

NASA Voluntary Leave Bank Program (VLBP)

This notice provides an overview of NASA's VLBP, also called Leave Bank, including employee eligibility and how requests should be submitted.

Leave Bank Information:

The Leave Bank provides another avenue for employees affected by a personal or family medical emergency to receive additional leave. When a medical emergency occurs, members are then able to request leave to assist them in dealing with the medical emergency by minimizing/avoiding periods of nonpay by submitting requests to be a recipient of "pooled leave."

Employee Eligibility:

Any current, full- or part-time NASA civil service employee who earns annual leave may become a member of the Leave Bank by contributing one pay period's worth of accrued annual leave (e.g., 4, 6, or 8 hours, as applicable) during an approved enrollment period.

Enrollment:

Employees must enroll during an approved enrollment period via WebTADS at <https://webtads.nasa.gov>. Step-by-step instructions are located in WebTADS by clicking the **Online Support** button.

- The annual **Open Enrollment** period for VLBP begins **November 3, 2014** and ends **January 10, 2015**. Membership will begin January 11, 2015 **and continues annually** unless an employee terminates his/her membership during an Open Enrollment period or separates from NASA.
- An Individual Enrollment period can occur at any time during the leave year, but it is restricted to new employees or employees returning from an extended absence that overlapped the Open Enrollment period by 30 days or more. Eligible employees have 60 calendar days from their start/return date to elect to join the Leave Bank. The membership will be effective the beginning of the first pay period after enrollment.

Leave Bank Requests:

Requests for leave from the Leave Bank should be made via WebTADS at <https://webtads.nasa.gov>. Step-by-step instructions are located in WebTADS by clicking the **Online Support** button. If any employee is unable to submit a request, his/her supervisor or personal representative may contact the NASA Shared Services Center (NSSC) for the appropriate forms on the employee's behalf. Each request must contain:

- The employee's name, position title, and grade or pay level
- The purpose for requesting leave, including a brief description of the nature and severity of the medical emergency
- The number of hours requested
- The beginning and approximate end date of the medical emergency (i.e., the anticipated duration of the medical emergency)
- Whether the medical emergency is self or family

- If the medical emergency is recurring, the approximate frequency of the medical emergency
- Appropriate medical documentation to support his/her request
- An emergency contact name and phone number

Within 10 business days of receipt of the appropriate medical documentation, the NSSC will provide the VLBP Board a report of requests to be processed. The NSSC will notify via e-mail the employee, the approver of the employee's time and attendance, and the Center's Employee Relations Officer or Human Resources Officer designee of the VLBP Board's decision.

Leave Bank vs. Leave Transfer:

The qualifications to be a recipient in either VLBP or Voluntary Leave Transfer Program (VLTP) are the same, and an employee may be a recipient in both programs. However:

- Under VLTP, an approved recipient receives leave donations directly from other Federal employees.
- Under VLBP, an employee must become a **"member"** of the Leave Bank by contributing accrued annual leave during an approved enrollment period. A member is then eligible to apply to become an approved leave recipient and receive leave from the Leave Bank.

Leave Donations:

Any employee, regardless of membership status, may donate leave to the Leave Bank at any time during the year via WebTADS. Donated leave is considered a gift that cannot be used to become a member, extend membership, nor will it be a deciding factor if an employee is a member and request to become a leave recipient.

Additional Information:

- NASA Human Resources Portal [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.
- NASA Procedural Requirements (NPR) 3600.3, NASA Voluntarily Leave Bank Program, which can be found in the NODIS Library at: http://nodis3.gsfc.nasa.gov/main_lib.cfm.



Any questions concerning this notice, contact:
NSSC Customer Contact Center
1-877-677-2123 (1-877-NSSC123) or nssc-contactcenter@nasa.gov.