

DONATED LEAVE

Q1. What documentation is required in order for an employee to participate in the donated leave program?

A1. In order to participate in the donated leave program, the employee should submit an application to the agency's donated leave coordinator and each application shall be accompanied by the following information concerning the potential leave recipient:

1. The name, position title, and grade or pay level of the potential leave recipient
2. The reasons transferred leave is needed, including a brief description of the nature, severity, and anticipated duration of the medical emergency, and if it is a recurring one, the approximate frequency of the medical emergency affecting the potential leave recipient
3. Certification from one or more physicians, or other appropriate experts, with respect to the medical emergency, if the potential leave recipient's employing agency so requires

Q2. How many hours of leave-without pay are the employees allowed to have prior to being approved for the program?

A2. Before approving an application to become a leave recipient, the potential leave recipient's employing agency shall determine that the absence from duty without available paid leave because of the medical emergency is (or is expected to be) at least 24 hours (or, in case of a part-time employee or an employee with an uncommon tour of duty, at least 30% of the average number of hours in the schedule biweekly tour).

Q3. Can donated leave be applied towards my unearned advanced annual or sick leave?

A3. Annual leave transferred under this section may be substituted retroactively for period of leave without pay (LWOP) or used to liquidate an indebtedness for advanced annual or sick leave granted on or after a date fixed by the leave recipient's employing agency as the beginning of the period of medical emergency for which LWOP or advanced annual or sick leave was granted.

Q4. Once my application has been approved, what documentation does my payroll office requires?

A4. Once an employee has been approved for the donated leave program, the following items should be forwarded to the payroll office:

A command letter is required from the Donated Leave Administrator of the employing activity. The letter must contain:

1. Recipient name, social security number, type of emergency (whether it is for self or family)
2. Recipient's application
3. Date medical emergency began

4. Statement if the donated leave is to be applied to liquidate an advancement of leave; to cover a period of LWOP; or the date the donated leave is to begin
5. Application from the donor

Q5. Once an employee has been approved for the donated leave program, does the employee have to use all available leave balance before using any of the donated leave?

A5. It really depends on whether the employee has been approved for the program due to their own medical emergency (self) or due to a family emergency (family). If the employee was approved for self, then the employee will be required to use all of their annual and sick leave before we will allow him to use any of the donated leave. If the employee was approved for family reasons, then the employee will be required to use all of their sick leave before we will allow him to use any of the donated leave.

Q6. How should the employee code their timecard once approved for the program?

A6. If the employee has been approved for the donated leave due to their personal emergency, then the timecard should reflect sick leave (LS). If the employee has been approved for the donated leave due to their family emergency, then the timecard should reflect annual leave (LA).

Q7. Are there any maximum or minimum limitations on donation of annual leave?

A7. In any one year, a leave donor may donate no more than a total of one-half of the amount of annual leave he or she would be entitled to accrue during the leave year in which the donation is made.

Q8. Once an employee's emergency has ended, what documentation do I need to submit to the payroll office?

A8. A command letter is required stating the date the medical emergency terminates. At this time, no further requests for transfer of leave may be granted nor can any donated leave be used after that date. All unused donated leave will be restored to the donor on a prorated basis.

Q9. What happens to the unused annual leave at the time the emergency ends?

A9. Any transferred annual leave remaining to the credit of a leave recipient when the medical emergency terminates shall be restored to the donors on a prorate basis. At the election of the leave donor, unused-transferred annual leave may be restored as:

1. Restore annual leave to the leave donor's annual leave account in the current year;
2. Restore annual leave to the leave donor's annual leave account effective as of the first day of the first leave year beginning after the date of election; or
3. Donate the annual leave in whole or part to another leave recipient.

The amount of unused transferred annual leave to be restored to each leave donor shall be determined as follows:

1. Divide the number of hours of unused-transferred annual leave by the total number of hours of annual leaves transferred to the leave recipient;
2. Multiply the ratio obtained by the number of hours of annual leave transferred by each leave donor eligible for restoration;
3. Round the result obtained to the nearest increment of time established by the leave donor's employing agency to account for annual leave.