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VOLUNTARY LEAVE TRANSFER PROGRAM

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This instruction implements WPAFBPD 36-2, *Voluntary Leave Transfer Program*. This publication establishes processing procedures & guidance regarding the Voluntary Leave Transfer Program, of all civilian personnel employees serviced by the Civilian Personnel Flight. This publication requires the collection and or maintenance of information protected by the Privacy Act (PA) of 1974 authorized by 5 U.S.C. Chapter 63; and/or Executive Order 9397. System of records notice F036 AFPCQ, Personnel Data System applies. Forms affected by the PA have an appropriate PA statement.

SUMMARY OF REVISIONS

Updates POCs, forms, office symbols and websites.

1. General Processing Procedures & Guidance.

1.1. The 88 Mission Support Squadron, Civilian Personnel Flight, Labor and Employee Management Relations Chief is the final approving authority for all leave transfer applications for 88 MSS/DPC Civilian Personnel Flight-serviced employees. All leave transfer applications, donations and case files will be processed and maintained by the 88 MSS/DPCZB office. The recipient's first-level supervisor is responsible for keeping records of each application and tracking the amount of donations made and used during the emergency/hardship.

1.2. An employee (or personal representative designated by the leave applicant or immediate family member in writing) who has met eligibility requirements may make written application to become a leave recipient by submitting OPM Form 630, **Application to Become a Leave Recipient**, to the employee's first-level supervisor. The application form must also have the required original medical statement attached, as described in paragraph 2.5. of this publication.

1.3. **Prohibition** of Coercion. An individual may not directly or indirectly intimidate, threaten, or coerce, any other individual for the purpose of interfering with any right an employee may have to *certified C*

donate, not to donate, receive or use annual leave under the Voluntary Leave Transfer Program. Effecting or threatening reprisal for not donating leave or donating leave is strictly forbidden.

1.4. To avoid undue workloads that may occur with either premature or grossly tardy applications, the Civilian Personnel Flight has found it necessary to establish certain time parameters for submission of leave transfer applications. Original Leave Recipient Application Packages must be provided to the 88 MSS/DPCZB office not earlier than 30 calendar days before the date they anticipate the need for donated leave and not later than 30 calendar days after the emergency terminates.

1.5. Questions concerning the Voluntary Leave Transfer Program may be addressed to your servicing Human Resources Specialist (Employee Relations) or the program administrator in the 88 MSS/DPCZB office, at 257-2411.

2. Overview. The Federal Employees Leave Sharing Amendments Act of 1993, Public Law 103-103, took effect on 5 February 1994, to make permanent the Voluntary Leave Transfer Program.

2.1. The program was established to allow an employee who has a personal (self) or family medical emergency, and has insufficient sick or annual leave, to receive transferred annual leave from other civilian employees with the concurrence of the respective management officials.

2.2. A medical emergency is defined as a medical condition of an employee or an immediate family member of such employee that is likely to require an employee's absence from duty for a prolonged period of time, and will result in a substantial loss of income to the employee because of the unavailability of paid leave for a minimum of 24 work hours; or 30% of the biweekly work hours scheduled for part-time employees.

2.3. The following relatives of an employee are considered family members in regard to the Voluntary Leave Transfer Program: spouse and parents thereof; children, including adopted children, stepchildren, foster children and spouses thereof; parents; brothers and sisters, and spouses thereof; and any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

2.4. Medical documentation required for the Voluntary Leave Transfer Program must be a statement signed by the physician certifying the diagnosis, prognosis, the beginning and **expected** ending dates of the medical emergency; including the approximate frequency of absences when the nature of the emergency requires intermittent or temporary absences. All medical statements must be an **original** document on the physician's stationery or letterhead, with the physician's name and address pre-printed, such as a prescription pad form. Faxed copies, duplicate copies or statements with a stamped signature are not acceptable to meet program requirements. For these purposes medical documentation may be signed by any health care provider as defined in 5 CFR Parts 630 and 890. (This includes physicians and chiropractors.)

