

Will I be earning leave while I am a leave recipient in the LTP?

Yes. However, you will only be allowed to accrue a maximum of 40 hours of annual leave and/or 40 hours of sick leave. This leave will be set aside in a separate leave account and will be available for your use after the termination of the medical emergency.

As a leave donor, how will I know that my leave has been donated?

The "Beginning Balance" section of your Statement of Earnings and Leave will show your leave balance less the number of leave hours you donated.

If my donated leave is exhausted, are there any other alternatives?

Yes. You may request leave without pay, or you may invoke entitlement, under the Family Medical Leave Act (FMLA) of 1993, to be on **UNPAID LEAVE** of up to 12 administrative workweeks. FMLA has requirements that you need to meet, so contact your personnel office for further details.

Can an employee use the LTP for maternity purposes?

The LTP is not intended for use by an employee who wishes to take additional leave to care for a newborn or adopted child, unless extenuating circumstances exist, such as a serious medical condition affecting the child. The LTP can be used by an employee who experiences medical complications resulting from her pregnancy and who does not have sufficient leave to cover her absence from duty. The LTP may also be used immediately following the birth of a child, to allow the mother to recuperate during her period of incapacitation. The provisions of FMLA could apply here as well.

Where can I get more information about the Leave Transfer Program?

Headquarters employees should contact the Personnel Operations Division, Employee Relations and Benefits at (202) 366-0485. Field employees should contact their servicing personnel offices.

LEAVE

TRANSFER

PROGRAM

What is the Leave Transfer Program (LTP)?

The LTP provides the opportunity for an employee who has exhausted his/her leave, due to a medical emergency involving self or a family member, to receive **ANNUAL LEAVE** donated by another employee.

What is a medical emergency?

A medical emergency is a condition in which the employee's absence results from circumstances beyond his/her own control. In order to qualify for the LTP, the employee's medical condition must require his/her absence from duty without pay for 10 or more consecutive working days.

Examples of medical emergencies include: serious illness, surgery, automobile accident injuries, or life threatening diseases. The LTP may also be used by an employee to care for a family member who experiences such medical emergencies.



In the event of a medical emergency, how do I make a request to be a leave recipient?

You must make a request in writing through your supervisor to your Associate Administrator, Staff Office Director, Regional Administrator, or Federal Lands Highway Program Administrator if you need to take part in the LTP. The request should include the following:

- (1) Name, position, title, Social Security Number, and grade or pay level.
- (2) A description of the medical emergency.
- (3) Medical documentation of the emergency which should include the expected duration of the emergency.
- (4) The amount of unpaid leave that would have to be taken.

How are potential donors notified?

A contact, designated in writing by the approved leave recipient, may send a general note requesting donated leave from other employees. Of course, approved leave recipients may issue the requests themselves.

How do I make a request to be a leave donor?

You may voluntarily submit an **Optional Form 630-A, Request to Donate Leave to Leave Recipient (Within Agency) under the Leave Transfer Program** to transfer an amount of your annual leave to a specified leave recipient. This form should be submitted to the designated contact person, who will coordinate with the personnel office to effect the leave transfer. This form may be obtained in room 4322 in the Washington Headquarters or your servicing personnel office in the field.

As a donor, how many hours will I be allowed to donate?

You may donate one-half of the amount of leave which you are entitled to accrue in a leave year.

If you have use-or-lose leave, the maximum amount of leave that you may donate will be the **lesser** of:

- One-half of the amount of annual leave you would be entitled to accrue during the leave year
- OR**
- The number of hours remaining in the leave year (as of the date of the contribution) for which you are scheduled to work.

For example: You are in the 8-hour leave category with a balance of 380 hours of leave. To avoid forfeiting your use-or-lose hours exceeding 240, you wish to donate 140 hours. However, there are only two weeks left in the leave year. The maximum amount that could be donated would be 80 hours, which equals the remaining hours left for you to work in the leave year. If you had come in earlier during the year, you could have donated 104 hours, which is half of the amount of annual leave that you are entitled to accrue during the leave year.

In other words, if you plan to donate your use-or-lose leave, you should make plans early in the year.

Can a leave donor be from another Federal agency?

Yes. It is possible for you to accept the transfer of annual leave from donors employed by another Federal agency in any of the following instances:

- The donor is a family member of a leave recipient.
- The amount of leave transferred from donors within this agency is not sufficient to meet the needs of the leave recipient.
- Acceptance of the leave transferred from other Federal agencies would further the purpose of the voluntary leave transfer program.



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