

      3) **Military Physical Examinations** – Employees may be granted excused absence for physical examination preparatory to induction into the Armed Forces. Absence in excess of 1 workday will require a justifying statement from the examining station. Absence for physical examination connected with retention of status in Reserves or National Guard components will be charged to employee leave balances.

      4) **Voting** – Three hours of excused absence may be granted where the polls are not open either before or after an employee’s regular work hours. This is to permit the employee to report to work 3 hours after the polls open or leave from work 3 hours before the polls close, whichever requires the lesser amount of time-off. Where an employee’s voting place is beyond normal commuting distance and vote by absentee ballot is not permitted, the employee may be granted sufficient time-off (not to exceed 1 day) in order to vote.

      5) **Voter Registration** – If an employee is required to register in person, he/she may be granted time-off on substantially the same basis as for voting. However, an excused absence will
not be granted if the employee can register on a non-workday and round-trip travel can reasonably be accomplished in 1 day.

6) Employment Interviews – Employees under notice of separation or change to lower grade for any reason except personal cause may be granted excused absence for job searches and interviews. Employees competing for positions within DoD may be granted excused absence for merit placement interviews. This provision does not cover travel time to job searches and interviews outside of the commuting area.

7) Career Examinations – Employees may be excused from duty to take examinations administered by State boards or other jurisdictions when the benefits derived from accreditation are directly related to the employee's current position and will further an Agency function.

8) Professional Development – If the supervisor determines that the absence is directly related to the Agency’s mission and determines the absence will enhance the professional skills of the employee in his or her current position, excused absence may be granted.

9) Permanent Change of Station (PCS) Absences – Accomplishing tasks conditional to the PCS (i.e., house hunting, being present for packing and receiving of household goods) is considered to be an official duty and not chargeable to leave of any kind. Supervisors may grant employees excused absence for up to 3 days (24 hours) without charge to leave for personal tasks required for a PCS move that must be done during regular working hours (i.e., open bank account, obtain driver’s license or car tags).

10) Civilian Deployment Related Absences – Accomplishing tasks conditional to the deployment (i.e., medical physical) is considered to be an official duty and not chargeable to leave of any kind. Supervisors may grant employees excused absence for up to 3 days (24 hours) without charge to leave for personal tasks that must be accomplished prior to a deployment and must be done during regular work hours.

11) Veterans Participating in Military Funerals – In accordance with 5 U.S.C. 6328, a veteran of a war, or of a campaign or expedition for which a campaign badge has been authorized, or a member of an honor or ceremonial group of an organization of those veterans, may be excused from duty without loss of pay or charge to leave for up to 4 hours of excused absence to serve as a pallbearer, member of a firing squad, or guard of honor in a funeral ceremony for a member of the Armed Forces whose remains are returned from abroad.

12) Emergency Rescue Work – Employees who are members of non-profit rescue and disaster relief organizations may be granted excused absence to assist in emergency situations such as fire, flood, and search operations. This provision does not cover employees who respond to emergencies in National Guard/Reserve status.

13) Official Agency Sponsored Events –

   a) Employees may be excused for official Agency sponsored events.

   b) Employees may be excused to participate in Agency sponsored preventive health activities such as health fairs, mobile health van screenings, and smoking cessation and stress reduction classes (http://www.healthierfeds.opm.gov/healthierfedsmanual.asp).
c) Employees may be excused for brief absences, of less than an hour, as determined by the supervisor.

14) **Duty Time for Fitness** – Fully successfully performing DLA civilians are eligible to use a maximum of 3 hours Administrative Leave per week to participate in wellness/fitness activities. Please refer to our current [policy and policy memo](#) for details.

3. **Advancing Leave** – Supervisors inform employees of the established process to request advanced leave and the maximum amounts which may be advanced by law.

   a. **Advanced Annual Leave** – The amount of annual leave that may be advanced is limited to the amount of annual leave an employee would accrue in the remainder of the leave year. Employees do not have an entitlement to advanced annual leave. In most cases, when an employee who is indebted for advanced annual leave separates from Federal service, he or she is required to refund the amount of advanced leave for which he or she is indebted. Requests for advanced annual leave do not require supporting documentation.

   b. **Advanced Sick Leave** – At the discretion of the Agency, a maximum of 30 days of sick leave may be advanced to an employee with a medical emergency due to a serious disability or ailment of the employee, to care for a family member with a serious health condition, or for purposes related to the adoption of a child. Sick leave may also be advanced to an employee for general family care or bereavement purposes within the limits established by OPM (13 workdays).

