



Administration
& Management

OFFICE OF THE SECRETARY OF DEFENSE
1950 DEFENSE PENTAGON
WASHINGTON, DC 20301-1950

March 14, 1990

ADMINISTRATIVE INSTRUCTION NO. 98

SUBJECT: Voluntary Leave Transfer Program

References: (a) Public Law 100-566, "Federal Employees Leave Sharing Act of 1988," October 31, 1988
(b) Title 5, Code of Federal Regulations, Part 630.901-915
(c) Chapter 63, Subchapter 1, Sections 5551, 5552, 6301(2), 6303, 6304(a), and 6306 of title 5, United States Code
(d) [Administrative Instruction No. 37](#), "Employee Grievances," February 24, 1989

1. PURPOSE

This Instruction establishes policy, assigns responsibilities, and prescribes procedures for voluntary transfers of annual leave in accordance with references (a) through (c).

2. APPLICABILITY AND SCOPE

This Instruction:

2.1. Applies to the Office of the Secretary of Defense (OSD), Chairman, Joint Chiefs of Staff (Joint Staff), and all other activities deriving administrative support from Washington Headquarters Services (WHS) (hereafter referred to collectively as the "OSD Components").

2.2. Governs all civilian employees as defined by Section 6301(2) of 5 U.S.C. (reference (c)), excluding an individual employed by the government of the District of Columbia.

3. DEFINITIONS

Terms used in this Instruction are defined in enclosure 1.

4. POLICY

4.1. An employee who has a medical emergency (including a medical condition of a family member), that is likely to require an employee's absence from duty for a prolonged period of time and result in a substantial loss of income because of the unavailability of paid leave, may apply to receive transferred annual leave from other employees of the OSD Components with the concurrence of the respective management officials.

4.2. The determination of whether a "medical emergency" is likely to result in a substantial loss of income shall be based solely on whether the absence from duty without paid leave available for the purpose of the emergency is, or is expected to be, at least 80 hours.

4.3. The amount of annual leave an employee may transfer in 1 leave year is limited to one-half of the amount the employee would be entitled to accrue in the leave year in which the donation is made or the number of hours remaining in the leave year, as of the date of transfer, for which the leave donor is scheduled to work and receive pay for leave subject to forfeiture under 5 U.S.C. 6304(a) (reference (c)), whichever is less. The Director of Administration and Management (DA&M), may waive this restriction, on a case-by-case basis, due to unusual circumstances described by a potential leave donor. This waiver is not meant to be a blanket authorization to donate "use or lose" leave at the end of the leave year.

4.4. When a leave recipient transfers to another Agency during a medical emergency, the unused donated annual leave transfers with the employee to the new Agency for use.

5. RESPONSIBILITIES

5.1. The Heads of the OSD Components shall:

5.1.1. Ensure that this Instruction is uniformly implemented to support the voluntary leave transfer program.

5.1.2. Recommend whether or not a waiver of the limitation of donated leave shall be granted based on the criteria described in paragraph 4.3., above.

5.1.3. Designate a management official (normally the immediate supervisor) to be the "Approving Official" for receipt of transferred annual leave.

5.2. Administrative and/or Executive Officers shall:

5.2.1. Publicize applications to be a leave recipient within their OSD Component.

5.2.2. Notify the servicing civilian personnel office if sufficient donors are not received within their Component.

5.2.3. Receive copies of leave donor applications (enclosure 3).

5.2.4. Forward a copy of the leave recipient and leave donor applications to the civilian payroll office for action and the servicing civilian personnel office for information.

5.2.5. Maintain records as described in paragraph 6.10., below.

5.3. Immediate Supervisors shall:

5.3.1. Approve or disapprove requests to be a leave recipient or leave donor within 10 workdays of receipt of such request.

5.3.2. Determine if the potential leave recipient is or has been affected by a "medical emergency" as defined in enclosure 1; that the employee has no sick or annual leave accrued or accumulated and available for the purpose involved; and that the emergency will last at least 80 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 biweekly scheduled tour of duty.

5.3.3. Disseminate copies of requests as required by paragraph 6.2., below.

5.3.4. Stop allocation of transferred leave upon termination of the medical emergency; i.e., the end of the biweekly pay period in which the emergency terminates.