2.4.1. When the emergency is of a serious nature and may require an indefinite absence, an estimated ending date will be established as three months from the date of the original medical statement. In order to remain in the leave transfer program a new written medical statement signed by the physician must be submitted every 90 days, to verify the continuing hardship; as well as to determine the number of donated hours the employee will need. Updated medical statements must provide an updated prognosis, as well as a new estimated ending date. If the medical emergency is to care for a family member, the medical document must also contain information about the type of care that needs to be provided by the employee. Family emergencies will end when it is no

longer necessary to provide care for the family member. All medical statements or updated medical statements must be provided to the first-level supervisor, and then forwarded to the Civilian Personnel Flight. Medical documents cannot be accepted in the personnel office unless they are attached to WPAFB Form 1444, **Request to Extend or End Leave Transfer Emergency**, that is signed by the supervisor.

2.5. To meet eligibility for the program an applicant's emergency must exhaust all of his/her own annual leave, sick leave, compensatory time, credit hours and show they will be in a nonpay status for 24 working hours (30% of biweekly scheduled hours for part-time employees).

2.6. Processing procedures and forms are available on Civilian Personnel's Home Page on the World Wide Web. The Voluntary Leave Transfer Program is listed under the Employee Relations and the Leave section. To access through the website enter the URL: <https://www.civpersonnel.wpafb.af.mil/>. All applications and donations must be submitted to 88 MSS/DPCZB, through employee's first-level supervisor.

3. Responsibilities.

3.1. The employee is responsible to obtain the required medical statement, complete the applicant's section of the OPM Form 630, **Application to Become a Leave Recipient**, and submit it to his/her first-level supervisor. If the applicant is too ill to do this, a representative can do it on his/her behalf. It is also the employee's responsibility to keep his/her first-level supervisor informed when the conditions of the medical emergency have changed, whether the expected ending date needs to be extended, or if the emergency has ended. For personal medical emergencies the employee must report to Bldg 675, Area B, Occupational Medicine, for clearance to return to duty, if absent for ten or more consecutive work days. When reporting to Occupational Medicine, the physician on duty will require that the employee provide a copy of the medical statement(s) supporting the absence from duty.

3.2. The first-level supervisor will validate the employment information contained in the application, verify the applicant meets eligibility for the program, and the medical statement contains all required information for the Voluntary Leave Transfer Program. The application must be returned to the applicant if corrections and/or additional information are required. Once the application receives supervisory endorsement, it is forwarded to the Civilian Personnel Flight, 88 MSS/DPCZB, within 5 workdays.

3.3. The first-level supervisor is responsible for recommending approval/disapproval of the application, by completing Block 17 on the OPM Form 630. Prior to releasing the application to the Civilian Personnel Flight, it is recommended the supervisor contact the servicing Human Resources Specialist (Employee Relations), in the event other leave programs will also be applicable to this period of absence, such as the Family Medical Leave Act (FMLA), or if advanced leave is being requested by the employee.

3.3.1. After supervisory recommendation, the original Leave Recipient Application Form and the original medical statement are forwarded to 88 MSS/DPCZB for regulatory and compliance review. The supervisor should retain a copy of all documents submitted.

3.4. Upon receipt in the Civilian Personnel Flight, the leave transfer program administrator will prepare a WPAFB Form 1446, **Leave Transfer Eligibility Analysis-Voluntary Leave Transfer Program**, to determine the estimated number of donated hours the employee will need, based on payroll information and the employee's work schedule. A Daily Record of Absence Form will be provided to

the supervisor to track only the actual hours missed for the duration of the approved absence. A copy of the analysis along with supporting documents will be provided to the first-level supervisor.

3.4.1. The Leave Transfer package will need to be reviewed by the Chief of the Labor and Employee Management Relations Branch. If the case is approved, the Civilian Personnel Flight then adds the employee's name to the list of Approved Leave Recipients on civilian personnel's home page, unless the applicant has requested otherwise.

