

## **Leave Program Procedures for Advanced Sick Leave (ASL), Voluntary Leave Transfer Program (VLTP), and Voluntary Leave Bank Program (VLBP)**

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This notice is provided to assist you in understanding the procedures for the following leave programs: Advanced Sick Leave (ASL), Voluntary Leave Transfer Program (VLTP), and Voluntary Leave Bank Program (VLBP).

### **What are the Differences Between ASL, VLTP, and VLBP?**

These three programs offer you different opportunities for receiving leave for medical/family medical emergencies. They are completely separate programs, but supporting medical documentation is required to be a recipient in all of the programs.

- **ASL:** Under ASL, you may request an advancement of sick leave, up to a maximum of 240 hours if eligible. The employee's number of eligible hours varies based on the employee's regularly scheduled administrative workweek.
- **VLTP:** Under VLTP, you may request to become a recipient and receive voluntary donations directly from other civil servant employees at NASA or other Federal agencies.
- **VLBP:** Under VLBP, a Leave Bank Member requests to become a recipient and receives donations from the Leave Bank.

### **How Do I Become a VLBP Member?**

- To become a VLBP Member, you must enroll during either the Open Enrollment Period or during an Individual Enrollment Period.
  - The Open Enrollment Period begins in November and ends December 31 of each year.
  - An Individual Enrollment Period occurs throughout the year. It applies to new NASA employees or those returning from an extended absence which overlapped the Open Enrollment period by 30 days. These employees may enroll 60 calendar days from their Entrance on Duty date or their Return to Duty date.
- You must enroll through the Web-based Time and Attendance Distribution System (WebTADS) at: <https://webtads.nasa.gov>.

### **How Do I Request to Become a Leave Recipient for VLTP or VLBP or Use ASL?**

- All leave requests are automated through WebTADS at: <https://webtads.nasa.gov>.
- The NASA Shared Services Center (NSSC) will request, and is responsible for validating, supporting medical documentation.
- You will be notified of the final decision once a determination is made.

### **How Do I Donate Annual Leave?**

You may donate annual leave and restored annual leave to approved leave recipients through WebTADS at: <https://webtads.nasa.gov>. Each leave program has slightly different requirements for donating leave.

- **VLTP:** When you donate annual leave through VLTP, you must identify a specific individual. To view a current list of NASA employees who have been approved as VLTP recipients and are in need of donated leave, please visit the [NSSC Leave Programs](#) page. Under the **Quick Links** heading, click the **Leave Transfer Recipient** link. (This link is only available within the NASA network.)
- **VLBP:** When you donate annual leave through VLBP, you do not identify a specific individual. Your donation is contributed to the Leave Bank “pool.”

### Where Do I Find Additional Information?

- You may find additional information on the [NSSC Leave Programs](#) page at: <https://www.nssc.nasa.gov/leave>.
- You may also find information on the [Human Resources Portal Leave Programs](#) page at: <https://hr.nasa.gov>. Click the **Employees** tab and then the **Leave Programs**.
- You may also access the [Office of Personnel Management \(OPM\) Leave Administration](#) page at: <http://www.opm.gov/policy-data-oversight/pay-leave/leave-administration/>.
- You may find assistance with WebTADS procedures at <https://webtads.nasa.gov>. Step-by-step instructions are located in WebTADS by clicking the **Online Support** button. If you are unable to access WebTADS, please contact your supervisor. If your supervisor is unable to assist you, please contact the NSSC Customer Contact Center at: 1-877-677-2123 or by e-mail at: [nssc-contactcenter@nasa.gov](mailto:nssc-contactcenter@nasa.gov).

Any questions concerning this notice, contact:

**NSSC Customer Contact Center**

1-877-677-2123 (1-877-NSSC123) or [nssc-contactcenter@nasa.gov](mailto:nssc-contactcenter@nasa.gov)