5.3.5. Accurately report time and attendance.

5.4. The Director, Personnel and Security, Washington Headquarters Services (WHS) and the Civilian Personnel Officer, the Joint Staff shall:

5.4.1. Publicize requests for transfer of annual leave within the organizations serviced.

5.4.2. Coordinate requests of leave donors who wish to transfer leave to employees of other Federal Agencies and verify OSD Component leave recipients to other Federal Agencies who have donors who wish to transfer leave.

5.4.3. Report to the Office of Personnel Management (OPM), as required.

6. PROCEDURES

6.1. Application to Be a Leave Recipient

6.1.1. An employee who has been affected by a medical emergency shall complete DD Form 2539, "Leave Recipient Application," (enclosure 3) and forward it to his or her immediate supervisor. If such an employee is not capable of filling out the application, due to physical or mental impairment, an immediate family member or a designated personal representative may fill it out. The designation of a personal representative must be in writing, signed by the leave applicant or member of the immediate family.

6.1.2. Each application must include the following:

6.1.2.1. The name, position title, grade and step, hourly and/or annual rate of pay of the applicant, and specific organizational entity (e.g., WHS, Directorate for Personnel and Security, Labor and Management Employee Relations Division).

6.1.2.2. Social Security Number.

6.1.2.3. Annual and sick leave balance as of the date of the application.

6.1.2.4. Expected date on which available paid leave appropriate to the emergency will expire.

6.1.2.5. Accrual rate for annual leave.

6.1.2.6. Expected duration of the medical emergency, and if it is a recurring one, the approximate frequency of the medical emergency affecting the potential leave recipient.

6.1.2.7. The reasons why transferred leave is needed, including a brief description of the nature and severity of the medical emergency. A physician's certification and a copy of the current leave and earning statement shall be attached to assist the approving official in making a decision.

6.1.2.8. A Privacy Act statement and a statement acknowledging and approving the public release of the existence of an emergency. The applicant must agree to the use of his or her name in management's efforts to collect donated leave.

6.1.2.9. Telephone number during the period of medical emergency.

6.1.2.10. Name, address, and telephone number of the person to contact on behalf of the applicant, if applicable.

6.1.3. The completed DD Form 2539 shall be forwarded to the immediate supervisor for approval and verification of the employment data.

6.2. Approval or Disapproval of the Application to Become a Leave Recipient

6.2.1. Upon receipt of an application to receive transferred annual leave, the immediate supervisor shall:

6.2.1.1. Verify and validate the employment information contained in the application.

6.2.1.2. Determine that the potential leave recipient is or has been affected by a "medical emergency" as defined in enclosure 1.

6.2.1.3. Determine that the absence from duty without paid leave available for the purpose involved is, or is expected to be, at least 80 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 biweekly scheduled tour of duty.

6.2.1.4. Return the request to the applicant if correction of additional information is required.

6.2.1.5. Approve or disapprove the request within 10 workdays of receipt of a complete and fully documented application.

6.2.2. Disapproved applications shall be returned to the requester noting the reasons for disapproval with a copy to the Administrative or Executive Officer for record purposes. Administrative Instruction No. 37 (reference (d)) or negotiated grievance procedures, as applicable, are available to those employees who applied for receipt of transferred annual leave and were denied.

6.2.3. Upon approval of an application to receive transferred annual leave, the immediate supervisor shall:

6.2.3.1. Provide a copy of the approved application to the leave recipient.

6.2.3.2. Immediately forward a copy of the approved application to be a leave recipient to the Administrative or Executive Officer of the OSD Component.

6.2.3.3. Properly annotate time and attendance records to ensure that all available paid leave appropriate to the medical emergency is exhausted before any transferred annual leave is used by the recipient.

6.2.3.4. Maintain copies of all approved leave donor applications for each leave recipient.

6.2.3.5. Annotate the time and attendance form of the leave recipient each time that transferred leave is used as follows: "This employee is a leave recipient under the leave transfer program." The employee shall be carried in an annual leave status.

6.2.3.6. Validate the continuing nature of the medical emergency each pay period and, upon termination of the emergency, stop the allocation of transferred leave effective the end of the pay period in which the emergency terminates by completing DD Form 2540, "Notice of Termination of Medical Emergency" (enclosure 4).

6.2.3.7. Notify the civilian payroll office when an employee who is a leave recipient resigns or retires to ensure transferred leave is not part of the lump sum leave payment.

