

**From:** TSABroadcast  
**Sent:** Thursday, December 10, 2009 6:29 PM  
**Subject:** 1100.6 – Voluntary Leave Transfer Program (VLTP) Policy Changes

Date: December 10, 2009  
To: All TSA Employees  
From: Gale Rossides  
Acting Administrator  
POC: [TSA-OHC-Policy@dhs.gov](mailto:TSA-OHC-Policy@dhs.gov)  
Subject: 1100.6 – Voluntary Leave Transfer Program (VLTP) Policy Changes

I am very pleased to announce that, as a result of the hard work of the National Advisory Council (NAC) – both I and II – and the Office of Human Capital, we have enhanced and expanded our Voluntary Leave Transfer Program (VLTP). This is yet another example of how we have used the flexibilities we have under the Aviation and Transportation Security Act (ATSA) to provide added benefits to our workforce.

Effective immediately, employees can now donate and receive sick leave **and** compensatory time off in lieu of overtime pay (CT), in addition to annual leave, under VLTP. As with annual leave, employees may donate sick leave and CT in one hour increments. This program is only for TSA employees; sick leave and CT cannot be donated to or accepted from employees in other Federal agencies.

Here are the specifics on sick leave:

- Employees may donate sick leave to approved TSA VLTP leave recipients for medical emergencies.
- For full-time employees, the donation of sick leave cannot result in the employee having a sick leave balance of less than 80 hours.
- Part-time employees are required to maintain a sick leave balance equal to their regularly scheduled biweekly tour of duty.
- Sick leave may not be donated or used for a personal loss resulting from a natural disaster.
- Unused donated sick leave will be returned to donors on a prorated basis.

Here are the details on CT:

- Employees may donate CT to approved TSA VLTP leave recipients for medical emergencies or a personal loss resulting from a natural disaster.
- Employees may donate CT up to the number of hours to the employee's credit.
- CT cannot be donated to TSES members.
- Donated CT must be used before donated annual leave and/or donated sick leave.

- Unused donated CT is 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).
- Please note that compensatory time off for travel and compensatory time off for religious observances cannot be donated to VLTP recipients.

The Office of Human Capital is in the process of revising the VLTP leave donation request form to include sick leave and CT, as well as applicable TSA policy. Until the revised form is posted for use, employees should continue to use form OPM 630A and indicate on the form the type of leave they wish to donate. VLTP applicant requirements are unchanged.

Employee benefits like this will enable us to support our colleagues in times of need, and reinforce our core value of Team Spirit. I would like to thank the members of NAC I and NAC II for championing this issue and working with the Office of Human Capital to its conclusion for the benefit of our entire workforce.

Thank you all for your dedication to our mission and your support of one another.

A handwritten signature in black ink, appearing to read "Gale". The signature is written in a cursive style with a large initial "G" and a long, sweeping tail.