

Bulletin for TSA Employees – 9/21/2018

VLTP for Natural Disasters

Through the Voluntary Leave Transfer Program (VLTP) for natural disasters, employees can apply and receive donations.

What is the VLTP?

The VLTP allows employees to donate leave in one-hour increments to approved leave recipients who are absent from duty at least 24 work hours without pay because of a natural disaster that results in a personal loss.

Note: Part-time employees must be absent from duty without pay for at least 30% of the average number of hours in their biweekly tour of duty.

Additional Information:

- Employees can only donate annual leave or comp time to approved leave recipients for natural disasters.
- Employees who experience a loss of home or personal property by natural disaster (e.g. widespread flooding, hurricanes, wildfires, tornadoes, lightning and earthquakes) may be approved for no more than a maximum of 80 hours of donated leave under the VLTP for each disaster loss.
Note: The maximum amount of donated leave an employee may receive in a leave year for losses by natural disaster is 240 hours.
- **VLTP Leave Donation Request - TSA Form 1128** can be accessed at this link [here](#) and must be submitted by employees affected by natural disasters (e.g. widespread flooding, hurricanes, wildfires, tornadoes, lightning and earthquakes) along with documentation (e.g. assessment that home is condemned; documentation that the employee has been displaced, or copies of fire or safety reports) confirming the loss and the cause of the loss no later than 30 calendar days following the date of the loss.
Note: This 30-day period may be extended on a case-by-case basis if the employee can demonstrate that delay was caused by factors outside his/her control.
- Employees requesting donated leave for a natural disaster are required to use all accrued and available annual leave, compensatory time off, and time-off awards before using donated leave.

The natural disaster affecting an employee is considered terminated:

- After the employee has received and used 80 hours of donated leave for a single disaster;
- When the employee leaves Federal Service;
- When the employee no longer needs leave to conduct personal business related to the loss of the home or personal property; or
- One Hundred Eighty (180) calendar days after the date of the loss.

The following forms are related to VLTP:

- Application to Become a Leave Recipient Under the Voluntary Leave Transfer Program
- Request to Donate Annual Leave to Leave Recipient Under the Voluntary Leave Transfer Program (Within Agency)
- Request to Donate Annual Leave to Leave Recipient Under the Voluntary Leave Transfer Program (Outside Agency)
- Transfer of Leave Records for Leave Recipient Covered by the Voluntary Leave Transfer Available Leave Options

The forms can be accessed on the U.S. Office of Personnel Management site under Pay & Leave or at this link [here](#).

Note: Always utilize this link to confirm that you are submitting the most current version of the VLTP forms.

Questions?

Please contact the HCAccess Help Desk by phone at 1-877-872-7990, by fax at 1-877-872-7993, or by email at this [link](#). Live agents are available 7:00 a.m. to 10:00 p.m. Eastern Daylight Time (EDT) Monday through Friday, excluding Federal holidays, with additional hours for recruitment calls only from 11:00 a.m. to 3:00 p.m. EDT Saturday and 12:00 p.m. to 4:00 p.m. EDT Sunday. Visit our website at this [link](#), and check out HCAccess online at this [link](#).