

**NASA Emergency Leave Transfer Program (ELTP)
Frequently Asked Questions (FAQs) – Version 1
As of June 14, 2018**

Introduction

This document provides answers to Frequently Asked Questions (FAQs) related to the National Aeronautics and Space Administration (NASA) Emergency Leave Transfer Program (ELTP). In the event of a major disaster or emergency, as declared by the President, that results in severe adverse effects for a substantial number of employees, the President may direct the U.S. Office of Personnel Management (OPM) to establish an ELTP. Under an ELTP, a covered employee in an executive agency or the judicial branch, or an agency leave bank, may donate annual leave for transfer to employees of the same or other agencies who are adversely affected, or have family members who are adversely affected, by the disaster or emergency. Employees who receive donated ELTP hours may only use them for purposes related to the emergency.

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Document History Log

Status (Basic/Revision/ Cancelled)	Revision Date	Description of Change
Basic (Version 1)	June 14, 2018	Basic Release

The Emergency Leave Transfer Program (ELTP)

What is the Emergency Leave Transfer Program (ELTP)?

In the event of a major disaster or emergency as declared by the President that results in severe adverse effects for a substantial number of employees, the President may direct the U.S. Office of Personnel Management (OPM) to establish an ELTP. Under an ELTP, a covered employee in an executive agency or the judicial branch, or an agency leave bank, may donate annual leave for transfer to employees of the same or other agencies who are adversely affected, or have family members who are adversely affected, by the disaster or emergency.

Donations

How do I donate to an Emergency Leave Transfer Program (ELTP)?

Employees may donate a minimum of 1 hour or more annual leave or restored annual leave thru the Web-based Time and Attendance Distribution System (WebTADS). Donations are made to a pool, and hours are distributed from the pool to individual employees based on availability and need. When the need is over, any unused donated leave may be returned proportionately to donors.

To Donate Leave to an ELTP:

1. Log into WebTADS at <https://webtads.nasa.gov>.

If you are unable to access WebTADS, please contact your supervisor. If your supervisor is unable to assist you, please contact the NASA Shared Services Center (NSSC) Customer Contact Center at 1-877-677-2123 or nssc-contactcenter@nasa.gov.

2. Click the **Leave Balances** link.
3. Under the **Leave Form Requests** section click the **Donate Leave – Emergency Transfer Program** link.
4. Make your donation selection. In the **Major disaster or emergency declared by President** field, type the name of the ELTP to which your donated leave should be applied (e.g., Hurricane Harvey, Hurricane Irma, etc.). Separate donations may be made to any available ELTPs by submitting separate requests. Step-by-step instructions are also available in WebTADS by clicking the **Online Support** button.

Is there a limit on the amount of annual leave or restored annual leave I can donate to an Emergency Leave Transfer Program (ELTP)?

No. NASA has established a waiver to the limitation of hours which may be donated to an ELTP. Donations to the ELTP are not included in the combined limitation on donations

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under the Voluntary Leave Transfer Program (VLTP) and Voluntary Leave Bank Program (VLBP). The minimum an employee may donate is 1 hour.

Can I donate annual leave under an Emergency Leave Transfer Program (ELTP) to a specific person?

No. Annual leave must be donated to an ELTP specified by the President and cannot be directed to specific individuals. Leave will be pooled and distributed to emergency leave recipients as determined by the ELTP Board.

If I donate annual leave to the Emergency Leave Transfer Program (ELTP), can I also donate to the Voluntary Leave Transfer Program (VLTP) or Voluntary Leave Bank Program (VLBP)?

Yes.

Does leave I donate to the Emergency Leave Transfer Program (ELTP) count against the donation limit to the Voluntary Leave Transfer Program (VLTP) or the Voluntary Leave Bank Program (VLBP)?

No. Donations made to the ELTP do not count against an employee's leave donations to the VLTP or VLBP.

Can I donate accrued sick leave to the Emergency Leave Transfer Program (ELTP)?

No. You may only donate accrued or restored annual leave to an ELTP.

Eligibility

Who is eligible to receive donated leave through the Emergency Leave Transfer Program (ELTP)?

The ELTP is open to all Agency civil service employees who are earning annual leave. Employees must submit a written application to request leave donations. The employee will need to provide information stating that the employee (or family member) is adversely affected by an identified emergency which has caused a severe hardship requiring the employee's absence from duty.

Who is considered a family member under the Emergency Leave Transfer Program (ELTP)?

A family member means:

- Your spouse and your spouse's parents.
- Your children, including adopted children, and their spouses.

- Your parents and their spouses
- Your siblings and their spouses.
- Grandparents and grandchildren and their spouses.
- Domestic partner and their parents.
- Any individual related by blood or affinity whose close association with you is the equivalent of a family relationship.

The list of family members for whom an employee may request donated annual leave under an ELTP may be found at: <https://www.opm.gov/policy-data-oversight/pay-leave/leave-administration/fact-sheets/definitions-related-to-family-member-and-immediate-relative-for-purposes-of-sick-leave/>.

Receiving and Using Donated Leave

Must I exhaust my annual and/or sick leave balance before I can apply for donated leave?

A leave recipient is not required to exhaust accrued annual or sick leave before receiving donated leave under this program.