      1) Requests for advanced sick leave must include supporting medical documentation as an attachment. Medical documentation must match information on the employee request (diagnosis, dates, and hours). The employee provides the request and supporting documentation to their supervisor.


      3) Non DLA HQ employees may use a locally designated form or procedure.

      4) The supervisor considers prior leave usage, mission requirements, regulatory entitlements, verifies employee leave balances, and then recommends approval or disapproval.

      5) The PLFA Commander, J/D code Director, or designee, reviews the request and supporting documentation and approves or disapproves the request.

      6) Approved requests are forwarded to servicing payroll liaison to establish the advanced leave account. Copies of all approvals and disapprovals of requests are provided to the employee.

4. **Annual Leave** – Except in cases of emergency, annual leave will be requested in writing and approved in advance. Heads of DLA Field Activities are authorized to establish local annual leave requesting procedures in accordance with 5 C.F.R. 630.402 and 5 C.F.R. 630.403 ([http://www.opm.gov/oca/leave/HTML/ANNUAL.HTM](http://www.opm.gov/oca/leave/HTML/ANNUAL.HTM)) in accordance with 5 C.F.R. 630.
5. **Sick Leave** – Sick leave is provided for an employee’s use for personal medical needs; care of a family member; adoption-related purposes; and bereavement purposes. The expanded definition of a family member for these purposes is found below. Specific information on the conditions when employees are entitled to use sick leave can be found at the hyperlink to the OPM webpage below. Request for sick leave due to an unanticipated health condition will be requested as soon as possible, normally within the first hour of the scheduled duty day. PLFA Commanders are authorized to establish local procedures for requesting sick leave (http://www.opm.gov/oca/leave/HTML/sicklv.htm).

a. **Sick Leave to Care for a Seriously Ill Family Member** – Employees may use a total of up to 12 administrative workweeks of sick leave each leave year to care for a family member with a serious health condition (http://www.opm.gov/oca/leave/HTML/12week.htm).

b. **Family Member** – The updated OPM definitions of family members and immediate relatives for sick leave and bereavement purposes include:

1) Spouses and parents thereof;
2) Sons and daughters and spouses thereof;
3) Parents and spouses thereof;
4) Brothers and sisters and spouses thereof;
5) Grandparents and grandchildren and spouses thereof;
6) Domestic partners and parents thereof, (includes domestic partners in both same-sex and opposite-sex relationships in a committed relationship with another adult and includes domestic partners of any of the above enumerated familial relationships;
7) Any individual related by blood or affinity whose close association with the employee is the equivalent of any of the above family relationships (e.g., an uncle or aunt who raised the employee in loco parentis)

a) Parent means a biological, adoptive, step, or foster parent of the employee, or a person who was a foster parent of the employee when the employee was a minor; a person who is the legal guardian of the employee or was the legal guardian of the employee when the employee was a minor or required a legal guardian; or a person who stands in *loco parentis* to the employee or stood in *loco parentis* to the employee when the employee was a minor or required someone to stand in *loco parentis*; a parent (as described in the above subparagraphs) of an employee's spouse or domestic partner.

b) Son or daughter means a biological, adopted, step, or foster son or daughter of the employee; a person who is a legal ward or was a legal ward of the employee when that individual was a minor or required a legal guardian; a person for whom the employee stands in *loco parentis* or stood in *loco parentis* when that individual was a minor or required someone to stand in *loco parentis*; or a son or daughter (as described in the above subparagraphs) of an employee's spouse or domestic partner.

c) Domestic partner means an adult in a committed relationship with another adult, including both same sex and opposite-sex relationships.
d) Committed relationship means one in which the employee, and the domestic partner of the employee, are each other's sole domestic partner (and are not married to or domestic partners with anyone else); and share responsibility for a significant measure of each other's common welfare and financial obligations. This includes, but is not limited to, any relationship between two individuals of the same or opposite sex that is granted legal recognition by a state or by the District of Columbia as a marriage or analogous relationship (including, but not limited to, a civil union).

