



REPLY TO
ATTENTION OF:

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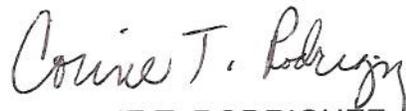
FKCP

9 November 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Guidance for Voluntary Leave Transfer Program of Korean Employees

1. Reference USFK Regulation 690-1, Civilian Personnel Regulations and Procedures – Korean Nationals, 10 February 2011.
2. This office has reviewed requests for guidance as to whether or not Korean full-time employees can stay in transferred leave status under the Voluntary Leave Transfer Program (VLTP) stipulated in paragraph 7-11 of the referenced regulation after they return to work part-time. The following provides our interpretation of the referenced part of the regulation, and serves as the basis for establishing consistent VLTP guidance for USFK Korean employees.
3. The referenced regulation defines a medical emergency as a temporary medical condition of an employee which will require an employee's absence from duty for a prolonged period of time and which will result in a substantial loss of income to the employee because of the unavailability of paid leave. The medical emergency terminates when an employee's supervisor determines that the employee is no longer affected by a medical emergency. Accordingly, as long as the employee's supervisor determines that the employee is still affected by the medical emergency, the employee can stay in transferred leave status after he or she returns to work part-time and uses donated leave part-time. Employees in this category will accrue their regular annual and sick leave accounts as part-time employees for the time spent in work status as prescribed in subparagraph 7-5a(4) of the regulation. Except as provided in subparagraph 7-11h of the regulation, these employees will use any accrued annual and sick leave in regular leave accounts before using transferred annual leave.
4. The point of contact in this office is Ms. Choe, Song Won at 724-8510, email: song.won.choe@korea.army.mil.


CORINE T. RODRIGUEZ
Director, Civilian Personnel

FKCP

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