4. Leave Solicitation/Donations.

4.1. Formal solicitation for annual leave donations is initiated by the recipient's supervisor, but only after official notification from 88 MSS/DPCZB that the application has been approved. Leave donations may not be accepted before applications have been formally approved. Solicitation should begin within the recipient's immediate office, and then expanded gradually to other offices within the organization of assignment. Base-wide solicitation can be made through electronic mail if necessary. Publicity efforts must be consistent for all employees who have approval to receive transferred annual leave donations. For this purpose all supervisors must use the solicitation format provided on Civilian Personnel's Home Page. A brief description of the nature of the emergency can only be provided on the solicitation if the employee has made such an indication in block 14 of the OPM Form 630. If the application form has been signed by anyone other than the applicant, the applicant must provide a signed statement to the Civilian Personnel Flight to verify authorization to release personal information.

4.2. The leave recipient's supervisor shall monitor the status of the medical emergency affecting the leave recipient to ensure that the leave recipient continues to be affected by a medical emergency, and notify the Civilian Personnel Flight immediately of any changes. This includes obtaining updated medical documentation when an absence continues beyond the projected return to duty date or when an assessment of the continued need for donated leave is required. The WPAFB Form 1444, **Request to Extend or End Leave Transfer Emergency**, must be submitted to the Civilian Personnel Flight along with the appropriate medical documentation and the completed Daily Record of Absence Form (listing actual absence since the beginning date of the approved emergency), immediately after an employee's expected ending date. The purpose will be to extend the medical emergency; report the employee has returned to work on a limited/intermittent or part-time schedule; and/or to report when the medical emergency has ended because the employee has been released to return to regular tour of duty. If this information is not furnished as soon as the employee returns to duty, and donated leave is used by civilian payroll for an absence not covered under the leave transfer program, it will create indebtedness to the employee; which payroll will collect at a later date.

4.3. The recipient's supervisor is responsible for instructing the timekeeper or organization's payroll customer service representative (CSR) to make necessary corrections to the recipient's timecards.

4.4. The supervisor will track the availability, use and receipt of donations by coordinating with the timekeeper or CSR. The WPAFB Form 1445, **Leave Donation Transmittal-Voluntary Leave Transfer Program**, with donor forms and copies of the donor's leave and earnings statement attached, must be received in the Civilian Personnel Flight (88 MSS/DPCZB) by close of business every Wednesday. The Civilian Personnel Flight will process the donations with the civilian payroll office. Donations submitted to 88 MSS/DPCZB for processing may not exceed the estimated amount of donations needed according to medical documentation on file. If additional donations are needed

because an absence has been extended, medical documentation that supports the extension must be provided, prior to additional donations being accepted.

4.5. Donated leave will first be applied to retroactively cover any leave without pay (LWOP) incurred since the date the medical emergency began, then applied retroactively to offset any negative annual and/or applicable negative sick leave balances incurred since the medical emergency began. A leave recipient may use donated leave only for the purpose of the medical emergency approved with the application.

4.6. All leave donations must be in whole hours.

4.7. A first-level supervisor is prohibited from receiving donated leave from a subordinate employee.

4.8. Donor Limits: Donations may only be made to a specified, approved recipient. Established limits on donations are no more than one-half the amount of annual leave the donor will accrue in the current leave year, or the maximum amount of leave the donor could use for the remainder of the leave year; whichever is less. For an employee receiving 4 hours of annual leave per pay period, the maximum donations would be 52 hours; those receiving 6 hours per pay period could donate up to 80 hours; and those receiving 8 hours per pay period could donate up to 104 hours per leave year. Civilian employees interested in donating use-or-lose annual leave should plan to complete the necessary donation forms in a timely manner, in order to donate the maximum allowable hours for the remainder of the leave year. The Voluntary Leave Transfer Program does not allow "dumping" of use-or-lose annual leave. A leave donor who is projected to have annual leave that would otherwise be subject to forfeiture at the end of the leave year under 5 U.S.C. 6304(a) may donate 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. The last day that donor forms can be received in the Civilian Personnel Flight, in order to be deducted from use-or-lose annual leave, will be the Thursday before the end of the leave year.