6.2.4. The Administrative and/or Executive Officer shall:

6.2.4.1. Publicize the approved request to be a leave recipient to employees of the applicant's Component within 5 workdays of receipt from the supervisor to give employees the opportunity to donate annual leave to the applicant. Publicity efforts shall be consistent for all employees who have approval to receive transferred annual leave.

6.2.4.2. Inform the servicing personnel office to expand the publicity effort to other OSD Components if insufficient donations are received to cover the period without pay.

6.2.4.3. Forward a copy of the approved leave recipient application with the applications received to be a leave donor to the following:

6.2.4.3.1. The immediate supervisor of the approved leave recipient.

6.2.4.3.2. The servicing civilian personnel office.

6.2.4.3.3. The servicing payroll office to the attention of the clerk servicing the leave recipient's payblock.

6.3. Transfer of Annual Leave

6.3.1. A leave recipient's employing organization may accept the transfer of annual leave from leave donors employed by the same OSD Component and, if necessary, the transfer of approved donations by employees of other OSD Components.

6.3.2. The transfer of annual leave from a donor employed in another Federal Agency may be accepted if:

6.3.2.1. The leave donor is a family member of the leave recipient;

6.3.2.2. The OSD Component determines that the amount of annual leave donated within the Agency may not be sufficient to meet the needs of the leave recipient; or

6.3.2.3. In the judgment of the OSD Component, acceptance of leave transferred from another Agency would further the purpose of the voluntary leave transfer program.

6.3.3. A leave donor shall not transfer annual leave to the leave donor's immediate supervisor to minimize the possibility of coercion or the appearance of favoritism.

6.3.4. An employee shall submit to his or her immediate supervisor a voluntary, irrevocable request to transfer a specific number of whole hours of accrued annual leave to the annual leave account of a specified approved leave recipient by completing DD Form 2538, "Leave Donor Application" (enclosure 2). A copy of the employee's current leave and earning statement shall be attached. This application to be a leave donor shall be:

6.3.4.1. Fully voluntary without personal reservation, coercion, or intimidation.

6.3.4.2. An acknowledgement that the donor expects nothing in return, to include restoration of transferred annual leave, if applicable.

6.3.4.3. An acknowledgement that unused transferred annual leave will be restored on a pro-rata basis determined by the servicing civilian payroll office.

6.3.4.4. A certification as to the allocation of restored leave, if any.

6.3.5. The immediate supervisor shall verify the information on the application to be a leave donor. Upon approval of the donation, the immediate supervisor shall forward the documented, approved donation to the OSD Component Administrative or Executive Officer in which the leave recipient is employed.

6.3.6. Annual leave transferred under this authority may be substituted retroactively for periods of leave without pay (LWOP) or used to liquidate an indebtedness for advanced annual or sick leave granted as a result of the current medical emergency for which LWOP or advanced annual or sick leave was granted.

6.4. Accrual of Annual and Sick Leave

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

6.4.1.1. The maximum amount of annual and sick leave that may be accrued while in a transferred leave status in connection with any particular medical emergency may not exceed 40 hours each.

6.4.1.2. The amount of annual or sick leave that part-time employees or those with an uncommon tour of duty may accrue may not exceed the average number of hours of work in the employee's biweekly scheduled tour of duty.

6.4.2. If the nature of the medical emergency allows the employee to work part-time during the period, sick and/or annual leave shall be credited as follows:

6.4.2.1. If the medical emergency is caused by a family member, the sick leave account of the employee will not be affected. The annual leave that the employee accrues due to his or her employment will be credited to the regular annual leave account, and the annual leave that accrues while the employee is using transferred leave is credited to the special account, up to the maximum allowed. (See subparagraph 6.4.1.1., above.) The employee shall use any accrued annual leave before using any transferred leave.

6.4.2.2. If the medical emergency is the employee's, and the nature of the medical emergency allows the employee to work part-time, both annual and sick leave that the employee accrues due to his or her employment will be credited to the regular leave accounts, and the annual and sick leave that accrues while the employee is using transferred leave is credited to the special account, up to the maximum noted in subparagraph 6.4.1.1., above. The employee shall use any accrued annual and sick leave before using any transferred leave.

6.4.3. Annual or sick leave that is accrued by an employee shall be credited to a separate leave account and transferred to the appropriate leave account of the employee effective as of the beginning of the first applicable pay period beginning after the date the employee's medical emergency terminates, except that if the medical emergency terminates because the employee separates from Federal service, no leave accrued during this period shall be credited to the employee.

