



UNCLASSIFIED

CIVILIAN PERSONNEL DIRECTORATE (CPD)

Voluntary Leave Transfer Program (Donated Leave)

DEFENSE CIVILIAN PAYROLL SYSTEM (DCPS)
THEATER SUPPORT OFFICE

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3 DIFFERENT TYPES OF DONATED LEAVE STATUS

- **F - Family Emergency (LA - annual leave entered on timecard)**
 - Care for a family member
 - Annual, comp time & restored leave balances must be '0'
 - Not eligible to be a Donor

- **S - Self Emergency (LS - sick leave entered on timecard)**
 - Employee's own illness
 - All leave categories except advanced leave must be '0' before donated leave can be used
 - Not eligible to be a Donor

- **W – Wounded Veteran (LD - donated leave on timecard)**
 - Wounded Veterans
 - Not required to use annual or sick prior to using donated leave
 - If the employee does not have a donated leave balance the 'LD' will follow the sick leave conversion process

If any other code is input, the employee will be processed through the regular conversion process, bypassing donated leave



DONATED LEAVE STATUS (F)

➤ F = Family Emergency

- If the donated leave status indicator is 'F' and the T&A detail is 'LA', the conversion process will be
 - Annual Leave to
 - Leave Bank to
 - Donated Leave to
 - Donated Annual Leave Accrued to
 - Advanced Annual Leave to
 - Leave Without Pay



DONATED LEAVE STATUS (S)

➤ S = Self Emergency

- If the donated leave status indicator is 'S' and the T&A detail is 'LS', the conversion process will be
 - Annual Leave to
 - Leave Bank to
 - Donated Leave to
 - Donated Annual Leave Accrued to
 - Advanced Annual Leave to
 - Leave Without Pay



DONATED LEAVE STATUS (S) con't

✓ If the donated leave status indicator is a "S" and the T&A detail is "LG" (advance sick leave), the conversion process will be

- Annual Leave to
- Leave Bank to
- Donated Leave to
- Donated Annual Leave Accrued to
- Advanced Annual Leave to
- Leave Without Pay



DONOR RESPONSIBILITIES

- Cannot be on the donated leave program
- Donations must be in increments of one hour
- Cannot donate more than one-half of the amount of annual leave she/he may be entitled to accrue during the leave year
- Can request for a waiver if approved by head of employing activity



DONATED LEAVE - DONOR FROM ANOTHER DATABASE

- An employee may transfer leave to an employee of another data-base only when
 - The donor is a family member employed by another agency
 - The leave recipient's agency believes that leave donations within the agency may not be sufficient to meet the recipient's needs
 - The leave recipient's agency concludes that the transfer of leave from another agency furthers the purpose of the voluntary leave transfer program



How to Compute Maximum Donation Amount for

Donors Without Use or Lose Leave

One-half of the amount of annual leave the leave donor would be entitled to accrue during the leave year in that the donation is made

Step 1

Rate of accrual per pay period _____ multiply by 26 _____ divide by 2 and the sum is the maximum allowed.

Example: rate of accrual is **8 hours X 26 = 208 divide by 2 = 104** max allowed to donate without use or lose

Step 2

An employee can request a waiver and must be approved by the Head of the employing activity. See slide number 10 for sample memorandum



How to Compute Maximum Donation Amount for

Donors With Use or Lose Leave

Step 1

Rate of accrual per pay period _____ multiply by 26 _____ divided by 2 the sum is the maximum allowed.

Example: rate of accrual is **8 hours X 26 = 208 divide by 2 = 104** max allowed to donate

Step 2

Rate of accrual per pay period _____ *times number of PP remaining in the leave year _____

Example: rate of accrual is **8 hours X *21 (remaining number of pay periods in the leave year) = 168** hours

*date on donation form is March 5, 2014. As of March 5 there are only 21 pay periods left in the leave year.

***Note: The number of hours remaining in the leave year (as of the date of the transfer) for which the leave donor is scheduled to work and receive pay**

Step 3

The lesser of the two steps is the maximum amount that can be donated

Step 4

An employee can request a waiver and must be approved by the Head of the employing activity. See slide number 10 for sample memorandum



SAMPLE WAIVER FORMAT

Employing activity letter head

Date

MEMORANDUM FOR: Employee's servicing CPAC

SUBJECT: Voluntary Leave Transfer Program (VLTP) Waiver for Donated Leave Limitations ICO
(Employee's Name and SSN)

Title 5, Code of Federal Regulations (CFR), Section 630.908, Limits the amount of annual leave an employee may donate under the VLTP. The limitations under paragraph (a) and (b) of 5 CFR 630.908 may be waived under criteria established by the agency.

Request that the limitation for the amount of annual leave an employee can donate for leave recipient is lifted or waived for the following reason: (Give a detailed explanation/reason for requesting waiver and the name an SSN of recipient)

Attach a copy of the worksheet.

Donors Name and Tel. # Donors Signature

Approving Official Signature
Title



TRANSMITTAL FORM

This transmittal form is required for all Donated Leave forwarded to DCPS Support Office for processing

DONATED LEAVE TRANSMITTAL FORM (Submit with OPM 630-A and/or OPM 630-B)

Date

From: CPAC Name
CPAC Address

To: CSR Name

SUBJECT: Donated Leave Documentation for DCPS Input

The required information is provided for Donated Leave input into DCPS along with OPM 630.

Donated Leave Recipient's Name:

Donated Leave Type: New Continuing

Removal from Program, Date:

Date Emergency Began:

Donated Leave Status Indicator: Self emergency Family emergency Wounded Veteran

Donor's Payroll Office/Address if different from Recipient's:

CPAC POC Information: Name, phone number