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Personnel



VOLUNTARY LEAVE TRANSFER PROGRAM

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This publication establishes processing procedures and guidance regarding the Voluntary Leave Transfer Program of all civilian personnel employees serviced by the Wright-Patterson AFB Civilian Personnel Flight.

SUMMARY OF REVISIONS

Updates POCs, forms, office symbols and websites.

1. The Federal Employees Leave Sharing Amendments Act of 1993, Public Law 103-103, took effect on February 5, 1994, to make permanent the Voluntary Leave Transfer Program.
2. The program was established to allow a civilian 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.
3. 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 unavailability of paid leave for a minimum of 24 work hours, or 30% of the biweekly work hours scheduled for part-time employees.
4. Relatives considered to be family members in regard to the Voluntary Leave Transfer Program are: parents, spouse and parents thereof; children, including adopted children, step-children, foster children and spouses thereof; 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.
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 he/she will be in a nonpay status for 24 working hours (30% of biweekly schedule for part-time employees). In accordance with 5 CFR (Code of Fed-

eral Regulations), Section 630.902, advanced leave is not considered to be available paid leave, and should not be counted when determining the eligibility date of the applicant.

6. To become an approved leave recipient an employee will need to submit an application form (Application to Become a Leave Recipient, OPM Form 630), with supporting medical documentation to his/her first-level supervisor. To meet program requirements, the medical statement must be an original document, on the physician's letterhead or prescription pad form with the patient's (and/or employee's) name and it must be dated and signed by the physician. The statement must include the beginning date the employee was unable to work, with an estimated date the employee is expected to return to duty. The diagnosis and a prognosis must also be included in the statement. Additional information regarding medical statement requirements is provided in WPAFBI 36-202, *Voluntary Leave Transfer Program*.

7. Processing procedures and guidance are available in WPAFBI 36-202. Required forms and the procedures for the leave transfer program are now available on Civilian Personnel's Home Page on the World Wide Web. The Voluntary Leave Transfer Program is listed under the Leave section. To access through the website, enter <https://www.civpersonnel.wpafb.af.mil>.

8. All applications, medical statements and donations must be submitted to 88 MSS/DPCZB, through the first level supervisor.

9. Questions concerning the Voluntary Leave Transfer Program may be addressed to the organization's servicing Human Resources Specialist (Employee Relations), or to the program administrator in the Civilian Personnel Flight, 88 MSS/DPCZB.

DONNA M. SCARLATA, Chief
Civilian Personnel Flight