

VOLUNTARY LEAVE TRANSFER PROGRAM (VLTP)

PURPOSE: The VLTP allows Federal employees with a medical emergency for self or a family member to receive donated annual leave from other Federal civilian employees to avoid or minimize leave without pay. Employees may apply to become a recipient if they expect to be in a non-pay status for at least 24 hours.

Goodfellow AFB request Process:

To apply to become a recipient, follow the instructions below. Applications will be accepted no earlier than the medical emergency start date and no later than 30 days after the medical emergency ends/first day back to work.

1. Complete **OPM Form 630**, Application To Become A Leave Recipient Under The VLTP. Fillable form available from the OPM website at <http://www.opm.gov/forms/OPM-forms/>.
 - a. Block 9 "Date medical emergency began" must match medical certification. However, effective 6 Apr 2012, this date cannot be earlier than one calendar year from the current date of the application.
 - b. Block 10 "Date medical emergency ended" must match medical certification. An application with "Indefinite" or left blank in block 10 will be returned and delay the process.
 - c. Block 17 Supervisor will verify completeness and accuracy, sign and TYPE or LEGIBLY PRINT name, title and department
 - d. Block 18 Department Chief (or higher) will sign as the deciding official and TYPE or LEGIBLY PRINT name, title and department
 - e. Forms without proper approvals will be returned and delay the process.
2. Medical certification from physician documenting **all** of the following information:
 - a. Date medical emergency began/begins
 - b. Diagnosis
 - c. Who the medical emergency is for (employee/family member requiring care)
 - d. Approximate date the medical emergency is expected to be resolved (cannot be indefinite; cannot exceed one year from date medical emergency began/begins)

Note: Once in the program, employee may submit updated medical certification with new emergency end date 2 weeks prior to expiration. An updated medical certification is required at least every 12 months.

3. Donor forms 630-A or 630-B may be attached with the application.

To donate (Federal civilian employees only): Complete either **OPM Form 630-A (Within Agency/DA)** or **OPM Form 630-B (Outside Agency)**. Fillable forms available from the OPM website: <http://www.opm.gov/forms/OPM-forms/>.

- Donors **must** specify recipient's name and department. A point of contact (name, phone number and email) is needed for outside agency donations.
4. Go Goodfellow CPO page, "Submit Service Ticket" and fill out form. Ensure that you select "Voluntary Leave Transfer Program" as "Reason for Request". Use "Request Description" for special instructions if any and click submit.

5. When a CPO Representative has been assigned you will be notified via email and the status of your request will change to "Awaiting Attachments".
6. Send an email to your assigned CPO Rep and attach the completed OPM 630 and Physicians medical Certification document.
7. Once the documents have been reviewed and processed by your CPO representative, your request will be marked "Complete". Your request has been fulfilled.

Limitations: In any one leave year, a leave donor may donate no more than a total of one-half of the amount of leave he or she would be entitled to accrue during the year in which the donation is made. Military personnel are NOT eligible to donate leave under this program.

Termination of eligibility occurs when the:

- Medical emergency certification expires (30-day grace period to submit updated medical documentation with new emergency end date)
- Leave recipient asks to be removed from the program (before the medical documentation expires) or after a 90-day grace period from expiration of the medical documentation, whichever is later—no donations will be processed after the grace period
- Leave recipient leaves Federal service
- Office of Personnel Management has approved an application for disability retirement

Note: Employees and their supervisors are responsible for monthly monitoring and notifying HRD of all status changes.

Time & Attendance:

Timekeeper will need to use the following codes when entering time into pay system for the use of donated leave while an employee is on VLTP:

- Self – LS
- Family – LA

Note: If other time & attendance codes are used other than those stated above it will likely cause pay discrepancies.

Restoration of Transferred Annual Leave:

Unused donated leave will be restored to each leave donor on a prorated basis. Leave donors may then designate their restored leave balance to another recipient in whole or in part.