

## **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 your 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 7, 2017) to avoid forfeiture. You should review your Earnings and Leave Statement for your maximum leave carryover; however, typical carryover limits are:

<b>Typical Maximum Annual Leave That May Be Carried Over into the New Leave Year</b>	
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 or Professional Employees	720 hours

If it appears that you 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 26, 2016). 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 26, 2016.**
- You 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 your 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 26, 2016**, 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) 3600.1, Attendance and Leave, before you cancel such leave.

### **Donating Your Excess “Use-or-Lose” Leave**

Facing a medical crisis without enough annual leave to cover time away from work is very stressful for NASA employees in that situation. If you will not be able to take your “use or lose” leave, please consider donating your excess leave to fellow employees in need. Donated annual leave hours never face forfeiture, so your donation this year can help someone well into the future!

There are two programs available where you can donate leave to help a Federal employee facing a personal or family medical emergency and who has exhausted his or her available paid leave:

#### **Voluntary Leave Transfer Program (VLTP):**

VLTP allows you to donate annual leave or restored annual leave directly to another Federal employee. 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 and to view the current list of approved Leave Transfer Recipients, please visit the [NSSC Leave Programs](http://www.nssc.nasa.gov/leave) Web page at [www.nssc.nasa.gov/leave](http://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):**

VLBP allows you to donate accrued annual leave or restored annual leave to the Leave Bank which goes into a “pool” of available leave that can be used for any VLBP member throughout the year. Additionally, you do not have to be a member to donate leave to the Leave Bank. Since its launch 3 years ago, the Leave Bank has been able to help over 200 NASA employees in need. All VLBP donations and membership requests must be submitted through WebTADS.

For additional information about VLBP, please visit the [NASA Human Resources Portal Leave page](https://hr.nasa.gov/leave), which can be found at: <https://hr.nasa.gov/leave>. You may also access the OPM Leave Administration Web site at <http://www.opm.gov/policy-data-oversight/pay-leave/leave-administration/> for additional information.

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)