

12 September 2008

Civilian Personnel  
VOLUNTARY LEAVE TRANSFER PROGRAM

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**\*This regulation supersedes Eighth Army Regulation 690-631, 1 June 1994.**

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FOR THE COMMANDER:

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**Summary.** This regulation establishes policies and procedures for implementing the Voluntary Leave Transfer Program (VLTP).

**Summary of Changes.** This regulation has been substantially changed and a full review of its contents is required.

**Applicability.** This regulation applies to appropriated fund Department of the Army United States (US) citizen employees receiving civilian personnel services from the Eighth United States Army (Eighth Army), unless civilian personnel agreements specify otherwise.

**Supplementation.** Supplementation of this regulation and issuance of command and local forms by subordinate commands is prohibited unless prior approval is obtained from HQ, Eighth Army, Directorate of Human Resources Management (DHRM), Unit #15236, APO AP 96205-5236.

**Records Management.** Records created as a result of processes prescribed by this regulation must be identified, maintained, and disposed of according to AR 25-400-2. Record titles and descriptions are available on the Army Records Information System website at <https://www.arims.army.mil>.

**Suggested Improvements.** The proponent of this regulation is the HQ, Eighth Army, Directorate of Human Resources Management. Users may suggest improvements to this regulation by sending a DA Form 2028 (Recommended Changes to Publications and Blank Forms) to DHRM, Eighth Army, Unit #15236, APO AP 96205-5236.

**Distribution.** Electronic Media Only (EMO)

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## **Chapter 1 General**

### **1-1. Purpose**

The purpose of this regulation is to set forth procedures and requirements for a leave transfer program under which the unused accrued annual leave of one civilian employee may be transferred for use by another civilian employee who needs such leave because of a medical emergency.

### **1-2. References**

- a. United States Code, Title 5, Chapter 63, sections 6381 through 6387;
- b. Code of Federal Regulation, Title 5, part 630, subpart I.
- c. AR 690-990-2, Book 630 – Hour of Duty, Pay and Leave Annotated.
- d. Department of the Army Memorandum, Subject: Army Civilian Voluntary Leave Transfer Program – Waiving the Limitation on Donating Annual Leave, dated 3 March 2006.

### **1-3. Explanation of Abbreviations and Terms**

Abbreviations and terms used in this regulation are explained in the glossary.

### **1-4. Responsibilities**

- a. The DHRM, Eighth Army is responsible for interpreting the provisions of this regulation.
- b. Commanders and activity chiefs will review, approve, or disapprove an application to become a leave recipient.
- c. Department of the Army Customer Service Representative (CSR) Branch, Management Accounting Division, 175<sup>th</sup> Financial Management Center (FMC), Korea will process and maintain an account of transferred and restored annual leave of serviced civilian employees. The CSR Branch will also complete OPM 630-C (Transfer of Leave Records for Leave Recipient Covered by the Voluntary Leave Transfer Program), when a current leave recipient transfers to another agency without a break in service.
- d. The servicing Civilian Personnel Advisory Center (CPAC) will review applications to become a leave recipient and forward for approval or disapproval by commanders and activity chiefs, maintain records and, on an as required basis, report pertinent information to the DHRM, Unit #15236, APO AP 96205-5236.

## **Chapter 2 Administrative Procedures**

### **2-1. Application to Become A Leave Recipient**

a. An employee who has been affected by a medical emergency may submit OPM 630 (Leave Recipient Application under the Voluntary Leave Transfer Program), to become a leave recipient to the servicing CPAC through his or her immediate supervisor. See Appendix 1 for a copy of OPM 630. The servicing CPAC will review the application for regulatory compliance and forward,

with recommendation, to commanders and activity chiefs for decision. If an employee is unable to make the application on his or her own behalf, a personal representative of the potential leave recipient may do so.

b. Potential leave recipients will not be required to obtain certification from more than one source except in unusual circumstances. Those requested to utilize more than one source will not be required to pay the expenses associated with the additional source.

