

Annual Leave Forfeiture and Leave Donation Notice

As mentioned in the August 20, 2020, Agency Town Hall, employees are encouraged to take leave to rest and recharge. With the ongoing pandemic, most employees are working from home and several functional areas are experiencing an increased workload. This has resulted in many employees not taking time off to unplug and annual leave balances growing. This notice includes information on leave forfeiture and carryover limits for employees and supervisors. It also includes information on leave donation options.

All National Aeronautics and Space Administration (NASA) civil service employees should review their annual leave balances, keeping in mind the carryover limitations. Annual leave in excess of the carryover limitation is considered “use-or-lose” leave and must be used before the end of the leave year (January 2, 2021) to avoid forfeiture. You should review your Earnings and Leave Statement for maximum leave carryover. Typical carryover limits are:

Typical Maximum Annual Leave That May Be Carried Over into the New Leave Year	
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 accrued annual leave or restored annual leave, the following information should be considered:

For Employees:

- Annual leave that is forfeited may only be restored if it is based on an exigency of the public business (the head of the Agency or a designee determines that the exigency—i.e., an urgent need for the employee to be at work—is of major importance and that excess annual leave cannot be used) 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 21, 2020). 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 21, 2020.**
- 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 the Web-based Time and Attendance Distribution System (WebTADS)), maintain copies of these records. These documents will be needed if you have to request restoration of forfeited leave.
- Restored annual leave does expire, so pay attention to your expiration date.

- Know your numbers. You can view personal information in the **About Me** section in the [Human Resources Portal](https://hr.nasa.gov/), which is located at <https://hr.nasa.gov/>. You can access up-to-date information regarding your individualized pay and leave summary which includes balances and expiration dates for restored leave, credit hours/comp time, and more.

For Supervisors:

- Assist your employees in planning and scheduling the use of accrued and restored 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 21, 2020**, 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 or Previously Restored Leave

Facing a medical crisis without enough 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 in which you can donate leave to help Federal employees who have exhausted their available paid leave and are facing personal or family medical emergencies:

Voluntary Leave Transfer Program (VLTP):

VLTP allows you to donate accrued annual leave or restored annual leave directly to another Federal employee (whether or not the other employee works at NASA). All VLTP donations must be submitted through WebTADS. Employees may not donate more than one-half of the amount of annual leave they would accrue during the leave year. Employees with “use-or-lose” annual leave may donate the lesser of one-half of the annual leave they would accrue in a leave year or the number of hours remaining in the leave year for which they are scheduled to work and receive pay. Employees may request a waiver if they choose to donate above the prescribed limitations by contacting their Servicing Human Resources Office.

For more information about VLTP and to view the current list of NASA-approved Leave Transfer Recipients, please visit the [NASA Shared Services Center \(NSSC\) Leave Programs](https://www.nssc.nasa.gov/leave-programs) Web page at <https://www.nssc.nasa.gov/leave-programs>. You may also access the Office of Personnel Management (OPM) Leave Administration Web page 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-approved recipient throughout the year. Additionally, you do not have to be a member to donate leave to the Leave Bank. Since its launch in 2014, the Leave Bank has been able to help over 500 NASA employees in need. All VLBP donations and membership requests must be submitted through WebTADS. The Leave Bank Board has waived limits on how many hours an employee may donate.

Current NASA employees’ Open Enrollment period for VLBP runs November 9, 2020, to January 2, 2021. New NASA employees or those returning from an extended absence that overlapped Open Enrollment by 30 days may enroll during the year within 60 days of their start date or return-to-duty date.

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

For questions concerning this notice, contact:

NSSC Customer Contact Center

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