6.5. Limitations on Donations of Annual Leave

6.5.1. A potential leave donor shall have a sufficient amount of accrued annual leave in order to donate leave. Donating leave earned in future pay periods is prohibited.

6.5.2. The maximum donation of leave to one or more leave recipients in any leave year is the LESSER of:

6.5.2.1. A total of one half of the amount of annual leave an employee would be entitled to accrue during the leave year in which the donation is made; e.g., an employee who earns 104 hours of annual leave may donate a maximum of 52 hours

provided that at the time of the transfer, the donor has sufficient leave in his or her account; or

6.5.2.2. 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 year, under 5 U.S.C. 6304(a) (reference (c)), no more than the number of hours remaining in the leave year (as of the date of transfer) for which the leave donor is scheduled to work and receive pay.

6.5.3. Either of the above limitations may be waived by the DA&M, on a case-by-case basis, due to unusual circumstances.

6.5.3.1. The leave donor shall submit a separate signed written statement, that certifies that the donor is aware that the request exceeds the limitation stated in subparagraphs 6.5.2.1. and 6.5.2.2., above, and describes the unusual circumstances inherent in the request.

6.5.3.2. The immediate supervisor shall forward the leave recipient's statement to the OSD Component Head who shall recommend whether or not the waiver should be granted and shall forward to the DA&M for approval or disapproval. The decision of the DA&M shall be final and is not subject to further administrative review.

6.6. Use of Transferred Annual Leave

6.6.1. A leave recipient may use transferred annual leave in the same manner and for the same purposes as if it had been accrued by the leave recipient under 5 U.S.C. 6303 (reference (c)). However, any annual or sick leave accrued or accumulated, appropriate for the purpose involved, in the account of the leave recipient before the date the application to become a leave recipient was approved must be exhausted before any transferred annual leave may be used.

6.6.2. Upon approval, transferred annual leave received by an approved leave recipient may be accumulated without regard to the limitation (normally, 30 days; i.e., 240 hours) imposed by 5 U.S.C. 6304(a) (reference (c)).

6.6.3. Transferred annual leave MAY NOT be used as follows:

6.6.3.1. Transferred to another leave recipient except as provided in subparagraph 6.8.4.3., below.

6.6.3.2. Included in a lump-sum payment under 5 U.S.C. 5551 or 5552 (reference (c)).

6.6.3.3. Made available for recredit under 5 U.S.C. 6306 (reference (c)) upon reemployment by a Federal Agency.

6.7. Termination of Medical Emergency

6.7.1. The entitlement to receive transferred leave shall terminate as indicated below:

6.7.1.1. When the leave recipient's Federal service is terminated.

6.7.1.2. At the end of the biweekly pay period in which the leave recipient's immediate supervisor, after written notice and opportunity for the leave recipient to answer orally or in writing, determines that the leave recipient is no longer affected by a medical emergency.

6.7.1.3. At the end of the biweekly pay period in which the leave recipient's immediate supervisor receives written notice from the leave recipient or his or her personal representative that the employee is no longer affected by a medical emergency.

6.7.1.4. At the end of the biweekly pay period in which the leave recipient's servicing civilian personnel office receives notice from the OPM indicating an approved application for disability retirement.

6.7.2. The leave recipient's immediate supervisor shall monitor the nature and extent of the medical emergency each pay period. Each OSD Component shall develop and maintain internal procedures to ensure supervisory biweekly review of the medical emergency.

6.7.3. When it is determined that the medical emergency has terminated, the following actions are required:

6.7.3.1. No further donations will be accepted.

6.7.3.2. No further transfers of annual leave will occur.

6.7.3.3. The immediate supervisor shall provide written notice to the leave recipient and the OSD Component Administrative or Executive Officer by completing DD Form 2540 (enclosure 4), as follows:

6.7.3.3.1. The name and OSD Component of the leave recipient.

6.7.3.3.2. Social Security Number (SSN) of leave recipient.

6.7.3.3.3. Payblock Number.

6.7.3.3.4. Date transferred leave began.

6.7.3.3.5. Number of hours of leave transferred.

6.7.3.3.6. Number of hours of transferred leave used.

6.7.3.3.7. Date of termination of medical emergency.

6.7.3.4. The Administrative or Executive Officer shall forward a copy to the servicing civilian personnel office for information and the servicing payroll office for action.

