

Annual Leave Forfeiture Notice Including Information about Donating Leave to the Voluntary Leave Transfer and Voluntary Leave Bank Programs

NASA civil service employees should review their annual leave balances, keeping in mind the carryover limitations. Annual leave in excess of the carryover limitation is considered “use or lose” and must be used before the end of the leave year (January 11, 2014) to avoid forfeiture. Employees should review their Leave and Earnings Statement (LES) for their maximum leave carryover; however, typical carryover limits are:

Typical Maximum Annual Leave That May Be Carried Over into the New Leave Year	
Federal Employees Stationed within the United States	240 hours
Federal Employees Stationed Overseas	360 hours
Members of the Senior Executive Service, Senior-Level and Scientific, and Professional Employees	720 hours

If it appears that an employee may have to forfeit annual leave, the following information should be considered:

For Employees:

- Annual leave that is forfeited may only be restored based on an exigency of the public business approved by the Center Director, illness of the employee, or an administrative error.
- Forfeited annual leave that will be considered for restoration must have been scheduled (requested and approved) before the start of the third biweekly pay period prior to the end of the leave year (i.e., November 30, 2013). Informal notification or verbal requests/approvals are not sufficient for scheduling leave; **therefore, you must request “use or lose” leave in writing and have it approved by Saturday, November 30, 2013.**
- Employees are responsible for requesting, scheduling, and using annual leave. If leave is not scheduled or if approved leave is not used, any resulting forfeiture will be considered to be the employee’s choice (unless one of the conditions for restoration of leave apply).
- If your request/approval for leave is documented in hard copy or via e-mail (rather than through WebTADS), maintain copies of these records. These documents will be needed if you have to request restoration of forfeited leave.

For Supervisors:

- Assist your employees in planning and scheduling the use of annual leave on a year-round basis to provide for reasonable vacation periods and to ensure the use of leave that employees might otherwise forfeit.
- Take prompt action on leave requests. Written approval of “use or lose” leave (in WebTADS, e-mail, or hard copy) must be dated no later than **Saturday, November 30, 2013** if there is a possibility that the leave may be forfeited and restoration requested.
- Request that an exigency of public business be approved if you see no alternative to cancellation of employees’ “use or lose” leave, and the leave cannot be rescheduled before the end of the leave year. An exigency of public business must be approved by the Center Director in accordance with NASA Procedural Requirements (NPR), NPR 3600.1A, before you cancel such leave.

Note: If an employee was scheduled to use “use or lose” leave during the Government shutdown (October 1-16, 2013), the employee must reschedule and submit a new leave request for any “use or lose” leave. Leave requests must be **requested and approved no later than Saturday, November 30, 2013 for use before January 11, 2014.** If the new request for leave is subsequently cancelled with no opportunity for rescheduling, the employee may request restoration of the cancelled leave.

Donating Your Excess “Use or Lose” Leave

Voluntary Leave Transfer Program (VLTP):

VLTP allows an employee to donate annual leave or restored annual leave directly to another Federal employee who has a personal or family medical emergency and who has exhausted his or her available paid leave. All VLTP donations must be submitted through WebTADS. In any leave year, an employee may donate not more than one-half of the amount of annual leave he or she would accrue during the leave year. An employee with “use or lose” annual leave may donate the lesser of one-half of the annual leave he or she would accrue in a leave year or the number of hours remaining in the leave year for which he or she is scheduled to work and receive pay. For more information about VLTP, please visit the NSSC Customer Service Advanced Leave/Leave Donations Web site at www.nssc.nasa.gov/leave. You may also access the Office of Personnel Management (OPM) Leave Administration Web site at <http://www.opm.gov/policy-data-oversight/pay-leave/leave-administration/> for additional information.

Voluntary Leave Bank Program (VLBP):

In the very near future, NASA will offer a new program called VLBP. VLBP allows employees to donate accrued annual leave or restored annual leave to the Leave Bank for VLBP members to utilize when they experience a personal or family medical emergency and have exhausted available paid leave. All VLBP donations and membership requests must be submitted through WebTADS. For additional information, please visit the [NASA Human Resources Leave Programs page](https://hr.nasa.gov), which can be found at: <https://hr.nasa.gov>. Click the **Employees** tab, and then in the left navigation pane, click the **Leave Programs** button.



Any questions concerning this notice, contact:

NSSC Customer Contact Center

1-877-677-2123 (1-877-NSSC123) or nssc-contactcenter@nasa.gov