



# Leave Bank: Supervisor Fact Sheet

Personal and family medical emergencies can take an emotional and financial toll on our employees, and these emergencies can quickly deplete available leave. NASA continues to offer another benefit in the form of the Voluntary Leave Bank Program, also called VLBP, to give employees experiencing a nonpay status options for receiving additional leave. The 2023 Open Enrollment period to November 14, 2022-December 31, 2022.

## What is the Leave Bank?

The Leave Bank provides another avenue for employees affected by a personal or family medical emergency to receive additional leave. Employees must first become members by contributing one pay period's leave accrual per year, which then allows them to submit requests to be a recipient of "pooled leave" if they have a qualifying medical emergency and are expected to be in a nonpay status. The Leave Bank Board reviews requests and grants leave to requesters based on available leave in the bank. The [Leave Benefits and Programs page](#) has more detailed information.

## What are my roles and responsibilities?

As a NASA Supervisor, your responsibilities include: communicating information about the program to your employees, working with your Servicing Human Resources Office, and as you would for any employee, approving leave requests in accordance with applicable laws, regulations, and policies.

## Why would employees benefit from becoming members?

When a medical emergency occurs, only Leave Bank members are able to request Leave Bank hours to assist them in dealing with the medical emergency by minimizing/avoiding periods of nonpay. In addition, the more employees who become members during Open Enrollment, the more leave will be available in the Leave Bank to assist members with medical emergencies.

## What is the difference between Leave Transfer and Leave Bank?

The Leave Bank is separate and apart from the Voluntary Leave Transfer Program (VLTP); however, employees may participate in both programs if they wish. Under Leave Transfer, donations of annual leave go directly from the donor to a specific individual already approved as a leave transfer program recipient. Under Leave Bank, donations of annual leave are contributed to the Leave Bank pool. Members must submit a request to the Leave Bank and then receive approval from the Leave Bank Board to become a recipient of leave bank hours.

## How does an employee become a Leave Bank member?

An employee may log into the Web-based Time and Attendance Distribution System (WebTADS) at <https://webtads.nasa.gov/> and request to become a member. (Step-by-step instructions are located in WebTADS by clicking the "Online Support" button.) If employees are unable to access WebTADS, they may contact you for assistance. If you are unable to assist your employees, they should contact the NASA Shared Services Center (NSSC) Customer Contact Center by phone at 1-877-677-2123 or by e-mail at [nssc-contactcenter@mail.nasa.gov](mailto:nssc-contactcenter@mail.nasa.gov).