

Date: 09/20/2017

To: All TSA Employees

From: Karen Shelton-Waters  
Assistant Administrator for Human Capital

Subject: 1100.6.2 – Emergency Leave Transfer Program (ELTP) for Hurricane Irma

In the event that the President declares a major disaster or emergency that results in severe adverse effects for a substantial number of Federal employees, the Office of Personnel Management (OPM) may establish an Emergency Leave Transfer Program (ELTP). After coordinating with Federal agencies to assess the impact on employees adversely affected by Hurricane Irma in the disaster areas, OPM, in consultation with the Office of Management and Budget (OMB), has determined that the establishment of an ELTP is warranted.

An ELTP permits employees to donate unused annual leave for transfer to employees of the same or other agencies (or the judicial branch) who are adversely affected by a major disaster or emergency, either directly or through adversely affected family members, and who need additional time off from work without having to use their own paid leave. Employees who are adversely affected and seek to become emergency leave recipients must apply in writing as indicated below.

The ELTP does not replace TSA's Voluntary Leave Transfer Program (VLTP). The ELTP is an additional program, specifically established for employees impacted by Hurricane Irma. Unlike the VLTP, the ELTP does not require the leave recipient to exhaust all personal leave before using donated leave. Leave donors are not required to designate a specific emergency leave recipient to receive the donated leave.

TSA will be accepting and approving applications for both emergency leave donors and recipients under the ELTP. Donations received will be distributed across the impacted areas to our fellow TSA employees.

Employees who wish to participate in the program must submit [OPM Form 1637](#), Application to Become a Leave Recipient under the Emergency Leave Transfer Program, or [OPM Form 1638](#), Request to Donate Annual Leave under the Emergency Leave Transfer Program. When completing the appropriate form, participants should identify the event as **Hurricane Irma**.

After completion of the employee section, leave recipient applications must be submitted to the employee's immediate supervisor, or higher level supervisor. Both completed leave recipient application forms and leave donation forms should be sent to OHCAccess, either by fax to 1-877-872-7993 or by email to [helpdesk@mailserver-hraccess.tsa.dhs.gov](mailto:helpdesk@mailserver-hraccess.tsa.dhs.gov). **Hurricane Irma ELTP** should be included in the subject line.

Additional information is available on the [OPM website](#).