



## Roles and Responsibilities



### Overview

The Transportation Security Administration (TSA) Voluntary Leave Transfer Program (VLTP) allows employees to donate annual leave, sick leave, and compensatory time off in lieu of overtime pay (CT) to TSA employees facing personal or family medical emergencies or personal loss from a natural disaster. [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.

**NOTE:** Compensatory time off for travel and compensatory time off for religious observances cannot be donated to VLTP leave recipients.

- TSA employees may donate annual leave, sick leave, or CT in one (1) hour increments to another employee who is an approved VLTP leave recipient who would otherwise be in a leave without pay status or indebted to the agency because of advanced annual or sick leave. The absence must result from a personal loss from a natural disaster (e.g. widespread flooding, hurricanes, wildfires, tornadoes, lightning and earthquakes) or a medical emergency directly affecting an employee or the employee's eligible family member.
- For a full-time employee, the absence must result in at least 24 hours of leave without pay. 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 must exhaust all appropriate available paid leave (i.e., annual leave, sick leave, CT, time-off awards) before using donated leave.
- The amount of donated leave an approved recipient may receive is based on the start and end date of the personal or family medical emergency. If additional hours are needed the recipient must request an extension before the 60-day window expires. 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.
- The amount of annual leave that may be donated in any one year by employees is limited to a total of one-half of the amount of annual leave they would be entitled to accrue during the leave year in which the donation is made. The amount of restored annual leave an employee may donate is limited only by the amount of restored leave to the donor's credit.
- 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.
- Employees may donate CT up to the number of hours to the employee's credit. CT cannot be donated to TSES members.
- Sick leave and CT cannot be donated to employees in other Federal agencies. Donations of sick leave and/or CT also cannot be accepted from employees from other Federal agencies.
- Donated CT must be used before donated annual leave and/or donated sick leave.



- Unused donated annual leave and sick leave is returned on a prorated basis to the leave donor(s) when the emergency ends. 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).



## Definitions

**Case Summary:** A brief synopsis of the emergency. The case summary will be posted with the employee's permission on the agency website and viewed by employees interested in donating leave to a leave recipient.

**Recipient:** An employee who has a medical emergency or personal loss from a natural disaster, has submitted an application with supporting documentation, and has been approved to participate in the Voluntary Leave Transfer Program.

**Donor:** An employee who submits a request to donate leave to an approved VLTP leave recipient. Applications must specify the type of leave, the number of hours to be donated, and the name of the employee who is to receive the donated leave.



## Employee Responsibilities

### Recipient

- Apply to become a leave recipient using the [TSA Form 1128, VLTP Leave Recipient Application](#).
- Submit medical documentation (medical documentation for VLTP requests should include a description of the medical condition, prognosis, duration of the illness, the expected return to work date and expected duration of medical emergency) or documentation of a loss by a natural disaster.
- Keep supervisor or local HR Specialist advised of any changes regarding the need for donated leave.
- To apply leave donations to any negative leave balance, forward your written request to local HR Specialist. The local HR Specialist will forward the request to HRAccess for processing.
- Notify supervisor or local HR Specialist when no longer affected by the medical emergency.
- Submit updated medical documentation only to request extension within the 60 day approval window
- Submit new Form 1128 and medical documentation to request extension once the 60 day window has expired.



## Donor

- Submit leave donor applications using a [TSA Form 1128-1, VLTP Donation Request](#).
  - For TSA Internal Recipients use TSA Form 1128-1 and for External Recipients use OPM Form 630-B
  - located on the [VLTP iShare page](#)
- Forms must be submitted through your supervisor, local HR Specialist or fax to HRAccess at 1-877-872-7993. Include the following information on the fax cover sheet:

### ATTN: VLTP

- Name of VLTP recipient
- Sender's name and title
- Location – airport code or HQ office
- Contact information – for Local HR Specialist name, phone number, fax number, and email address

Note: External Donations OPM 630-B Outside Agency form must contain the contact information (name, phone number) for the recipients Program Office.



## Supervisor Responsibilities

- Review the employee's application to become a leave recipient (TSA Form 1128) and supporting documentation. Complete the VLTP Recipient Checklist.
- Forward employee's application package to the Local HR Specialist within 3 calendar days of receipt.
- Forward employee leave donor forms to the Local HR Specialist within 3 calendar days of receipt.
- Notify the Local HR Specialist when the employee advises you of changes regarding the need for donated leave or that he/she is no longer affected by the medical emergency. Notification must be within 3 calendar days.



