

Voluntary Leave Transfer Program (VLTP) and Advanced Sick Leave (ASL) Procedures

All requests to enter the Voluntary Leave Transfer Program (VLTP), to make VLTP donations, and to request Advanced Sick Leave (ASL) must be made through the Web-based Time and Attendance Distribution System (WebTADS) at <https://webtads.nasa.gov>.

To become a VLTP recipient: First, submit an online application through WebTADS by entering the Leave Balance page and clicking on the **Create Request for Voluntary Leave Transfer Program (VLTP)** link on your Leave Form Requests section. Submit medical documentation to the NASA Shared Services Center (NSSC) either by fax: 1-866-779-6772 or through e-mail: nssc@nasa.gov to the attention of the Financial Management (FM) Leave Programs Team. In addition, medical documentation must be referred to your supervisor for review. Medical documentation is due within 15 days of submitted request and must satisfy all criteria established in Personnel Bulletin 2008-03-SH. Once the medical documentation has been validated to be in compliance by NSSC Leave Programs, the WebTADS request will be available for final approval by your supervisor.

To donate annual leave: Leave Donors may donate annual leave and restored annual leave to approved Leave Recipients employed by any Federal government agency that participates in the Voluntary Leave Transfer Program. Leave donations are made in WebTADS by NASA employees. Create a request by clicking on one of the three choices on your Leave Form Requests section in WebTADS. You may choose from **Donate Leave within NASA**, **Donate Leave outside NASA**, or **Donate Leave - Emergency Transfer Program**.

To request ASL: First, submit an online application through WebTADS by clicking on the **Create Request for Advanced Sick Leave** link on your Leave Form Requests section. Submit medical documentation to the NSSC either by fax: 1-866-779-6772 or through e-mail: nssc@nasa.gov to the attention of the Financial Management (FM) Leave Programs Team. In addition, medical documentation must be referred to your supervisor for review. Medical documentation is due within 15 days of submitted request and must satisfy all criteria established in Personnel Bulletin 2008-03-SH. Once medical documentation has been validated to be in compliance by NSSC Leave Programs, the WebTADS request will be available for final approval by your supervisor.

For more information on ASL and VLTP, and to review Personnel Bulletin 2008-03-SH, please visit the NSSC Customer Service Web site at <http://www.nssc.nasa.gov/customerservice>, and from the **Employee Services** tab at the top of the page, select the **Advanced Leave/Leave Donations** link. You may also access the Office of Personnel Management (OPM) Leave Administration Web site at <http://www.opm.gov/oca/leave/> for additional information.

Any questions concerning this notice, contact:

NSSC Customer Contact Center

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