

## NASA Voluntary Leave Bank Program (VLBP)

**Reminder:** VLBP open enrollment is currently in progress from November 14, 2016 through January 7, 2017. Please review this notice and consider joining the Leave Bank. You may also donate leave to the Leave Bank, regardless of membership status, at any time during the year.

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 began **November 14, 2016** and ends **January 7, 2017**. Membership will begin January 8, 2017 **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

You will receive e-mail notification of the Leave Bank Board's decision from the NASA Shared Services Center (NSSC) no later than 20 business days after your request is submitted to the Leave Bank Board. The NSSC will notify the following individuals of the VLBP Board's decision 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.

### **Leave Bank vs. Leave Transfer**

The qualifications to be a recipient in the 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 requests to become a leave recipient.

### **Additional Information**

- [NASA Human Resources Portal Leave page](https://hr.nasa.gov/leave), which can be found at: <https://hr.nasa.gov/leave>.
- 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](http://nodis3.gsfc.nasa.gov/main_lib.cfm).

For questions concerning this notice, contact:

**NASA Shared Services Center (NSSC) Customer Contact Center**  
1-877-677-2123 (1-877-NSSC123) or [nssc-contactcenter@nasa.gov](mailto:nssc-contactcenter@nasa.gov)