## **2-2. Approval Of Application To Become A Leave Recipient**

a. Commanders and activity chiefs will review and approve or disapprove an application to become a leave recipient forwarded by the servicing CPAC.

b. If an application is disapproved, reasons for disapproval will be given by the commanders and activity chief.

c. The servicing CPAC will review the application to determine if the potential leave recipient has been affected by a medical emergency and if other regulatory requirements are met.

d. Before forwarding the application, the servicing CPAC will determine that the absence from duty because of the medical emergency, without available paid leave (disregarding any advanced leave) is (or is expected to be) at least 24 hours (or, in the case of a part-time employee or an employee with an uncommon tour of duty, at least 30 percent of the average number of hours of work in the employee's biweekly scheduled tour of duty).

e. In making a determination of whether a "medical emergency" is likely to result in a substantial loss of income, the servicing CPAC will not consider factors other than whether the absence from duty without available paid leave (disregarding any advanced leave) is (or is expected to be) at least 24 hours.

f. Upon receipt of approval from the commander or activity chief, the servicing CPAC will notify the leave recipient (or the personal representative who made an application on behalf of the leave recipient) within 10 days (excluding Saturdays, Sundays, and legal public holidays) after the date the application was received that --

(1) The application has been approved.

(2) Other employees may request the transfer of annual leave to the account of leave recipient.

g. The servicing CPAC will immediately notify the CSR Branch, 175<sup>th</sup> FMC of the approval using a memorandum format with information on the full name, Social Security Number (SSN), position title, grade, organization, and anticipated duration of the medical emergency of the leave recipient. It is not necessary to forward the entire application package.

h. If the application is disapproved by the commander or activity chief, the servicing CPAC will notify the applicant (or the personal representative who made the application on behalf of the leave recipient) within 10 days (excluding Saturdays, Sundays, and legal public holidays) after the date the application was received --

(1) That the application has been disapproved.

(2) The reasons for its disapproval.

i. A supervisor will assist a leave recipient in publicizing the need for leave donation. On a case-by-case basis and at the request of the leave recipient, the servicing CPAC will assist in providing publicity in order that other employees are aware of the need and have an opportunity to donate leave if they wish to do so. The scope of this publicity, if any, and the degree of the potential leave recipient's situation as disclosed will be approved in advance by the leave recipient.

### **2-3. Transfer Of Annual Leave By Donors**

a. WITHIN AGENCY. Employees wanting to donate leave to an approved leave recipient may submit OPM 630-A, (Request to Donate Annual Leave to Leave Recipient under the Leave Transfer Program), (Within Agency), to their servicing CPAC, requesting that a specified number of hours of accrued annual leave be transferred from their annual leave accounts to the annual leave account of a specified leave recipient. See Appendix 2 for a copy of OPM 630-A.

b. Annual leave will not be transferred to a leave donor's supervisor in his or her direct chain of command.

c. The servicing CPAC will log in and review the leave donor's request to assure that the leave recipient's application is approved and that he or she is not the supervisor of the donor. If the regulatory requirements are met, the leave donor's request will be forwarded to the CSR Branch, 175<sup>th</sup> FMC, Korea by the servicing CPAC.

d. The CSR Branch, 175<sup>th</sup> FMC, Korea will handle both the subtraction of the donated leave from the annual leave balance of the donor and the maintenance of the medical emergency leave account of the recipient. If at the end of the medical emergency any unused donated leave remains, the calculations for restoration required by paragraph 12 below will be accomplished. Donors will then be provided with a restored annual leave document and advised on how the restored leave should be requested to be used—either by submitting an OPM 71, Request for Leave or Approved Absence, or by annotating the time and attendance record card.

e. OUTSIDE AGENCY. The commander or activity chief will permit a leave recipient to accept the transfer of annual leave from leave donors employed by one or more agencies when --

(1) A family member of a leave recipient is employed by another agency and requests the transfer of annual leave to the leave recipient.

(2) In the judgment of the commander or activity chief, the amount of annual leave transferred from leave donors employed by the Army and serviced by 175<sup>th</sup> FMC may not be sufficient to meet the needs of the leave recipient.

(3) In the judgment of the leave recipient's commander or activity chief, acceptance of leave transferred from another agency would further the purpose of the voluntary leave transfer program.

f. Leave donors employed by one or more other agencies may submit OPM 630-B, (Request to Donate Annual Leave to Leave Recipient Under the Voluntary Leave Transfer Program), (Outside Agency), to their employing agency who will be responsible for verifying the availability of annual leave in the leave donor's annual leave account and determine that the amount of annual leave to be donated does not exceed the limitations set forth in paragraph 10. Upon satisfying

these requirements, the leave donor's employing agency shall notify the leave recipient's employing agency in writing of the amount of annual leave to be credited to the leave recipient's annual leave account. See Appendix 3 for a copy of OPM 630-B.

g. Use and transfer of annual leave for employees under uncommon tour of duty is subject to AR 690-990-2, Book 630, subchapter S2-6

#### **2-4. Accrual Of Annual And Sick Leave**

a. While an employee is in a transferred leave status, annual and sick leave will accrue to the credit of the employee at the same rate as if the employee were then in a paid leave status, except that --

(1) The maximum amount of annual leave that may be accrued by an employee while in a transferred leave status in connection with any particular medical emergency may not exceed 40 hours (or, in the case of a part-time employee or an employee with an uncommon tour of duty, the average number of hours of work in the employee's weekly scheduled tour of duty).