NOTE: The new definitions do not apply to the Family and Medical Leave Act (FMLA). The situations in which an employee can invoke FMLA leave and the individuals for whom an employee can provide care under FMLA are specified in law and the Department of Labor Administrator's Interpretation No. 2010-3, which clarifies the definition of "son or daughter" under FMLA as it applies to an employee standing "in loco parentis" to a child. Please see entry for FMLA below.

6. Bone Marrow or Organ Donor Leave – An employee may use up to 7 days of paid leave each calendar year to serve as a bone-marrow donor and up to 30 days of paid leave each calendar year to serve as an organ donor. Leave for bone marrow and organ donation is a separate category of leave that is in addition to annual and sick leave (http://www.opm.gov/oca/leave/HTML/DONOR.HTM).

7. Court Leave – An employee is entitled to paid time-off without charge to leave for service as a juror or witness in a judicial proceeding in which the Federal, State, or local Government is a party. Civil proceedings between individuals (divorce, bankruptcy, child support, wage garnishment, accident liability, etc.), or between individuals and businesses, are not matters involving a Government entity, therefore, in such circumstances the use of annual leave is appropriate.

   a. Employees are required to notify their supervisor of jury or witness summons as soon as possible upon receipt of the summons.

   b. An employee serving as a witness in an official capacity on behalf of the Federal Government is on official duty; not court leave.

   c. Employees must reimburse to their Agency fees paid for service as a juror or witness. However, monies paid to jurors or witnesses which are in the nature of "expenses" (e.g., transportation) do not have to be reimbursed to the Agency (http://www.opm.gov/oca/leave/HTML/courtlv.HTM).

   d. Submission of employer requests to courts for exemption of employees from jury service will be made only in cases of extreme mission necessity.

   e. Employees released from court duty will return to their scheduled duty unless directed otherwise by supervisory officials.

8. Family and Medical Leave Act (FMLA) – Under FMLA, most Federal employees are entitled to a total of 12 workweeks of unpaid leave during any 12 month period. To be eligible for FMLA, an employee must have completed at least 12 months of Federal service. DLA supervisors must grant requests for FMLA qualifying leave when properly documented and
requested as outlined in 5 C.F.R. 630.1201 – 1211. The employee must provide advance notice and administratively acceptable medical documentation.

a. The employee must provide advance notice of his or her intent to take FMLA not less than 30 days before leave is to begin or as soon as is practicable. An employee may not invoke his or her entitlement to FMLA leave retroactively. If an employee and his personal representative are incapable of invoking the employee’s entitlement to FMLA leave during the entire period of absence, the employee may retroactively invoke entitlement to FMLA within 2 days after returning to work. This inability to invoke by both employee and representative must be documented. If an employee chooses to invoke FMLA, he/she must complete an OPM 71, Request for Leave or Approved Absence. Block #5 of the OPM 71 must be annotated and returned to the leave-approving official.

b. A request for leave under FMLA must be supported by current written medical certification. DLA has a right to request administratively acceptable medical documentation for FMLA leave taken to care for an employee’s spouse, son or daughter, or parent who has a serious health condition or for the serious health condition of the employee. An employee must provide medical documentation within 15 calendar days of the date requested by the supervisor. If this is not possible, despite the employee’s diligent, good faith efforts, medical certification must be provided within a reasonable period, but not later than 30 calendar days after the date the supervisor requests such medical certification. In accordance with the provisions of the act, the medical documentation for an employee with a serious health condition must include:

1) The date the serious health condition commenced;

2) The probable duration of the condition, or specify that the serious health condition is a chronic or continuing condition with an unknown duration and whether the patient is presently incapacitated and the likely duration and frequency of episodes of incapacity; and,

3) The appropriate medical facts regarding the condition, including a general statement as to the incapacitation, examination, or treatment that may be required by a health care provider.

c. Medical documentation to care for a family member must show that the employee is needed for the psychological comfort and/or physical care of the family member. Additionally, the employee should provide an estimate of the amount of time needed to care for the family member.

d. A copy of Optional Form WH-380, Certification of Health Care Provider may be provided to the physician to facilitate the certification process. The consequence of not providing the documentation could result in a determination being made that the leave is not FMLA-qualifying and therefore grounds for denial of the leave.