6.8. Restoration of Transferred Annual Leave

6.8.1. Upon receipt of the notice from the supervisor indicating the termination of the leave recipient's medical emergency, the servicing payroll office will compute and restore (to the extent administratively feasible) transferred annual leave to the annual leave accounts of leave donors who are currently employed by a Federal Agency and subject to Chapter 63 of 5 U.S.C. (reference (c)) on the date leave restoration is made.

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

6.8.2.1. Divide the number of hours of unused transferred leave by the total number of hours of annual leave transferred to the leave recipient.

6.8.2.2. Multiply the ratio obtained by the number of hours of annual leave transferred by each leave donor eligible to receive restoration of unused transferred annual leave.

6.8.2.3. Round down the result to the nearest increment of the whole hours of annual leave.

6.8.3. If the total number of eligible leave donors exceeds the total number of hours of annual leave to be restored, no unused transferred annual leave shall be restored. In no case shall the amount of annual leave restored to the leave donor exceed the amount transferred to the leave recipient by the leave donor.

6.8.4. At the election of the leave donor, unused transferred leave restored to the leave donor may be restored by:

6.8.4.1. Crediting the restored annual leave to the leave donor's annual leave account in the current year;

6.8.4.2. Crediting the restored annual leave to the leave donor's annual leave account as of the first day of the first leave year beginning after the date of election; or

6.8.4.3. Donating such leave in whole or part to another approved leave recipient. If only a part of the restored leave is donated to another leave recipient, the donor may elect to have the remaining leave credited to the leave donor's annual leave account under subparagraph 6.8.4.1. or 6.8.4.2., above.

6.8.5. Transferred annual leave restored to the account of a leave donor shall be subject to the limitation imposed by 5 U.S.C. 6304(a) (reference (c)) at the end of the leave year in which the restored leave is credited to the leave donor's annual leave account (generally 240 hours).

6.9. Prohibition of Coercion

6.9.1. An employee may not directly or indirectly intimidate, threaten, or coerce any other employee for the purpose of interfering with any right an employee may have to donate, not to donate, receive, or use annual leave.

6.9.2. Adequate publicity shall be provided by management officials when an application to receive transferred annual leave is approved. Therefore, the leave recipient is discouraged from expressing any personal solicitations to procure transferred annual leave from other employees.

6.9.3. For the purposes of this Instruction, the term "intimidate, threaten, or coerce" includes a prohibition to promise to confer any benefit associated with employment (such as appointment, promotion, hours of work, compensation, or assignment of duties). Effecting or threatening reprisal for not donating leave or donating leave to a specific employee is strictly forbidden.

6.10. Records and Reports

6.10.1. The Administrative or Executive Officer of each Component, or other official designated by the Component Head, shall be responsible for recording and reporting on the temporary leave transfer program. The following records shall be maintained:

6.10.1.1. A copy of each approved and disapproved request for transfer of annual leave.

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

6.10.1.3. The grade or pay level of each leave recipient and leave donor and the gender of each leave recipient.

6.10.1.4. The total amount of annual leave transferred to each leave recipient's annual leave account from each leave donor.

6.10.1.5. The total amount of transferred annual leave used by each leave recipient.

6.10.1.6. The number of leave recipients who returned to work after the termination of the medical emergency.

6.10.1.7. The number of leave recipients who retired on disability retirement under the Civil Service Retirement System or the Federal Employee's Retirement System within 6 months after the termination of the medical emergency.

6.10.1.8. Estimated direct and indirect costs of administering the program (process requests, transfer leave, monitor use of transferred leave, restore unused transferred leave, and other related activities).

6.10.2. Each OSD Component involved in the transfer of leave shall maintain the data required by subparagraph 6.10.1., above, and furnish it upon request to the servicing civilian personnel office to comply with OPM reporting requirements.

7. EFFECT OF VOLUNTARY LEAVE TRANSFER ON RETIREMENT BENEFITS

7.1. Transferred annual leave may be substituted retroactively for periods of leave without pay (LWOP) or used to liquidate a debt for advanced annual or sick leave associated with the current medical emergency in accordance with subparagraph 6.3.6., above.

