

VLTP FREQUENTLY ASKED QUESTIONS

Where can I find information on the Voluntary Leave Transfer Program (VLTP)?

Information on the VLTP can be found on iShare under Employee Services, [Voluntary Leave Program](#). [TSA MD 1100.63-1, Absence and Leave](#), and the accompanying [handbook](#) provide the policy and procedures for the use of leave and leave programs, including the VLTP.

What is the TSA Voluntary Leave Transfer Program?

The TSA Voluntary Leave Transfer Program (VLTP) allows employees to donate annual leave, sick leave, and compensatory time off in lieu of overtime pay (CT) in one-hour increments to approved leave recipients who are absent or will be absent from duty for at least 24 work hours without pay because of a personal or family member's medical emergency or natural disaster that results in a personal loss. 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.

Employees who experience a loss of home or personal property by natural disaster may be approved to receive up to a maximum of 80 hours of donated annual leave or CT under the VLTP. Sick leave may not be donated for loss by natural disaster.

Employees must use all of their available leave before *using* donated leave. Available leave may include annual leave, restored annual leave, sick leave, compensatory time off, and time off awards.

Employees do not have to exhaust all available leave before *applying* to the VLTP. However the employee must demonstrate that available leave is expected to be exhausted before the emergency ends.

How do I apply?

To apply, you must submit [TSA Form 1128, VLTP Leave Recipient Application](#), and supporting documentation to your supervisor or HR Specialist/Program Office Liaison. You must apply within 60 calendar days of the start of the medical emergency or no later than 30 calendar days following the date of loss caused by natural disaster.

Medical documentation is required if you are applying because of a personal or family member medical emergency. The medical documentation must include a description of the nature, severity, and anticipated duration of the medical emergency.

If you are affected by a natural disaster, you must submit documentation (e.g. assessment that home is condemned; documentation that the employee has been displaced, copies of fire and/or safety reports) confirming the loss and the cause of the loss.

How do I get approved?

The HR Specialist/Program Office Liaison will review your application for completeness and that required documentation is attached.

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The HR Specialist/Program Office Liaison will forward your application package to HRAccess no later than 5 calendar days after receiving your complete package.

HRAccess will process your application and submit it to the TSA Approving Official for a determination within 10 calendar days of receipt.

The TSA Approving Official will make a final determination, assuming additional documentation is not required, within 5 calendar days of receipt.

If additional documentation is required, HRAccess will notify the HR Specialist/Program Office Liaison.

HRAccess will inform the HR Specialist/Program Office Liaison of the final determination on your application. The total process generally will be completed in 25 calendar days.

Designated leave approving officials are reminded that advance sick leave or advance annual leave may be granted to an employee who awaits final determination. This is not required but is an option available to management.

I've been approved. Now how do I receive donations?

With your permission, the TSA VLTP Coordinator will add your name and a brief description of your emergency to the VLTP listings on the Intranet. You may also request to have your name listed without the specifics of your emergency. Indicate in Block 18 of TSA Form 1128 whether or not you wish to have your emergency publicized or that you only want your name posted and not the nature of your emergency.

Co-workers and other TSA employees may donate annual leave sick leave or CT to an approved leave recipient using [OPM Form 630A](#). Donors will need to indicate the type of leave they are donating. . The completed form may be submitted to the donor's Supervisor, HR Specialist or Liaison, or faxed to HR Access at 1-877-872-7993.

In addition employees from other Federal agencies may donate annual leave to approved leave recipients by using [OPM Form 630B](#). Donations of sick leave and/or CT also cannot be accepted from employees from other Federal agencies.

Employees of other Federal agencies must submit the OPM Form 630B through their HR or Payroll office. These donors should contact the VLTP program manager within their agency to determine the proper procedures for donating annual leave to someone outside their agency. VLTP program managers may contact HRAccess at 1-877-872-7990 for information or questions.

Leave donors, within TSA and outside TSA, must be sure to include their name, a contact phone number and the number of hours of leave they would like to donate on the applicable donor form.

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Is there limit on the number of hours of donated leave I can receive?