4.8.1. Waiver of Donor Limits: Requests to waive the donor limits must be documented in writing, using the format provided on Civilian Personnel's Home Page. The letter must be signed by the donor and attached to the appropriate donor form. Waiver of limitations may not be authorized solely to avoid the forfeiture of annual leave at the end of the leave year. To prevent the possibility of dumping use-or-lose annual leave, waiver requests will not be processed during the period of 15 December through 15 January of each year. The immediate supervisor and the servicing Human Resources Specialist (Employee Relations) will coordinate the request and forward it to the Chief of Labor and Employee Management Relations for final approval/disapproval. The request and donor form will then be given to the program administrator for processing and notification to the employee.

4.9. Donations may not be approved for amounts exceeding what the donor will need for the approved period. The recipient's supervisor should retain a copy of each donation form for tracking purposes, and forward the OPM 630-A or OPM 630-B donor forms, along with the WPAFB 1445, to the Civilian Personnel Flight. The Civilian Personnel Flight will validate the donation requests and forward them to the civilian payroll office for processing. For recipients with intermittent absence, where a number of hours needed may not be projected, donations may only be processed for the actual hours missed. To increase the amount of hours needed for intermittent absence, the Daily Record of Absence Form listing actual hours missed will need to be provided to the Civilian Personnel Flight.

4.10. Donations Made Within the Same Agency: Individuals wishing to donate annual leave must complete the OPM Form 630-A, **Request to Donate Annual Leave (Within Agency)**, and attach a copy of their most current Leave and Earnings Statement showing leave information or a copy of the Master Leave History Report which can be obtained from the organization's CSR. The OPM donor forms do not make provisions to specify if the donor wishes to remain anonymous. If the donor does not want his/her name to be provided to the recipient, the word "**Confidential**" should be written in the same block that has the donor's name listed. Since all Air Force installations are now payroll-served by the DFAS Pensacola Office, employees from other air force bases will also use the OPM Form 630-A.

4.10.1. The donor may block out the salary and withholding information contained on his/her leave and earnings statement. The OPM Form 630-A is then forwarded to the leave recipient's supervisor, to verify the amount of donations which are needed by the recipient.

4.11. Donations Made Outside the Agency: If the donor is not employed by the same agency as the recipient, OPM Form 630-B, **Request to Donate Leave (Outside Agency)** must be used to process the donation. This donation will be reported on a separate WPAFB 1445, from the donations processed within the same agency. The donor (or recipient) must also provide a name as the point-of-contact and phone or fax number (to include area code or indicate if it is DSN) for the recipient's (or donor's) servicing personnel office. This information is needed in order to supply necessary information to both servicing personnel and payroll offices. Family members from other agencies may donate to an approved leave recipient, without waiting for external solicitation. All leave donations made to or from other agencies must be processed through 88 MSS/DPCZB.

5. Timecards.

5.1. Timecards for employees on **SELF-** emergency must be coded sick leave "**LS**" for time associated with the emergency. If timecards were previously submitted as code KA (Leave Without Pay), corrected timecards must be input into the payroll system, upon approval to receive donated leave. Once the payroll system has used all of the employee's sick leave, annual leave, compensatory time and credit hours, it will automatically convert to pay the employee from the donated leave account, retroactively to the approved dates. The exception would be if the employee has received approval to be paid from advanced leave if necessary. The codes LG (Advanced Sick Leave) or LB (Advanced Annual Leave) would be used in this case. Donated leave **cannot** be applied to advanced leave until a corrected timecard has been input to correct the advanced leave to sick leave. The corrected timecards can only be input after the CSR or timekeeper has verified the donated leave is in the employee's account, by viewing the Master Leave History each pay period. The CSR must input the number of hours approved to be paid from advanced leave, to be used intermittently and the not-to-exceed date before the timecard can be input into the DCPS system. If the emergency is ongoing and there is a limited amount of donations in the recipient's account, the supervisor will need to consider if the donated leave needs to be applied to the current absence, to keep him/her in a pay status. Corrections to timecards for advanced leave may need to be delayed until additional donations have been received, or until the employee has returned to duty; whichever comes first.