## Local HR Specialist/Program Office Responsibilities

Review the employee's application to become a leave recipient (TSA Form 1128) and supporting documentation.

- Obtain signature of the FSD or BMO Director to reflect approval/disapproval of the application. This authority may not be further delegated.
- Enter the completed application package into HRAccess. Scan all supporting documentation and attach to the case file.



- To expedite handling of the documents please use the VLTP standard password. This password is available from the HRAccess Help Desk or the Payroll Office.
- Notate the service request number (SR#). If application package is a large file, you may fax the completed application to HRAccess at 1-877-872-7993. Include the following information on the fax cover sheet:

**ATTN: VLTP**

- Service Request Number, if known
  - Name of VLTP recipient
  - Sender's name and title
  - Location – airport code or HQ office
  - HR Specialist/Program Office Liaison contact information – name, phone number, fax number, and email address
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- The application package (TSA Form 1128 and supporting documentation) must be forwarded to HRAccess for processing within 5 calendar days of receipt from the employee/employee's supervisor.
  - Maintain a copy of the application package until the determination notification has been received from HRAccess. Ensure the employee retains a copy.
  - Inform the employee of approval/denial.
  - Forward leave donation forms (TSA Form 1128-1 and OPM 630-B) to HRAccess. **Leave donation forms may only be submitted for approved leave recipients.**
  - Contact the HRAccess Help Desk to resolve issues and work with the HQ VLTP Coordinator on any policy/procedural issues.
  - Coordinate with timekeeper to verify leave balances and to ensure the use of leave and leave donations are recorded accurately.
  - Assist employees in preparing written requests to have any donated leave applied to negative leave balances.
  - If an application is denied then it must be forwarded to the TSA Payroll Program Office via email to Reneelis.Dewberry@dhs.gov.



### HRAccess Help Desk Responsibilities

- Receive all VLTP leave recipient applications from employees and/or HR Specialists (i.e. TSA Form 1128,1128-1, OPM630-B) medical documentation or documentation confirming the loss by natural disaster) via fax or Siebel system.
- Return incomplete VLTP leave recipient applications which require additional information or documentation.
- If the VLTP documentation is received via fax, establish a service request number (SR#) from [helpdesk@tsa-hraccess.com](mailto:helpdesk@tsa-hraccess.com).
- Develop the case summaries and recommendations.
- Establish approved leave recipient in the Time Inquiry Leave Update System (TINQ).



- Receive Forms 1128 and 1128-1, deduct donated hours from the appropriate leave accounts, and credit all leave donations to the appropriate leave accounts in TINQ.
- Maintain a VLTP case file for each recipient. Case files must be maintained for 1 year following the end of the leave year in which the file is closed.
- Respond to any VLTP questions from the HR Specialists/Program Office Liaisons, donors, recipients, and VLTP coordinators from other agencies.



### TSA Payroll Program Office Responsibilities

- Provide assistance to airport/program office timekeeper in processing VLTP requests in webTA.
- Provide assistance to HRAccess and employees, as required.
- Answer policy/procedural questions regarding the TSA VLTP Program.
- Review denied applications.



### Timekeeper Responsibilities

- Select the appropriate leave event in webTA to deduct donated leave from the recipient's leave account. (See VLTP Job Aid).
- Monitor recipient's leave account each pay period making any adjustments required due to leave without pay, advanced leave, or leave donations.
- Communicate with the employee, the employee's supervisor, and/or the Local HR Specialist as required.
- Submit questions regarding webTA functionality to: [helpdesk@tsa-hraccess.com](mailto:helpdesk@tsa-hraccess.com).



### Points of Contact

- For questions regarding employee inquiries (donors, recipients), contact the HRAccess Helpdesk at: 877-872-7990 or via email at [helpdesk@tsa-hraccess.com](mailto:helpdesk@tsa-hraccess.com).
- HRAccess can also be reached via fax at: 1-877-872-7993.
- For questions regarding VLTP program and/or procedures, contact the HRAccess Helpdesk at: 877-872-7990 or via email at [helpdesk@tsa-hraccess.com](mailto:helpdesk@tsa-hraccess.com). Additional information can also be found at the [VLTP iShare page](#)