There is no limit on the amount of donated leave a leave recipient may receive from the leave donors for personal or family medical emergencies. Employees who experience a loss by natural disaster may be approved for up to 80 hours of donated annual leave or CT under the VLTP.

What is the maximum amount of leave that I can accrue while receiving donated leave?

The maximum amount of leave that you may accrue while you are using donated leave under the VLTP is limited to a total of 40 hours of sick leave and 40 hours of annual leave. This accrued leave is placed in a set aside account until you are removed from the VLTP. However, if you exhaust all donated leave and must still be off of work, you may use the accrued leave earned.

If you are using donated leave on an intermittent basis once the 40 hours of sick leave and 40 hours of annual leave have been accrued in the set aside account, you will accrue leave for hours worked in the same manner as part-time employees. The additional hours of leave that are accrued must be used prior to using any donated leave.

Is there a specific order in which donated leave must be used?

Yes. Donated CT must be used before using donated annual leave or donated sick leave. Unused CT hours are not returned to donors and are forfeited by the donor and the recipient. Donated annual leave and donated sick leave may be used in equal measures after donated CT has been exhausted.

How long may I stay in the program?

Employees will be removed from the program no more than 60 calendar days following the end of the emergency.

The 60-day timeframe allows employees to received donations to cover accumulated leave without pay and/or advance leave that was granted because of the emergency.

You may not remain in the VLTP on a full use basis for more than one year.

If you need to use donated leave on an intermittent basis, your case will be reviewed every six months.

When will my participation in Voluntary Leave Transfer Program terminate?

Your participation in the program will terminate when:

- Your Federal service is officially terminated.
- At the end of the pay period in which your organization receives written notice from you that you are no longer affected by the medical emergency/condition.
- At the end of the pay period in which the approving official determines the recipient is no longer affected by the medical emergency/condition.
- At the end of the pay period in which you have been approved for disability retirement.

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Donated leave may only be used for the approved condition for which it was donated. It may not be used for vacations, for other medical conditions, transferred by the recipient to another leave recipient, nor may it be the basis for a lump-sum payment upon separation from the TSA.

Who do I notify upon my return to work?

Once you have returned to work and are no longer affected by the emergency for which you were approved, you must provide written notification to your supervisor or HR Specialist/Program Office Liaison, indicating you are no longer affected by the emergency. Any unused donated annual or sick leave will be returned to the leave donors on a prorated basis.

How do I find out if someone is an approved TSA leave recipient?

Information about the VLTP and a listing of approved leave recipients can be found on iShare under Employee Services, [Voluntary Leave Program](#).

What type of leave can I donate?

TSA employees may donate annual leave, sick leave, and CT to approved TSA leave recipients. Annual leave may be donated to employees of other Federal agencies.

Is there a limit on the amount and type of leave that can be donated?

Generally, employees may donate up to ½ of the amount of annual leave that will be accrued during the current leave year. The amount of restored annual leave an employee may donate is limited only by the amount of restored leave to the donor's credit. When donating restored leave, employees should designate the leave to be donated is restored annual leave.

Employees may donate up to the amount of CT hours to their credit.

Employees are limited to donating the amount of sick leave that will allow the full-time employee to maintain a sick leave balance of 80 hours after making a donation. Part-time employees are required to maintain a sick leave balance equal to their regularly scheduled biweekly tour of duty.

Can I donate leave to employees at other Federal agencies?

TSA employees may donate annual leave to employees of other Federal agencies. TSA employees **may not** donate sick leave or CT to employees of other Federal agencies.

What happens if all of the leave donated is not used?

When the emergency ends, unused donated annual leave and sick leave will be returned to donors on a prorated basis. Unused donated CT hours are not returned to donors and are forfeited by the donor and the recipient. This is an exception to current policy that CT has to be used within 26 pay periods or unused CT will be forfeited (by exempt employees) or paid out (to non-exempt employees).

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Who do I contact if I have questions about the TSA Voluntary Leave Transfer Program?

You may check the status of your VLTP application by contacting HRAccess at 1-877-872-7990 or via email at helpdesk@tsa-hraccess.com.

Address any questions regarding the VLTP procedures/process with your HR Specialist/Program Office Liaison.