Can I be a recipient of the Emergency Leave Transfer Program (ELTP) in addition to other leave programs like Voluntary Leave Bank Program (VLBP) and/or Voluntary Leave Transfer Program (VLTP)?

Yes, being a participant in other NASA leave programs has no effect on your eligibility to participate in an ELTP. Each leave program has independent eligibility requirements which must be met. Both VLBP and VLTP have medical requirements while ELTP requires that you have been adversely affected by a particular disaster or emergency (e.g., Hurricane Harvey, etc.).

How do I apply to be an emergency leave transfer recipient?

You may apply to become an emergency leave recipient only when NASA has been authorized by the Office of Personnel Management (OPM) to establish an Emergency Leave Transfer Program (ELTP) to assist NASA employees adversely affected by a specific disaster or emergency. Currently applications will not be accepted via WebTADS.

How to Apply:

1. Access OPM 1637, Application to Become a Leave Recipient Under the Emergency Leave Transfer Program, at https://www.opm.gov/forms/pdf_fill/opm1637.pdf.
2. Type the requested information in blocks 1-12B. In Box 7, you must include the anticipated number of donated ELTP hours you are requesting.

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3. Your supervisor's signature is required in Box 13.
4. You (or your designee) sends the completed and signed OPM 1637 to the NASA Shared Services Center (NSSC) via secure fax to: 1-866-779-6772 or encrypted e-mail to: nssc@nasa.gov.

You and your supervisor will be notified regarding approval/eligibility to participate in ELTP and the number of hours that have been approved.

Do I have to have a medical condition (or be caring for a family member who has one) because of a major disaster or emergency to apply to receive leave under the Emergency Leave Transfer Program (ELTP)?

No. Employees are not required to have a medical condition to participate in an ELTP; however, it is possible that a medical condition could arise because of the disaster or emergency. Employees applying for donated leave must document the nature and severity of the emergency on their application. As with all leave requests, an employee's supervisor is the ultimate approver.

Can my leave be restored if I use it for circumstances as a result of a major disaster or emergency prior to receiving any leave donations?

Leave restoration is handled on a case-by-case basis. Donated leave under an Emergency Leave Transfer Program (ELTP) may only be used to:

- Substitute for any period of Leave Without Pay (LWOP) used because of the major disaster or emergency; or
- Liquidate an indebtedness incurred by the emergency leave recipient for advanced annual or sick leave used because of the emergency.

How much leave from an Emergency Leave Transfer Program (ELTP) may I be eligible to receive?

Employees may receive up to a maximum of 240 hours of donated annual leave at any one time from an ELTP; however, employees may submit multiple applications. Donations will be distributed to recipients based upon availability and need as determined by the ELTP Board. A separate application must be submitted each time an employee would like to request additional leave hours. An approved emergency leave recipient is not required to exhaust accrued annual or sick leave before receiving donated annual leave under the ELTP. Any donated annual leave that an emergency leave recipient receives may be used only for purposes related to the emergency.

How will I know whether my application has been approved for me to be a leave recipient under the Emergency Leave Transfer Program (ELTP)?

The NASA Shared Services Center (NSSC) will notify applicants when their application has been received. A separate e-mail notification will be sent to the applicant and supervisor

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when a decision has been made regarding the approval or disapproval of the leave request. The ELTP Board will make a determination within 10 business days of the receipt of application from the NSSC.

How do I use donated leave?

If you are approved to receive and use donated leave through an Emergency Leave Transfer Program (ELTP), the appropriate leave charge codes will be made available to you in WebTADS. Please select the appropriate code when using this leave. You will only have access to these codes while you are using donated leave. The codes are:

- Emergency Leave Transfer Program – ELTPS (self)
- Emergency Leave Transfer Program – ELTPF (family)

Will the approved leave hours be shown on my Earnings and Leave Statement along with my other leave hours?

No. Employees will not see their approved Emergency Leave Transfer Program (ELTP) leave hours reflected on their Earnings and Leave Statement or in WebTADS. Leave hours will be added to an employee's timesheet only when the appropriate leave codes are used. Consequently, it is important that individuals track their leave usage. If an employee uses more ELTP leave than has been approved, a Prior Pay Period Adjustment will be required.

If I am approved for emergency leave transfer hours, do I have to use them by a certain date?

Any donated annual leave you receive may only be used for purposes related to the emergency. Employees must use their donated hours prior to the end of the emergency. The Emergency Leave Transfer Program (ELTP) will terminate at the first occurrence of any of the following:

- When the recipient is no longer affected by the emergency.
- When the recipient's employment terminates with NASA.
- Upon notification by the Office of Personnel Management (OPM) that the recipient's application for disability retirement has been approved.
- When NASA or OPM determines the emergency has ended.

What happens if I do not use all of the hours I was approved to receive?

Leave hours not used by the approved leave recipient will remain in the Emergency Leave Transfer Program (ELTP) pool. Inform your Center ELTP coordinator that your need has terminated, and your access to the ELTP leave charge codes will be removed in WebTADS.

Additional Information

How do I keep up to date with the most current information?

For information on the Emergency Leave Transfer Program (ELTP), visit the NASA Shared Services Center (NSSC) Leave Programs page at <https://www.nssc.nasa.gov/leave-programs>.

Questions regarding the Emergency Leave Transfer Program (ELTP) can be directed to the NSSC at 1-877-677-2123 or nssc-contactcenter@nasa.gov.