

Voluntary Leave Transfer Program

The Voluntary Leave Transfer Program (VLTP) allows an employee who has a medical emergency to receive transferred annual leave directly from other employees in order to avoid being placed in a leave without pay situation. This allows an employee to continue to receive pay while recuperating from an emergency (whether their own or a family member's).

A medical emergency means a medical condition of an employee or a family member that is likely to require an employee's absence from duty for a prolonged period of time (at least 30% of the average hours normally worked in a pay period) and would result in a substantial loss of income to the employee because of the unavailability of paid leave. Full time employees approved in a leave recipient status may only accrue up to 40 hours of sick leave and up to 40 hours of annual leave in set-aside accounts. Part-time employees and employees on an uncommon tour of duty may only accrue up to the average number of hours worked in a weekly scheduled tour of duty in a set-aside account while in a leave recipient status.

A family member is any of the following:

- a) spouse, and parents, thereof
- b) children, including adopted children, and spouses thereof;
- c) parents;
- d) brothers and sisters, and spouses thereof; and
- e) any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

A FIRST LEVEL SUPERVISOR IS PROHIBITED FROM RECEIVING DONATED LEAVE FROM A SUBORDINATE EMPLOYEE. (5 CFR 630.906(d))

Employees applying to become a leave recipient due to a medical emergency should complete the OPM Form 630 and submit the form to their supervisor with certifying medical documentation. Supervisor's must endorse and/or approve employee applications to become leave recipients. The deciding official will then approve or disapprove the request. Check with your chain of command and/or servicing Civilian Personnel Advisory Center (CPAC) Labor/Management Employee Specialist on any additional procedures/guidelines for the VLTP process.

VLTP Forms can be found at the following link: <http://www.opm.gov/policy-data-oversight/pay-leave/leave-administration/#url=Leave-Forms>