



Reminder for All TSA Employees – 1/5/2018

## Donating Use-or-Lose Annual Leave Hours to Voluntary Leave Transfer Program (VLTP) Recipients

This is a reminder to employees who have Use-or-Lose annual leave hours from 2017 that they wish to donate to another employee via the Voluntary Leave Transfer Program (VLTP). To donate to a VLTP recipient at the Transportation Security Administration (TSA), fill out the TSA form 1128-1, *VLTP Leave Donation Request*, linked [here](#). To donate to a VLTP recipient outside of TSA, use the Office of Personnel Management (OPM) form 630-B, *Request to Donate Annual Leave to Leave Recipient Under the VLTP*, linked [here](#). Submit forms through your supervisor, your local Human Resources (HR) Specialist, or fax them directly to OHCAccess at 1-877-872-7993.

Include the following information on the fax cover sheet:

- ATTN: VLTP Use-or-Lose Annual Leave Donation
- Name of the VLTP recipient
- Sender's name and title
- Sender's location (airport code or Headquarter [HQ] office)
- Sender's contact information (If you are a local HR Specialist, include your name, phone number, fax number, and email address.)

Your donation request form must be received by OHCAccess before the close of business on January 6, 2018. Any form received on or after January 7, 2018, will be deducted from your 2018 annual leave balance instead of 2017 and the hours from 2017 will be forfeited. Donors and HR Specialists are urged to submit all *VLTP Leave Donation Request* forms to OHCAccess as soon as possible.

Questions?

Please contact the OHCAccess Help Desk by phone at 1-877-872-7990, by fax at 1-877-872-7993, or by email at this [link](#). If you are an Executive, please contact the Executive Help Desk by phone at 1-877-872-7991 or by email at this [link](#). Live agents are available 7:00 a.m. to 10:00 p.m. Eastern Time (ET) Monday through Friday, excluding Federal holidays, with additional hours for recruitment calls only from 11:00 a.m. to 3:00 p.m. ET Saturday and 12:00 p.m. to 4:00 p.m. ET Sunday. Visit the Office of Human Capital online at this [link](#), and check out OHCAccess online at this [link](#).