

How can I donate annual leave to another employee within my agency?

Submit a completed [request in EAGLE](#) using the “Voluntary Leave Transfer Program” option.

Where can I find a list of agency employees who have been approved as leave recipients under the VLTP?

Names of approved VLTP donation recipients are available to DLA employees in EAGLE. Select “Voluntary Leave Transfer Program” from the EAGLE menu and select the Report option at the top of the page.

How do I determine if I'm eligible to become a leave recipient under the Voluntary Leave Transfer Program (VLTP)?

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

- a. be experiencing a personal or family medical emergency.
- b. be without, or expected to be without available paid leave because of the medical emergency for at least 24 hours in a bi-weekly scheduled tour of duty (or in the case of a part-time employee or an employee with an uncommon tour of duty, at least thirty percent of the average number of hours in the employee's bi-weekly scheduled tour of duty).
- c. have exhausted or nearly exhausted all accrued annual leave and sick leave at the time of application (If the medical emergency concerns a qualifying family member, only the employee's accrued annual leave must be exhausted).

If I have been granted advanced sick leave, do I have to exhaust the advanced sick leave prior to applying for the VLTP?

No. If you are in a situation that requires you to request advanced leave, you should consider applying for the VLTP at the same time.

What is the definition of a medical emergency?

A medical emergency means a medical condition of an employee or a family member of such employee that 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 to the employee because of the unavailability of paid leave.

What is the definition of a family member?

Family member means the following relatives of the employee:

- a. Spouse, and parents of the spouse;
- b. Children, including adopted children, and the spouses of those children;
- c. Parents;
- d. Brothers and sisters, and the spouses of those brothers and sisters; and
- e. Any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

How do I apply to become a leave recipient under the VLTP?

To apply for participation in the VLTP, you must:

- a. Contact the [VLTP Coordinator](#) to determine/ensure program eligibility.
- b. Submit a completed [request in EAGLE](#) (with required supporting medical documentation signed by the attending physician) to your supervisor for review.
Supporting medical documentation MUST contain the medical diagnosis, beginning date and expected duration of the emergency medical condition.
- c. Submit the application at any point during your medical emergency. Applications submitted more than 30 calendar days after the end of the medical emergency will not be approved.

Will I be contacted concerning the results of my application for participation as a leave recipient under the VLTP?

Yes. If the request package is in compliance with the program regulation, the VLTP Coordinator will send you and your supervisor a notice of approval within 10 business days after the date the application was approved and add your name to the published VLTP list. If the application is not approved, the VLTP coordinator will notify you and the supervisor of the reason for denial within 10 business days after the date the application was submitted.

When will I be eligible to receive leave donations?

You are eligible to receive leave donations immediately upon your approval into the program.

If I have been approved for the VLTP, do I have to use all of my available leave balances before I can use any of the donated leave?

If you were approved for the program for a personal (self) medical emergency, you will be required to use all of your annual and sick leave before being allowed to use any of the donated leave. If you were approved based on a family medical emergency, you will be required to use all of your annual leave before using any of the donated leave.

For what purposes may I use the donated leave?

Donated leave may only be used for the approved medical emergency. Donated leave may also be substituted retroactively for any period of leave without pay or used to liquidate indebtedness for any period of advanced leave that began on or after the date fixed by the agency as the beginning of the medical emergency.

How should an employee code their timecard once approved for the program?

If the employee has been approved for the donated leave program due to a personal (self) medical emergency, the timecard should reflect sick leave (LS). If the employee has been approved for the donated leave due to a family medical emergency, the timecard should reflect annual leave (LA).

How long does a leave recipient remain eligible and able to receive leave donations under the VLTP?

The leave recipient remains eligible to receive leave donations until:

- a. the end of the bi-weekly pay period in which the VLTP Coordinator receives written notice from the leave recipient or designated representative that the leave recipient is no longer affected by a medical emergency; or
- b. the end of the bi-weekly pay period in which the leave recipient's employing agency determines, after written notice from the agency and an opportunity for the leave recipient (or, if appropriate, a personal representative of the leave recipient) to answer orally or in writing, that the leave recipient is no longer affected by a medical emergency; or
- c. At the end of the bi-weekly pay period in which you receive notice that the Office of Personnel Management has approved an application for disability retirement; or
- d. When the leave recipient's Federal service is terminated.

An agency may deem a medical emergency to continue for the purpose of providing a leave recipient an adequate period of time within which to receive donations of annual leave. 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 6 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 notifies supervisor, employee, and DFAS in writing of program termination.

Once I'm removed from the VLTP, what happens to any unused annual leave left in my donated leave account?

Any transferred annual leave remaining to the credit of a leave recipient when the medical emergency terminates shall be restored to the donors on a prorated basis.

How can I donate annual leave to another employee within my agency?

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Can I donate annual leave to an approved leave recipient from another agency?

Yes, under the following circumstances:

- a. When in the judgment of the leave recipient's employing agency, the amount of annual leave transferred from leave donors employed by the leave recipient's employing agency may not be sufficient to meet the needs of the leave recipient;
- b. When in the judgment of the leave recipient's employing agency, acceptance of leave transferred from another agency would further the purpose of the voluntary leave transfer program.

To donate annual leave to an approved leave recipient from another agency, submit a completed [request in EAGLE](#). You will also need to provide the VLTP Coordinator with POC information pertaining to the leave recipient's servicing HR Office (Name and Phone Number or email address).

Are there any restrictions as to who I can donate my annual leave to under the VLTP?

Yes. The employing agency shall not transfer annual leave to a leave donor's immediate supervisor.

Can I use my donated leave to pay back my advanced leave?

Yes, only from the start of your medical emergency. You will need to work with your timekeeper and supervisor to initiate corrections. You will then want to work with payroll to ensure your timesheets flowed through the system. Corrections will need to be completed prior to the end of your medical emergency. Please let the VLTP Coordinators know that corrections are taking place that way we can monitor and not remove you from the program until corrections are finished.

- a) For a self-medical emergency, you will need to ensure that your annual and sick leave have been exhausted before correcting advanced leave for donated leave.
- b) For a family medical emergency, you will need to ensure that your annual leave has been exhausted before corrected advanced leave for donated leave.

Are there any maximum or minimum limitations on the amount of annual leave that I can donate?

In any one leave year, 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 the case of a leave donor who is projected to have annual leave that otherwise 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 -**

- a. 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 (see table below); or
- b. 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. (For example: An Employee desiring to donate leave on Monday of the final week of the leave year is only allowed to donate a total of 40 hours of annual leave).
- c. the agency is authorized to establish written criteria for waving the limitations on donating annual leave. In cases where annual leave is being donated to an immediate family member of the donor, there is no limit on the amount of accrued annual leave that may be donated.

Years of Service	Biweekly Accrual Rate	Annual Accrual Rate	Maximum Donation
Less than 3	4 hours	104 hours	52 hours

3 but less than 15	6 hours	160 hours	80 hours
15 or more	8 hours	208 hours	104 hours