(2) The maximum amount of sick leave that may be accrued by an employee while in a transferred leave status in connection with any particular medical emergency may not exceed 40 hours (or, in the case of a part-time employee or an employee with an uncommon tour of duty, the average number of hours of work in the employee's weekly scheduled tour of duty).

b. Any annual or sick leave accrued by an employee while in a transferred leave status in connection with any particular medical emergency --

(1) Will be credited to an annual or sick leave account, as appropriate, separate from any leave account of the employee under a paid leave status.

(2) Will not become available for use by the employee, and may not otherwise be taken into account until it is transferred to the appropriate leave account of the employee under a paid leave status.

c. Any annual or sick leave accrued by an employee while in a transferred leave status will be transferred to the appropriate leave account of the employee under a paid leave status, and shall be available for use effective as of the beginning of the first applicable pay period beginning after the date on which the employee's medical emergency terminates.

d. If the employee's medical emergency terminates on the date the employee resigns, retires, dies, or otherwise separates from federal service, no leave will be credited to the employee.

e. The CSR Branch, 175<sup>th</sup> FMC shall establish procedures to ensure, to the extent practicable, that 40 hours (or, in the case of a part-time employee or an employee with an uncommon tour of duty, the average number of hours of work in the employee's weekly scheduled tour of duty) of annual leave are placed in a separate annual leave account and made available for use by the employee as described in subparagraph 8c.

#### **2-5. Limitation On Donation Of Annual Leave**

a. A leave donor may donate no more than a total of one-half the amount of annual leave he or she would be entitled to accrue during the leave year in which the donation is made.

b. A leave donor who is projected to have annual leave that otherwise would be subject to forfeiture at the end of the leave year in which the donation is made, may donate the lesser of:

(1) One-half the amount accruable during that leave year, but not more than the current balance at the time of donation.

(2) The amount of hours which does not exceed the number of work hours remaining for which the leave donor would be scheduled to work and receive pay.

c. Waivers on the above limitations may be requested by leave donors. Such requests must be made in writing through the donor's servicing CPAC to the donor's commander or activity chief, but no lower than the second level supervisor of the leave donor. Each written request for waiver of limitations will contain --

(1) The number of hours the donor desires to donate in excess of the limitation.

(2) The number of hours accrued and accruable during that leave year.

(3) The number of excess hours, if any, that is in the use or lose category.

(4) The reason the donor feels the limitation should be waived.

d. The servicing CPAC will review the request for waiver and recommend approval or disapproval to the leave donor's commander or activity chief based on the following criteria --

(1) The amount of leave donated to the designated recipient may not be sufficient to meet the recipient's needs.

(2) The waiver would further the purpose of the voluntary leave transfer program.

e. The Commander or activity chief will either --

(1) Approve the waiver and return to the servicing CPAC for appropriate processing actions.

(2) Disapprove the waiver and provide reason for disapproval and return to the servicing CPAC for transmittal to the donor.

## **2-6. Use Of Transferred Annual Leave**

a. A leave recipient may use annual leave transferred to his or her annual leave account only for the purpose of a medical emergency for which the leave recipient was approved. Leave recipients may use annual leave transferred to their annual leave accounts in the same manner and for the same purposes as if they had accrued the annual leave. However, any annual and sick leave accrued or accumulated (prior to the approval date of application to become a leave recipient) and available for use during the medical emergency must be used before any transferred annual leave may be used.

b. Transferred annual leave may accumulate without regard to the regulatory limitation of a maximum of 45 days or 30 days annual leave, whichever applies to a leave recipient.

c. Transferred annual leave may not be --

(1) Transferred to another leave recipient except as provided in subparagraph 12(e) (3) below.

(2) Included in a lump-sum payment.

(3) Made available for recredit upon reemployment.

d. Transferred annual leave may be used until the end of the biweekly pay period in which the leave recipient's servicing CPAC determines that the leave recipient is no longer affected by a medical emergency.

e. The use and transfer of annual leave for employees who earn and use annual leave on the basis of uncommon tour of duty will be administered in accordance with the relevant provisions of AR 690-990-2, Book 630, subchapter S2-6.