5.2. Timecards for employees on a **FAMILY** emergency must be coded annual leave "**LA**" for time associated with the emergency, with the exception of the sick leave that must be used under the FFLA Program, and coded as such in the payroll system. Once the employee has used all of his/her annual leave, the system will automatically convert to pay the employee from the donated leave account. If

the absence is intermittent, it is important for the supervisor to track the actual hours missed to care for the family member. The amount of donations needed by the employee will only be increased as the Civilian Personnel Flight receives verification of the actual hours missed to care for the family member. The adjustments made in the payroll database are system-generated and will apply donated leave to any absence using the code "LA". It is for this purpose that the supervisor must work with the Civilian Personnel Flight to determine what absence is approved for the use of donated leave. The corrections to advanced leave as described in paragraph 5.1., also apply to advanced leave used in a family emergency, except most of the advanced leave used will be advanced annual leave. The corrections to the coding would be to LA, rather than LS, in order for donated leave to be applied.

5.3. Do not code timecards "KA" (LWOP) unless you are sure you want the employee to be charged leave without pay. Hours coded under "KA" will not automatically convert to pay from the donated leave account. Holidays will always be coded "LH", even if the employee does not have enough donations to place them in a pay status, the day before or after the holiday. If enough donations are later received, the recipient will be paid retroactively for the holiday. Timecards are never to be coded "LD" (Donated Leave). The payroll system must convert to code LD, through system-generated updates.

5.4. Attention must also be given to the type of advanced leave being authorized. The maximum amount of sick leave an employee may use (240 hours) for his/her own medical emergency, cannot be approved to care for a family member. Any sick leave used to care for a family member must also be coded with the appropriate FFLA code, in the payroll system. FFLA codes are not pre-authorized in payroll's database, but entered as an additional code when the code "LS" is used to care for a family member. If the employee has also been approved for FMLA during this period, the CSR must input the beginning and ending date in the payroll data system for automatic tracking, in the same manner that advanced leave is input, prior to timecard entry.

6. Accrual of Annual Leave and Sick Leave.

6.1. All annual leave and applicable sick leave accrued by the leave recipient must be used before donated leave can be applied.

6.2. While the employee is receiving pay from leave donations, annual leave and sick leave shall accrue at the same rate as if the employee were in a paid leave status.

6.3. The hours accrued based on being paid from donated leave are prorated and placed in a separate account, referred to as the set-aside account. The maximum amount of leave that can be accrued in this account is 40 hours of annual leave and 40 hours of sick leave, per medical emergency. Once the set-aside accounts reach the maximum of 40 hours, any accruals based on paid donated leave will be forfeited. The primary purpose of the set-aside account is to allow the employee to have some leave accrued after the leave transfer case has been closed. The hours that are placed in the set-aside accounts are not listed on the employee's leave and earnings statement, but can be viewed in the payroll account by the organization's CSR.

6.3.1. The leave accrued in the set-aside account will automatically be transferred to the leave recipient's regular leave accrual accounts after the civilian payroll office has closed the leave transfer case.

6.3.2. If the employee's medical emergency has not yet terminated and all available leave (including leave donations) has been used; payroll may pay the recipient the hours accrued in his/her set-aside account.

6.3.3. In situations where the employee uses donated leave intermittently, the amount of set-aside leave accrued is prorated based on the number of donated hours used each pay period. The hours accrued while actually working will go into the regular accrual accounts, and must be used before further donated leave can be applied.

