

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

Requests to participate in the Voluntary Leave Transfer Program (VLTP), to donate leave, and to use 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:**

Employees who experience a personal or family medical emergency requiring a prolonged absence resulting in substantial loss of income may apply to receive donated leave. 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 at: 1-866-779-6772 or through e-mail at: [nssc@nasa.gov](mailto:nssc@nasa.gov) to the attention of the Financial Management (FM) Leave Programs Team. Medical documentation is due within 15 days of submitted request and must satisfy all criteria established in Personnel Bulletin 2008-03-SH. To locate this Personnel Bulletin, refer to the instructions at the end of this notice. 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:**

Employees may donate annual leave and restored annual leave to approved leave recipients employed by any Federal agency that participates in the VLTP. 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**. In any leave year, employees may donate no more than one half of the leave they are entitled to earn in that year. For those who want to donate “use or lose” leave at the end of the leave year, you also may not donate more than the number of hours remaining in the leave year (as of the date of the transfer) for which you are scheduled to work.

### **To Request ASL:**

Employees may request ASL for any situation that would warrant approval of accrued sick leave. Conditions and limitations for use of ASL are described in **Personnel Bulletin 2011-7-TNW**. To locate this Personnel Bulletin, refer to the instructions at the end of this notice. 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 at: 1-866-779-6772 or through e-mail at: [nssc@nasa.gov](mailto:nssc@nasa.gov) to the attention of FM Leave Programs Team. Medical documentation is due within 15 days of submitted request and must satisfy all criteria established in Personnel Bulletin 2008-03-SH. To locate this Personnel Bulletin, refer to the instructions at the end of this notice. 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.

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For more information on ASL and VLTP, and to review the referenced Personnel Bulletin, please visit the NSSC Customer Service Web site at: [www.nssc.nasa.gov/customerservice](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.

### **To Locate NASA Personnel Bulletins:**

Use the following steps to locate NASA Personnel Bulletins:

1. Visit the NASA Human Resources Portal at: <https://hr.nasa.gov>.
2. Click the **Human Resources** tab at the top of the page.
3. In the **ePBS** navigation pane, click the **Review all published Personnel Bulletins** link.
4. Current Personnel Bulletins are displayed in the center of the page. To locate other Personnel Bulletins, click the applicable link under the **Previous Years PBs** navigation pane.

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)