7.2. Ordinarily, the commencing date of an immediate annuity is based on the last day of an employee's pay status. Therefore, when transferred leave is substituted at a date other than the beginning of the LWOP period just before the employee's separation for retirement purposes, the employee will not receive annuity for any period of LWOP before the period for which the transferred leave is substituted. For example, Mary Davis has been on LWOP since August 21, 1988. In February 1989, she is donated 80 hours of transferred leave, which she uses in the pay period ending February 25, 1989. Her new last day of pay is February 25, 1989. On March 3, 1989, she is separated for disability retirement, but her annuity will commence February 1989, the day after her last day in a pay status. She will not receive annuity for the period August 21, 1988 through February 25, 1989. If the transferred leave had been substituted retroactive to August 21, 1988, she would have been entitled to annuity commencing September 3, 1988.

7.3. If an employee has a substantial period of LWOP, the period of time for which transferred leave is used or substituted can make a substantial difference in the accrued annuity payment to which the employee is entitled.

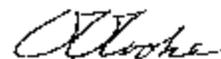
8. TERMINATION DATE

8.1. The voluntary leave transfer program will terminate on October 31, 1993 in accordance with Pub. L. 100-566 (reference (a)).

8.2. If the voluntary leave transfer program terminates before the termination of the medical emergency affecting a leave recipient, any annual leave transferred to the leave recipient before the termination of the voluntary leave transfer program shall remain available for use by the leave recipient until the termination of the medical emergency.

9. EFFECTIVE DATE

This Instruction is effective immediately.



D. O. Cooke
Director

Enclosures - 4

- E1. Definitions
- E2. DD Form 2538, "Leave Donor Application"
- E3. DD Form 2539, "Leave Recipient Application"
- E4. DD Form 2540, "Notice of Termination of Medical Emergency"

E1. ENCLOSURE 1

DEFINITIONS

E1.1.1. Approving Official. The management official designated by the OSD Component Head who will act as the final approving or disapproving official for receipt of transferred annual leave (unless otherwise designated by the Component Head, the immediate supervisor).

E1.1.2. Family Member. The following relatives of the employee:

E1.1.2.1. Spouse, and parents thereof;

E1.1.2.2. Children, including adopted children, and spouses thereof;

E1.1.2.3. Parents;

E1.1.2.4. Brothers and sisters, and spouses thereof; or

E1.1.2.5. Any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

E1.1.3. Leave Donor. An employee whose voluntary written request for transfer of annual leave to the annual leave account of a leave recipient is approved by his or her OSD Component.

E1.1.4. Leave Recipient. A current employee for whom the OSD Component has approved an application to receive annual leave from the annual leave accounts of one or more leave donors.

E1.1.5. Medical Emergency. A medical condition of an employee or a family member of such employee that is involuntary and beyond the control of the leave recipient and 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 that is appropriate to the medical emergency. Maternity situations without unusual medical complications are not considered a medical emergency.

E2. ENCLOSURE 2

DD FORM 2538, "LEAVE DONOR APPLICATION"

VOLUNTARY LEAVE TRANSFER PROGRAM LEAVE DONOR APPLICATION						1. PAYBLOCK NUMBER
<u>Privacy Act Statement</u>						
AUTHORITY:		EO 9397, November 1943 (SSN).				
PRINCIPAL PURPOSE(S):		Individuals wishing to participate in the Voluntary Leave Transfer Program as donors complete this form. The information provided is used to validate the donor's application.				
ROUTINE USE(S):		Because the Leave Transfer Program is intended to function government-wide, donor information may be furnished to personnel and payroll departments of other Federal Agencies.				
DISCLOSURE:		Voluntary; however, failure to provide requested information may impede the validation process.				
2. EMPLOYEE IDENTIFICATION						
a. NAME (Last, First, Middle Initial)				b. SOCIAL SECURITY NO.		
c. POSITION TITLE				d. GRADE/STEP		
e. ORGANIZATION				f. SALARY		
3. LEAVE DATA						
a. ANNUAL LEAVE BALANCE	b. AS OF (YYMMDD)	c. ACCRUAL RATE FOR ANNUAL LEAVE	d. HOURS TO BE EARNED DURING REMAINDER OF LEAVE YEAR	e. HOURS TO BE DONATED	f. "USE OR LOSE" HOURS INCLUDED IN 3.e.	
4. DESIGNATED LEAVE RECIPIENT						
a. NAME (Last, First, Middle Initial)			b. ORGANIZATION			
5. EMPLOYEE CERTIFICATION (X and complete all that apply)						
In the event the medical emergency of the leave recipient is terminated and it is determined there is sufficient transferred annual leave to restore to leave donors, I elect that any unused leave be restored as follows:						
a. CREDIT IN THE CURRENT LEAVE YEAR.						
b. CREDIT EFFECTIVE THE BEGINNING OF THE NEXT LEAVE YEAR.						
c. CREDIT TO ANOTHER LEAVE RECIPIENT (Complete (1) - (4))						
(1) Name (Last, First, Middle Initial)			(2) Organization			
(3) Credit ALL restored leave to recipient designated in (1).						
(4) Credit _____ % to the leave recipient and _____ % to my leave account designated in 4.a. or b.						
d. SIGNATURE				e. DATE SIGNED (YYMMDD)		
6. SUPERVISOR APPROVAL						
a. SIGNATURE				b. DATE SIGNED (YYMMDD)		