6.4. While on donated leave, if an employee's LWOP equals the bi-weekly tour for a pay period, payroll will do a credit reduction offset, to deduct the accrual for which they have already been credited. For example if an employee has 60 hours LWOP one pay period and 20 hours the following pay period, a credit reduction will show on the second LES; deducting the amount of annual and sick leave accrued for one pay period. Adjustments will be made if enough donations are later received to offset the LWOP.

6.5. In cases where an employee was paid from advanced leave; the normal accruals will be placed in the regular accrual accounts. Through system-generated updates, the annual leave accrued while being paid from advanced leave, will be paid to the employee the next pay period after all advanced leave has been used, if the employee is still on leave. However, when enough donations have been received to later correct the advanced leave, so the donated leave can be applied to the negative leave balance, the payroll system will transfer the annual leave hours from the regular accrual account, to place them in the **set-aside** account, going back to the pay period ending date that is being corrected until the most current pay period. To prevent a possible indebtedness, it is recommended that the supervisor or CSR review the pay periods immediately following the employee being paid from advanced leave. At the same time a corrected timecard is being completed to apply donated leave to advanced leave for a particular pay period, a corrected timecard should also be prepared for the period that the employee was **paid the annual leave accrued**, if it was not previously coded correctly.

6.6. Any questions regarding how an employee has been paid using donated leave, must be directed to his/her supervisor who in turn will contact the organization's timekeeper or CSR. The Civilian Personnel Flight does not get copies of the recipient's timecards that are submitted to payroll, and cannot provide answers to the leave recipient. The supervisor or CSR must work with DFAS to resolve any timecard problems.

6.6.1. With retroactive adjustments being made frequently, recipients are strongly encouraged to maintain copies of the leave and earnings statements available for the period of time he/she has a leave transfer case open. It is also the employee's responsibility to notify the supervisor if donated leave is paid after the emergency has ended, or if it appears that an overpayment has been made.

7. Termination of Medical Emergency.

7.1. It is the employee's responsibility to notify their immediate supervisor when an emergency needs to be extended, or if it has ended. The supervisor will notify the Civilian Personnel Flight by submitting the WPAFB Form 1444, with appropriate documentation attached, to support the requested action. The employee's emergency is terminated when the physician has released him/her to return to his/her normal tour of duty, or when it is no longer necessary to provide care for the specified family member. The employee and the supervisor must complete a WPAFB Form 1444. The case can remain open to accept additional donations until he/she receives all donations needed, or until the end of the

leave year, to be afforded with opportunities of use-or-lose donations; whichever comes first. Donations may **only** be applied to the period approved for donated leave. If any donations are paid beyond the ending date, a timecard correction will be prepared to return those donations to the donated leave account and possibly to the donors, if they are not needed for the approved period.

7.2. In the event of the employee’s retirement, resignation, or death, the supervisor needs to notify the Civilian Personnel Flight as soon as possible. Processing necessary adjustments to his/her pay is much easier to accomplish while the employee remains on our rolls.

8. Closing A Leave Transfer Case.

8.1. The WPAFB Form 1443, **Closeout Report-Voluntary Leave Transfer Program**, is completed by the supervisor and forwarded to 88 MSS/DPCZB within 60 calendar days after (1) the emergency has terminated and enough donated leave has been received to cover the absence; (2) the end of the leave year in which the medical emergency terminated; or (3) when otherwise deemed appropriate or necessary by the supervisor and/or the Civilian Personnel Flight. If Closeout Reports are not received in a timely manner, the program administrator will be instructed to prepare an administrative closeout.

