

Form 1128-1 Help Guide: VLTP Leave Donation Request

Purpose of this Form: To donate annual leave, restored annual leave, sick leave, and/or compensatory time off in lieu of overtime pay.

Directions:

1. To help prevent common mistakes that often lead to paperwork rejection, follow along with the **2 checkboxes below** as you complete your form.
2. All forms should be the current form from [https://hraccess.tsa.dhs.gov/hraccess/pdf/hurricane2017/VLTP_FORM_Become_a_Leave_Recipient TSA Form 1128.pdf](https://hraccess.tsa.dhs.gov/hraccess/pdf/hurricane2017/VLTP_FORM_Become_a_Leave_Recipient_TSA_Form_1128.pdf)
3. This form is for donation to TSA employees **only**. For donations to external recipients, use OMB 360B.
4. After completing, deliver the form using one of the following options:
 - Paper mail Address to:
TSA HCAccess HCSC
6363 Walker Lane, Suite 400,
Alexandria, VA 22310
 - Email: helpdesk@hraccess-mailserver.tsa.dhs.gov
 - Fax: 1-877-872-7993

Section A) Did you remember to fill out the following **mandatory** fields?

- Name of Leave Donor (full legal name)
- SSN (Last 4 digits)
- Leave Donor's Phone Number
- Leave Donor's Position Title, Pay Plan, and Pay Band/Level
- Relationship of Leave Donor to Leave Recipient
- Leave Donor's Office or Airport and HR Representative (Name and Phone Number)
- Leave Balances as of the end of the Last Pay Period

- Amount of Annual Leave Projected to Forfeit This Leave Year as of End of Last Pay Period
- Amount and Type of Leave to be Transferred
- Leave Recipient's Name and Duty Location

Section B) Did you remember to sign and date the form?



INSTRUCTIONS: This form must be completed by all TSA employees donating annual leave, sick leave, and/or compensatory time off in lieu of overtime pay to an approved TSA leave recipient under the Voluntary Leave Transfer Program (VLTP), in accordance with TSA MD 1100.63-1, *Absence and Leave*. This form cannot be used for donations of leave to employees of other Federal agencies. With the exception of signatures, all requested information should be printed or typed. Completed forms should be submitted to the donor's Supervisor, HR Specialist/Program Office Liaison, or faxed directly to HRAccess at 1-877-872-7993 for processing. After processing, the completed form is filed in the leave recipient's case file.

SECTION A: LEAVE DONOR AND RECIPIENT INFORMATION		
1. Name of Leave Donor (Last, First, MI)	2. Social Security Number (last 4 digits)	3. Leave Donor's Phone Number
4. Leave Donor's Position Title, Pay Plan, and Pay Band/Level		5. Relationship of Leave Donor to Leave Recipient
6. Leave Donor's Office or Airport and HR Representative (Name and Phone Number) TSA -		
7. Leave balances as of the end of the last pay period: Pay Period _____ Sick Leave _____ Annual Leave _____ Restored Annual Leave _____ Compensatory Time Off _____	8. Amount of Annual Leave Projected to Forfeit This Leave Year As of End of Last Pay Period: _____	9. Amount of Leave To be Transferred: Sick Leave _____ Annual Leave _____ Restored Annual Leave _____ Compensatory Time Off _____
10. Leave Recipient's Name and Duty Location (Office/Airport Code)		

SECTION B: EMPLOYEE'S ACKNOWLEDGEMENT		
<p>I request that leave be transferred to the leave account of the approved leave recipient identified above. This recipient is not my immediate supervisor. As of the date indicated below, I have enough of the designated leave in my account to cover this amount.</p> <p>The amount of annual leave I am transferring is not more than 1/2 the number of hours I will accrue this leave year. I understand that the number of restored hours of annual leave that I may donate is limited only by the number of available hours I have to my credit.</p> <p>I understand that the number of hours of compensatory time off in lieu of overtime pay that I may donate is limited only by the number of available hours I have to my credit. I understand that I may not donate compensatory time off for travel and compensatory time off for religious observances.</p> <p>I understand that the number of hours of sick leave that I may donate is limited by the requirement for full-time employees to retain a balance of 80 hours for personal use. Part-time employees must retain a balance equal to the number of hours in the biweekly tour of duty as reflected on OPM SF-50, <i>Notification of Personnel Action</i>.</p> <p>I understand that my decision to transfer leave is not revocable.</p> <p>I understand that if a sufficient balance of unused annual leave or sick leave remains after the recipient's emergency has terminated, I can elect to have a pro-rated share returned to me during either the current leave year or the following leave year, or I can elect to donate my pro-rated share to another leave recipient. However, to do so, I must still be employed by TSA on the date the recipient's emergency terminates.</p> <p>I understand that unused compensatory time off in lieu of overtime pay hours will not be returned to me. Any unused hours will be forfeited by myself and the leave recipient.</p> <p>I have not been directly or indirectly intimidated, threatened, or coerced, or promised any benefit by any employee for the purpose of donating or using leave.</p>		
<table border="1"> <tr> <td>Leave Donor's Signature</td> <td>Date Signed</td> </tr> </table>	Leave Donor's Signature	Date Signed
Leave Donor's Signature	Date Signed	

PRIVACY ACT STATEMENT: Authority: 49 U.S.C. 114(n). Principle Purpose: This information will be used to process your application to donate leave. Routine Use(s): This information may be shared with another federal agency in response to its request, in connection with the hiring of an employee or the issuance of a security clearance or for routine uses identified in the applicable system of records notice DHS/TSA 022 National Finance Center Payroll Personnel System (NFC). Disclosure: Voluntary; failure to furnish the requested information may result in an inability to donate leave.

TSA Form 1128-1, 3/10 [File: 1100.6.2]

Questions about this form?

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.