## **2-7. Termination Of Medical Emergency**

a. The medical emergency affecting a leave recipient will terminate --

(1) When the leave recipient's employment is terminated.

(2) At the end of the biweekly pay periods in which the leave recipient's supervisor determines, after written notice and 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.

(3) At the end of the biweekly pay period in which the servicing CPAC receives notice that the leave recipient's application for disability retirement has been approved by the Office of Personnel Management (OPM).

b. Leave recipients are responsible to immediately notify, orally or in writing, their supervisors when they are no longer affected by medical emergencies.

c. It is the responsibility of a leave recipient's supervisor to continuously monitor the status of the medical emergency affecting the leave recipient to ensure that the leave recipient continues to be affected by a medical emergency and to immediately notify the servicing CPAC when the medical emergency affecting a leave recipient is terminated.

d. When the medical emergency affecting a leave recipient terminates, no further requests for transfer of annual leave to the leave recipient may be granted, and any unused transferred annual leave remaining to the credit of the leave recipient will be restored to the leave donors.

e. The servicing CPAC will immediately notify the CSR Branch, 175<sup>th</sup> FMC of the date that the medical emergency terminates.

## **2-8. Restoration Of Transferred Annual Leave**

a. Any transferred annual leave remaining to the credit of a leave recipient when the medical emergency terminates will be restored, to the extent administratively feasible as determined by

CSR Branch, 175<sup>th</sup> FMC by transfer on a prorated basis to the annual leave accounts of leave donors.

b. The amount of unused transferred annual leave to be restored to each leave donor will be determined as follows:

(1) Divide the number of hours of unused transferred annual leave by the total number of hours of annual leave transferred to the leave recipient.

(2) Multiply the quotient by the number of hours of annual leave transferred by each leave donor.

(3) Round the products obtained to 1 hour increments.

c. If the number of eligible leave donors exceeds the total number of hours of annual leave to be restored, no unused transferred annual leave will be restored because less than a full hour of leave remains for each donor. In no case will the amount of annual leave restored to a leave donor exceed the amount transferred to the leave recipient by the leave donor.

d. If the leave donor retires, dies, resigns, or other wise separates from Federal Service before the date unused transferred annual leave can be restored, no unused transferred annual leave will be restored to the leave donor.

e. At the election of the leave donor, unused transferred annual leave restored to the leave donor may be restored by --

(1) Crediting the restored annual leave to the leave donor's annual leave account in the current leave year.

(2) Crediting the restored annual leave to the leave donor's annual leave account effective as of the first day of the first leave year beginning after the date of election.

(3) Donating such leave in whole or part to another leave recipient.

f. If a leave donor elects to donate only part of his or her restored leave to another leave recipient, the donor may elect to have the remaining leave restored under the provisions of subparagraph 12(e) above.

g. Transferred annual leave restored to the account of a leave donor will be subject to the regulatory limitation of a maximum accumulation of 45 days or 30 days annual leave (whichever applies to a leave donor) at the end of the leave year in which the restored leave is credited to the leave donor's annual leave account.

## **2-9. Prohibition Of Coercion**

a. An employee may not directly or indirectly intimidate, threaten, or coerce or attempt to intimidate, threaten, or coerce any other employee for the purpose of interfering with any right such employee may have with respect to donation, receiving, or using annual leave.

b. The phrase "intimidate, threaten, or coerce" includes promising to confer or conferring any benefit (such as an appointment or promotion or compensation) or effecting or threatening to effect any reprisal (such as deprivation of appointment, promotion, or compensation).

**2-10. Records And Reports**

The servicing CPAC will maintain records, and in coordination with the CSR Branch, 175<sup>th</sup> FMC, report pertinent information to DHRM, Eighth Army, APO AP 96205-5236, if requested, concerning the administration of the voluntary leave transfer program as follows:

a. The number of applications approved for medical emergencies affecting the employee and the number of applications approved for medical emergencies affecting the employee's family member.

b. The grade or pay level of each leave recipient and leave donor, the gender of each leave recipient and any additional information OPM may require.

c. These records will be maintained under record number 690-990-2a, Donated Leave Program Case Files, in accordance with (IAW) AR 25-400-2.

