

Bulletin to ALL TSA Employees – 02/27/2020

Voluntary Leave Transfer Program – Leave Donations

As a reminder, to become a leave donor, an employee must complete and submit a signed Leave Donation Request form.

1. There are two types of leave donation forms:
 - a. TSA employees who want to donate leave to other TSA employees should use TSA Form 1128-1, *VLTP Leave Donation Request* ([TSA Form 1128-1](#)).
 - b. TSA employees who want to donate leave to employees of other Federal agencies and employees of other Federal agencies who want to donate annual leave to TSA employees should use OPM Form 630B ([OPM 630-B](#)).

Note: On either form, the leave donor must identify the leave recipient, the type of leave, and the number of hours of leave to be donated to the leave recipient.

2. Donating to a VLTP Recipient at TSA
 - a. TSA employees may donate annual leave, sick leave, and compensatory time off in lieu of overtime pay (CT) to approved TSA leave recipients *for medical emergencies*.
 - b. Employees may only donate annual leave and CT (not sick leave) to approved leave recipients for non-medical emergencies associated with loss of home or personal property by a *natural disaster*.
3. Donating to a VLTP Recipient Outside of TSA
 - a. The TSA VLTP does not allow employees to donate sick leave or CT or to receive sick leave or CT donations from other Federal employees even if the other agencies allow such donations for their employees.
 - b. Annual leave only may be received or donated.
4. VLTP Donations should be submitted only after the approval is received for the VLTP recipient.
 - a. A listing of VLTP recipients can be located on the TSA iShare Home Page, which is updated every pay period.

- b. The VLTP recipient listing is organized by Organization or Airport Code. Recipients are listed under the Organization or Airport name provided in block 6 of TSA Form 1128, *VLTP Leave Recipient Application*. **Note:** Recipients located in DC or Virginia field offices are listed under HQ.
 - c. The VLTP recipient list reflects only those recipients who have selected to have their emergency publicized.
- 5. To eliminate duplicate processing, submit donation forms via email or fax, but not both.
 - 6. To ensure timely processing, do not submit donation forms in batches. Each donation form should be submitted separately and receive its own service request (SR) number.

Donation Submission Methods

- 1. Submit forms through the supervisor or local Human Resources (HR) Specialist.
- 2. Email directly to HCAccess at: **helpdesk@mailserver-hraccess.tsa.dhs.gov**.
- 3. Fax directly to HCAccess at **1-877-872-7993**. Include the following information on the fax cover sheet:
 - a. ATTN: VLTP Leave Donation
 - b. Name of the VLTP recipient
 - c. Sender's name and title
 - d. Sender's location (airport code or Headquarter (HQ) office)
 - e. Sender's contact information (If you are a local HR Specialist, include your name, phone number, fax number, and email address)
 - f. Outside agency name, phone number and email address

Note: To send an approved VLTP donation form to an outside agency, the email address of that VLTP agency must be included. If the outside agency email address is not received, the donation form will be returned unprocessed.

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 Standard Time (EST) Monday through Friday, excluding Federal holidays, with additional hours for recruitment calls only from 11:00 a.m. to 3:00 p.m. EST Saturday and 12:00 p.m. to 4:00 p.m. EST Sunday. Visit our website at this [link](#), and check out HCAccess online at this [link](#).