8.2. If more leave donations were processed than actually needed by the leave recipient; DFAS (civilian payroll) will compute the amount of leave to be restored to the leave donors. The unused leave will be prorated by dividing the number of unused donated leave by the total number of hours donated to the recipient. This ratio will be multiplied by the number of hours donated by each donor. (When the total number of leave donors exceeds the total number of hours to be returned, no unused leave shall be returned. If each donor cannot receive at least one hour of returned leave, the payroll office will forfeit the remaining leave.) When the payroll office returns the unused annual leave to the donors, the donor has the option of notifying payroll if he/she wants his/her pro-rated share to be returned in the current or following year; or if he/she would prefer to donate the leave to another leave recipient.

9. Holidays.

9.1. Holiday hours are not included with estimates of donated hours needed. If the employee is in a pay status he/she will receive holiday pay as scheduled. If the employee is in a non-pay status and later receives enough donated leave to be put in a paid status; the employee will receive holiday pay retroactively.

10. Forms Prescribed.

10.1. Completed forms cannot be transmitted electronically, as the personnel and payroll office require signatures. You may print the forms you need from the following list of forms that are now available on Civilian Personnel’s Home Page at <https://www.civpersonnel.wpafb.af.mil/>.

Application to Become A Leave Recipient	OPM Form 630 (JUN 2001)
Request to Donate Annual Leave (Within Agency)	OPM Form 630-A (JUN 2001)
Request to Donate Annual Leave (Outside Agency)	OPM Form 630-B (JUN 2001)
Leave Transfer Eligibility Analysis	WPAFB Form 1446 (MAR 2003)
Leave Donation Transmittal	WPAFB Form 1445 (MAR 2003)
Request to Extend or End A Leave Transfer Emergency	WPAFB Form 1444 (MAR 2003)
Closeout Request	WPAFB Form 1443 (MAR 2003)

NOTE: With the release of this publication, all forms previously used for the leave transfer program are obsolete.

11. Other Leave Programs.

11.1. Federal employees have the benefit of several leave programs available to meet various personal needs. To view a description of the leave programs, please visit the Civilian Personnel Home Page. If there is uncertainty as to which plan is most appropriate for your particular need, please contact your supervisor, or the servicing Human Resources Specialist (Employee Relations) for your organization at 257-2411.

DONNA M. SCARLATA, Chief
Civilian Personnel Flight

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

5 Code of Federal Regulations (CFR), Part 630, Subpart 1
5 United States Code (U.S.C.), Chapter 63
Air Force Instruction (AFI) 36-815 Chapter 9
DoD Financial Management Regulations, Volume 8, Chapter 5
Executive Order 9397
Public Law 103-103
Public Law 100-566

Abbreviations and Acronyms

CSR—Customer Service Representative
DCPS—Defense Civilian Payroll System
DFAS—Defense Finance Accounting Service
FFLA—Family Friendly Leave Act
FMLA—Family & Medical Leave Act
KA—Leave without Pay
LA—Leave Annual
LES—Leave and Earnings Statement
LS—Leave Sick
LH—Holiday
LWOP—Leave without Pay
PA—Privacy Act
URL—Uniform Resource Locator
U.S.C.—United States Code

Terms

Family Friendly Leave Act—Permits employees to use a portion of their sick leave to provide care for family member illness or medical emergencies.

Family Members—The spouse and parents, thereof; children, including adopted children, stepchildren, foster children and spouses thereof; parents; brothers and sisters, and spouses thereof; and any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship are considered family members regarding the Voluntary Leave Transfer Program.

Federal Employee Leave Sharing—Program established to allow an employee who has a personal or family medical emergency, and has insufficient sick or annual leave, to receive transferred annual leave from other civilian employees with the concurrence of the respective management officials.

Leave Donor—Civilian employees who transfer annual leave to an approved leave recipient.

Leave Recipient—Employee who has been approved to receive leave donations based on self or family medical emergency.

Medical Emergency—A medical condition of an *employee or an immediate* family member of such employee is likely to require an employee's absence from duty for a prolonged period of time, and will result in a substantial loss of income to the employee because of the unavailability of paid leave for a minimum of 24 work hours; or 30 percent of the bi-weekly work hours scheduled for part-time employees.