# Appendix A

## Application to Become a Leave Recipient under the Voluntary Leave Transfer Program, OPM 630

### Application to Become a Leave Recipient Under the Voluntary Leave Transfer Program

1. Applicant's name (Last, first, middle)		2. Social Security Number	3. Employee Number
4a. Position title	4b. Pay plan		4c. Grade/pay level
5. Name of organization (Agency, Department, Office, Division, Branch, etc.)			6. Office telephone number
7. Nature and severity of the medical emergency			
8. Individual affected by medical emergency (check one) <input type="checkbox"/> Employee <input type="checkbox"/> Employee's family member		9. Date medical emergency began	10. Date medical emergency ended (or is expected to end)
11. Name of physician who will verify the medical emergency. (Attach documentation from the physician (or other appropriate expert) showing the diagnosis, prognosis and duration of illness.)			
12. What is the applicant's annual and sick leave balances as of end of last pay period? Annual leave balance → <input type="text"/> Sick leave balance → <input type="text"/>		13. How many hours of leave without pay have been used for this medical emergency? Hours → <input type="text"/>	
14. Provide a description of the medical emergency to be distributed to servicing personnel offices so that other employees may donate annual leave to the applicant. <input type="checkbox"/> Check box if applicant does not want a description distributed. <input type="checkbox"/> Check box if applicant does not wish to have name used with the description or disclosed to anyone except the supervisor, the supervisory channel and the deciding official, and individuals who maintain the program.			Description of medical emergency
15a. Name of individual completing application (If applying on behalf of the applicant)		15b. Relationship to applicant	15c. Telephone number (area code)
16a. I certify that the above statements are true. (Signature of applicant or individual applying on behalf of applicant)			16b. Date signed
<p><b>Privacy Act Statement</b></p> <p>Participation in this program is voluntary; however, solicitation of this information is authorized under 5 U.S.C. 8332. The information furnished will be used to identify records properly associated with the transfer of annual leave. It may also be disclosed to a national, State, or local law enforcement agency where there is an indication of a violation or potential violation of civil or criminal law, rule, or regulation; or to another agency or court when the Government is party to a suit. Public Law 104-134 (April 26, 1996) requires that any person doing business with the Federal Government furnish a social security number or tax identification number. This is an amendment to title 31, Section 7701. Furnishing the social security number, as well as other data, is voluntary, but failure to do so may delay or prevent action on the application. If your agency uses the information furnished on this form for purposes other than those indicated above, it may provide you with an additional statement reflecting those purposes.</p>			
17. First level supervisor's recommendation <input type="checkbox"/> Approve <input type="checkbox"/> Disapprove Signature _____ Date signed _____		18. Deciding official's decision <input type="checkbox"/> Approve <input type="checkbox"/> Disapprove Signature _____ Date signed _____	

**Appendix B**

**Request to Donate Annual Leave to Leave Recipient under the Voluntary Leave Transfer Program, OPM 630-A**

**Request to Donate Annual Leave to Leave Recipient  
Under the Voluntary Leave Transfer Program**

*Within  
Agency*

I request that annual leave be transferred to the leave account of an approved leave recipient. This recipient is not my immediate supervisor. As of the date indicated below, I have enough annual leave in my account to cover this amount. I understand that if I am projected to forfeit annual leave during this leave year, the amount of leave I am transferring may not exceed the number of hours remaining in the leave year for which I am scheduled to work. The amount of annual leave I am transferring also is not more than half the hours I will earn this year.

I understand that my decision to transfer leave is not revocable. If a sufficient balance of unused leave remains after the recipient's medical emergency has terminated, I can elect to have a pro-rated share returned to me during either the current leave year or the following leave year, or I can elect to donate my pro-rated share to another leave recipient. However, to do so, I must remain employed by a Federal agency and be subject to chapter 63 of title 5, United States Code.

I have not been directly or indirectly intimidated, threatened or coerced, or promised any benefit by any employee for the purpose of donating or using leave.

**To Be Completed By Leave Donor**

1. Name (Last, first, middle)		2. Social Security Number	3. Employee Number
4a. Position title		4b. Pay plan	4c. Grade/pay level
5a. Name of organization (Agency, Department, Office, Division, Branch, etc.)			5b. Office telephone number
6. Amount of annual leave accrued as of end of last pay period	7. Amount of leave projected to forfeit this leave year as of end of last pay period	8. Amount of annual leave to be transferred	
9. Individual's name or identification number to whom leave is being donated			
10a. Signature			10b. Date signed

**Privacy Act Statement**

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**Appendix C**

**Request to Donate Annual Leave to Leave Recipient under the Voluntary Leave Transfer Program, OPM 630-B**

**Request to Donate Annual Leave to Leave Recipient  
Under the Voluntary Leave Transfer Program**

**Outside Agency**

I request that annual leave be transferred to the leave account of an approved leave recipient. This recipient is not my immediate supervisor. As of the date indicated below, I have enough annual leave in my account to cover this amount. I understand that if I am projected to forfeit annual leave during this leave year, the amount of leave I am transferring may not exceed the number of hours remaining in the leave year for which I am scheduled to work. The amount of annual leave I am transferring also is not more than half the hours I will earn this year.