9. Leave Without Pay (LWOP) – LWOP is an approved form of leave and should not be confused with AWOL. An initial grant of LWOP will not exceed 12 months. Extensions beyond 1 year will be granted only to avoid undue employee hardship and will require approval
by the applicable senior official, (i.e., PLFA Commanders, HQs J/D code Directors). This authority may be re-delegated to subordinate officials. Granting LWOP is a matter of supervisory discretion. Approval of LWOP is mandatory for disabled veterans to obtain medical treatment and for a Reservist or National Guardsman performing military training duties. Separate guidance on FMLA LWOP is provided in the above paragraphs (http://www.opm.gov/oca/leave/HTML/lwop.htm).

Employees should also note that extended LWOP impacts certain employee benefits and programs. (See the OPM fact sheet at http://www.opm.gov/oca/leave/html/LWOP_eff.asp.)

10. **Military Leave** – Employees will follow the OPM regulations outlined at (www.opm.gov/oca/leave/html/military.htm).

11. **Restoration of Forfeited Annual Leave** – Employees may carry over to the next leave year a maximum amount of accrued annual leave (240 hours for most employees). "Use or lose" annual leave is the amount of accrued annual leave that is in excess of the employee's maximum annual leave limitation for carry over into the next leave year. Employees must "use" their excess annual leave by the end of a leave year or they will "lose" (forfeit) it. Employees must submit requests for restoration of forfeited annual leave in a format determined by the local PLFA Commander, J code Director or Heads of D code organizations. DLA HQ employees use DLA Form 1868 (https://eworkplace.dla.mil/sites/org3/des/Shared%20Documents/DLA%20Forms%20Library/DLA/DL1868,%20Request%20for%20Restoration%20of%20Forfeited%20Annual%20Leave.pdf) and Non-DLA HQ employees may use a locally designated form or procedure.

   a. The request for restoration must show that leave was actually scheduled and approved in writing (OPM 71 or equivalent) prior to the third pay period before the end of the leave year. Scheduled leave must have been APPROVED and then DISAPPROVED and those dates must be reflected on the leave application.

   b. The request must reflect the reasons why the scheduled and approved leave was later canceled and could not be rescheduled and used prior to the end of the leave year.

   c. Legitimate reasons such as exigencies of the public business or extended employee illness occurring late in the year may permit restoration to be approved. For these purposes, exigencies of the service shall be defined as being limited to times when civilian employees are deployed to perform work directly related to a military operation, or during emergency situations to complete mission critical assignments. Situations where the leave is not scheduled to be used because it is inconvenient to do so for either the Activity or the employee, do not meet the Agency definition of an exigency. Neither do situations where an employee travels a significant percentage of the time in the normal course of their duties (and that travel is not related to a specific emergency situation(s) or to a deployment in support of a military operation.)

   d. If the information and/or documentation are incomplete, then the application will be returned to the employee.

   e. If complete, then the supervisor will obtain additional information from the Defense Civilian Payroll System to determine the exact amount of leave forfeited and forward it with
their approval recommendation to Human Resources. Human Resources verifies information and recommends approval to the PLFA Commander, J/D code Director, or his/her designee.

f. PLFA Commanders, J/D code Directors are delegated authority to determine exigencies under 5 C.F.R. 630.305 and the above Agency definition. This authority may only be re-delegated to subordinate officials reporting directly to one of these positions.

g. Approved requests will be forwarded to servicing payroll liaison for restoration.

h. A copy of approval/disapproval is provided to the employee. In situations where the request for the restoration of the forfeited annual leave is approved, the time period for using the restored annual leave (2 years) begins at the beginning of the leave year following the leave year in which the exigency existed and ended. Per OPM guidance, restored leave not used within the established 2 year time limit may not be restored a second time, notwithstanding the reason that it was not used during the 2 year period. (Should a situation arise involving a request for such a “re-restoration” because of an extended exigency that precludes the employee’s use of the restored leave in the standard timeframe, the approving official is advised to consult with the servicing Human Resources Customer Account Manager about the possibility of invoking a very rare exception to the OPM prohibition against re-restoration of forfeited leave.