DD Form 2538, MAY 89

271124

E3. ENCLOSURE 3

DD FORM 2539, "LEAVE RECIPIENT APPLICATION"

VOLUNTARY LEAVE TRANSFER PROGRAM LEAVE RECIPIENT APPLICATION				1. PAYBLOCK NUMBER
<i>Privacy Act Statement</i>				
AUTHORITY: EO 9397, November 1943 (SSN).				
PRINCIPAL PURPOSE(S): Individuals wishing to participate in the Voluntary Leave Transfer Program as recipients of leave make application by completing this form. The information provided is used to validate the applicant's request.				
ROUTINE USE(S): None.				
DISCLOSURE: Voluntary; however, failure to provide requested information may impede the validation process.				
2. EMPLOYEE IDENTIFICATION				
a. NAME (Last, First, Middle Initial)			b. SOCIAL SECURITY NO.	
c. POSITION TITLE			d. GRADE/STEP	
e. ORGANIZATION			f. SALARY	
3. LEAVE DATA				
a. AS OF (YYMMDD)	b. ANNUAL LEAVE BALANCE	c. SICK LEAVE BALANCE	d. DATE AVAILABLE LEAVE EXPIRES (YYMMDD)	e. ACCRUAL RATE FOR ANNUAL LEAVE
4. MEDICAL EMERGENCY				
a. DESCRIPTION (Attach appropriate documentation)				
b. EXPECTED DURATION			c. APPROXIMATE FREQUENCY (if recurring)	
5. CONTACT DURING PERIOD OF EMERGENCY				
a. EMPLOYEE TELEPHONE NUMBER (if available) (Include Area Code)		b. OTHER POINT OF CONTACT (if applicable)		
		(1) Name (Last, First, Middle Initial)	(3) Address (Street, City, State and Zip Code)	
		(2) Telephone Number (Include Area Code)		
6. EMPLOYEE CERTIFICATION (X and complete all that apply)				
I am aware that publication of all or part of the above information may be necessary to find leave donors.				
a. SIGNATURE			b. DATE SIGNED (YYMMDD)	
7. SUPERVISOR APPROVAL				
a. SIGNATURE			b. DATE SIGNED (YYMMDD)	

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E4. ENCLOSURE 4

DD FORM 2540, "NOTICE OF TERMINATION OF MEDICAL EMERGENCY"

VOLUNTARY LEAVE TRANSFER PROGRAM NOTICE OF TERMINATION OF MEDICAL EMERGENCY			1. PAYBLOCK NUMBER
2. LEAVE RECIPIENT			b. SOCIAL SECURITY NO.
a. NAME (Last, First, Middle Initial)			
c. ORGANIZATION			
3. LEAVE DATA			4. DATE OF TERMINATION OF MEDICAL EMERGENCY (YYMMDD)
a. DATE TRANSFERRED LEAVE BEGAN (YYMMDD)	b. NUMBER OF HOURS OF LEAVE TRANSFERRED	c. NUMBER OF HOURS OF TRANSFERRED LEAVE USED	
5. REMARKS			
6. SUPERVISOR CERTIFICATION			b. DATE SIGNED (YYMMDD)
a. SIGNATURE			
COPY TO: EMPLOYEE (LEAVE RECIPIENT) COMPONENT ADMINISTRATIVE / EXECUTIVE OFFICER		CIVILIAN PERSONNEL OFFICE CIVILIAN PAYROLL OFFICE	

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