I understand that my decision to transfer leave is not revocable. If a sufficient balance of unused donated leave remains after the recipient's medical emergency has terminated, I can elect to have a pro-rated share returned to me during either the current leave year or the following leave year, or I can elect to donate my pro-rated share to another leave recipient. However, to do so, I must remain employed by a Federal agency and be subject to chapter 63 of title 5, United States Code. I have not been directly or indirectly intimidated, threatened or coerced, or promised any benefit by any employee for the purpose of donating or using leave.

**Part A - To Be Completed By Leave Donor**

1. Name ( <i>Last, first, middle</i> )		2. Social Security Number		3. Employee Number	
4a. Position title		4b. Pay plan	4c. Grade/pay level	5. Relationship of leave donor to leave recipient ( <i>if any</i> )	
6. Leave donor's agency ( <i>Agency, Department, Office, Division, Branch, etc.</i> )					
7. Amount of annual leave accrued as of end of last pay period		8. Amount of leave projected to forfeit this leave year as of end of last pay period		9. Amount of annual leave to be transferred	
10. Leave recipient's name, agency, agency's address, organization ( <i>Agency, Department, Office, Division, Branch, etc.</i> )					
11a. Leave donor's signature				11b. Date signed	

**Privacy Act Statement**

Participation in this program is voluntary; however, solicitation of this information is authorized under 5 U.S.C 6332. The information furnished will be used to identify records properly associated with the transfer of annual leave. It may also be disclosed to a national, State, or local law enforcement agency where there is an indication of a violation or potential violation of civil or criminal law, rule, or regulation; or to another agency or court when the Government is party to a suit. Public Law 104-134 (April 26, 1996) requires that any person doing business with the Federal Government furnish a social security number or tax identification number. This is an amendment to title 31, Section 7701. Furnishing the social security number, as well as other data, is voluntary, but failure to do so may delay or prevent action on the application. If your agency uses the information furnished on this form for purposes other than those indicated above, it may provide you with an additional statement reflecting those purposes.

**Part B - To Be Completed By Employing Agency of Leave Donor**

Upon completion and approval of this form, forward a copy to the leave recipient's employing agency as soon as possible so that the transfer of leave can take place.

12. Enter the amount of annual leave to be credited to the leave recipient's annual leave account		13. If the agency is waiving the maximum limitations for leave donation under the voluntary leave transfer program, describe the special circumstance that warrants the waiver	
14a. Name of agency contact who can provide further information		14b. Telephone number	
15. <b>Certification:</b> I certify that the leave donor currently has sufficient annual leave in his/her annual leave account to make a donation of the requested amount of annual leave and that the amount of the donation does not exceed the maximum limitations for leave donation under the voluntary leave transfer program.			
15a. Signature of authorizing official		15b. Date Signed	

## Glossary

### Section I Abbreviations

CPAC	Civilian Personnel Advisory Center
CSR	Customer Service Representative
DHRM	Directorate of Human Resources Management
Eighth Army	Eighth United States Army
HQ	Headquarters
OPM	Office of Personnel Management
VLTP	Voluntary Leave Transfer Program
US	United States

### Section II Terms

**Employees eligible for the leave-sharing program:** US employees paid on a per annum basis, irrespective of their tenure of appointment, and those US hourly, per diem, and piecework employees (other than consultants and experts) who have been currently employed for a continuous period of 90 days under one or more appointments without a break in service.

**Leave donor:** An employee whose voluntary written request for transfer of annual leave to the annual leave accounts of a leave recipient is approved.

**Leave recipient:** A current employee for whom an application to receive annual leave from the annual leave accounts of one or more leave donors has been approved.

**Medical emergency:** 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.

**Family member:**

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

**Paid leave:** The administrative status of an employee while the employee is using annual or sick leave accrued or accumulated.

**Transferred leave status:** The administrative status of an employee while the employee is using transferred leave.

**Commanders and activity chiefs:** Commanders of Eighth Army major subordinate commands and assigned units, chiefs of Headquarters Eighth Army staff elements, and chiefs of non-Eighth Army activities.