12. Voluntary Leave Transfer Program (VLTP) –
(http://www.opm.gov/oca/leave/HTML/LVTRAN.HTM)

The servicing VLTP Coordinator or the organization’s servicing Employee Relations (ER) Specialist as appropriate (hereafter VLTP Coordinator/ER Specialist), counsels the employee and/or supervisor on program rules in accordance with 5 C.F.R. 630, and provides access to OPM Form 630, Application to Become a Leave Recipient Under the Voluntary Leave Transfer Program (http://www.opm.gov/forms/pdf_fill/opm630.pdf).

  a. Employees who are experiencing a personal or family medical emergency and are without, or expected to be without, available paid leave for at least 24 work hours in a biweekly pay period may accept donations from donors within DLA or other Federal agencies.

  b. Employee (or supervisor) submits completed OPM Form 630 with required supporting medical documentation.

  c. VLTP Coordinator/ER Specialist reviews the submission for regulatory compliance. Ensures the medical documentation contains the medical diagnosis, beginning date and expected duration of the medical emergency. Ensures the dates, total hours requested, and purpose of the request, are annotated on the form. Elective surgery is excluded from coverage. Requests to become a leave recipient must be submitted within 30 calendar days of the termination of the medical emergency. Retroactive submissions made more than 30 days after the termination of the emergency will not be accepted.

  d. VLTP Coordinator/ER Specialist verifies employee’s leave balances. For a personal medical emergency, all accrued sick and annual leave must be exhausted, and for an emergency involving a family member, all accrued annual must be exhausted. Advanced leave does not need to be exhausted.
e. If the request package is in compliance with program regulation, VLTP Coordinator/ER Specialist certifies employee’s eligibility, approves employee for program, sends notice of approval to supervisor, establishes a VLTP case file, and adds recipient to published VLTP list.

f. If the request is disapproved, notify employee/supervisor of reason for denial within 10 days of application.

g. VLTP Coordinator/ER Specialist accepts donations from DLA employees wishing to donate annual leave to another DLA employee by use of OPM Form 630A, Request to Donate Annual Leave to Recipients under the VLTP (http://www.opm.gov/forms/pdf_fill/opm630a.pdf). DLA Employees wishing to donate leave to a Federal employee in another agency may do so by use of OPM Form 630B, Request to Donate Annual Leave to Recipients under the VLTP (http://www.opm.gov/forms/pdf_fill/opm630b.pdf).

h. VLTP Coordinator/ER Specialist verifies leave balances of agency donor; or confirms that the external agency has certified the OPM 630-B. A donor may donate no more than a total of one-half of the amount of annual leave he or she would be entitled to accrue during the leave year in which the donation is made. In cases where annual leave is donated to a leave recipient who is a family member of the donor, there is no limit on the amount of accrued annual leave that may be donated.

i. VLTP Coordinator/ER Specialist reviews donation for compliance and forwards to Defense Finance and Accounting Service (DFAS).

j. If an employee has not received sufficient donations to cover the period of absence for the medical emergency for which they were approved, the medical emergency may be extended for up to six full pay periods after the ending date of the medical emergency to provide an adequate period of time within which to receive donations of annual leave. When the medical emergency ends or employee requests to be removed, VLTP Coordinator/ER Specialist notifies supervisor, employee, and DFAS in writing of program termination.

k. The VLTP Coordinator/ER Specialist shall continuously monitor the status of the medical emergency affecting the leave recipient to ensure that the leave recipient continues to be affected by the medical emergency. The termination date is based on the supporting medical documentation received with the OPM Form 630. Extensions to the termination date may be adjusted if the Agency receives updated supporting medical documentation.