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JOINT FORCE HEADQUARTERS
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12 November 2020

MEMORANDUM FOR Idaho National Guard Federal Employees

SUBJECT: HR Policy Letter 20-004; Federal Employee Voluntary Leave Transfer Program

References: (a) DoD 7000.14-R-V8, November 2014, Financial Management Regulation
(b) 5 CFR § 630.908, 18 January 2017, Limitation on Donation of Annual Leave
(c) 5 U.S.C. § 6334, 31 October, 1988, Donations of Leave
(d) CNGBI 1400.25 v 630, 6 August 2018, National Guard Absence and Leave Program

1. PURPOSE. This memorandum establishes policy and procedure regarding the Voluntary Leave Transfer program (VLTP).

2. APPLICABILITY. The VLTP allows employees who have medical or family medical emergencies to receive transferred annual leave from other Federal employees. All federal employees of the Idaho National Guard, except employees appointed with an intermittent tour of duty, are eligible for VLTP as a recipient and as a donor.

3. MEDICAL EMERGENCY. A qualifying medical emergency is a medical condition of either an employee or a family member that would most likely require a prolonged absence from work and would result in a substantial loss of income because of the unavailability of paid leave.

4. LEAVE TRANSFER FOR COMBAT-RELATED DISABILITY. An employee who sustains a combat-related disability while serving as a member of the Armed Forces and has returned to duty, is permitted to receive donated leave to undergo medical treatment.

a. The employee may receive donated leave **without** having to exhaust his or her available paid leave.

b. A qualified recipient is eligible to receive donated leave under this provision for up to five years from the start of the employee's treatment.

5. OUTSIDE AGENCY TRANSFER. An employee may transfer leave to an employee of another agency only when:

a. The donor is a family member employed by another agency; or

b. The leave recipient's agency believes that leave donations within the agency may not be sufficient to meet the recipient's needs; or

c. The leave recipient's agency concludes that the transfer of leave from another agency furthers the purpose of the voluntary leave transfer program.

6. APPLICATION PROCESS.

a. Complete application using OPM 630, Application to Become a Leave Recipient Application Under the Voluntary Leave Transfer Program.

b. Attach physician/medical documentation showing the inability to work and expected recovery time.

c. If the employee is not capable of completing the application on his or her own behalf, the supervisor should contact their respective Benefits Representative for assistance.

d. The supervisor will verify application within and will endorse with concur or non-concur statement, then forward the application to HRO.

7. APPROVAL PROCESS. HRO will:

a. Validate application and announce the opportunity for potential donors to contribute leave to the applicant's leave account.

b. Notify the employee in writing that his or her request was approved or disapproved.

c. Forward a copy of the request for leave transfer and the approval to the employee, employee's supervisor, and respective civilian pay office.

8. DONATION PROCESS. The Idaho National Guard is NOT considered one agency for VLTP. Employees appointed in the Idaho Air National Guard are considered within agency, and employees appointed in the Idaho Army National Guard are considered within agency.

a. Within agency employees may donate annual leave using OPM 630-A, Request to Donate Annual Leave to Leave Recipient Under the Voluntary Leave Transfer Program (Within Agency).

b. Outside agency employees may donate annual leave using OPM 630-B, Request to Donate Annual Leave to Leave Recipient Under the Voluntary Leave Transfer Program (Outside Agency).

9. LIMITATIONS ON DONATION OF ANNUAL LEAVE.

a. Potential leave donor must have already accrued the specified number of hours they intend to donate. Donating leave future leave earned is prohibited.

b. Annual leave transferred may be used retroactively for periods of leave without pay (LWOP) to restore advanced annual or sick leave during the current leave year.

c. In any one leave year, a leave donor may donate a maximum 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.

Pursuant to 5 U.S.C. § 6334, HRO may waive the maximum donation limitation. Any waiver request must be made in writing.

10. TERMINATION OF MEDICAL EMERGENCY.

a. The medical emergency shall be terminated under one of the following circumstances:

(1) When the leave recipient's employment terminates.

(2) At the end of the pay period in which the first level supervisor/HRO determines that the recipient is no longer affected by the medical emergency.

(3) At the end of the pay period in which HRO receives an approved application for disability retirement from the Office of Personnel Management.

b. The first level supervisor will notify HRO of the date the leave recipient returns to work.

c. Any unused transferred leave remaining after the medical emergency will be restored to the leave donor(s).

11. Questions regarding the leave transfer program may be directed to the Employee Relations or any Employee Benefits Specialist.

KEVIN K. DAWKINS, Colonel, IDANG
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