

Office of Human Capital Management

Personnel Bulletin 2008-03-SH

Date: February 14, 2008

TO: NASA Centers  
Attn: Human Resources Directors  
Leave Coordinators

FROM: Director, Human Resources Policy and Programs  
Workforce Management and Development Division

SUBJECT: Criteria for Approval of Advanced Sick Leave and Becoming a Recipient in  
the Voluntary Leave Transfer Program

The purpose of this Personnel Bulletin is to establish the medical documentation requirements and supporting timelines for submission of requests for Advanced Sick Leave (ASL) and/or the Voluntary Leave Transfer Program (VLTP). In addition, this Personnel Bulletin will also clarify the approval process for such requests. Prior to transitioning the ASL and VLTP to the NASA Shared Service Center (NSSC), some Centers required medical documentation to support these requests and some did not. In order to ensure consistent and effective administration across the Agency, while continuing to afford NASA employees the opportunity to utilize the benefits of these programs, the following establishes administratively acceptable evidence and/or medical certification documentation required for these programs:

An employee must provide properly signed and dated written medical certification/documentation completed by a health care provider for any request submitted (via WebTADS) to his/her supervisor for ASL or to be a recipient in the VLTP. Health care provider means a licensed Doctor of Medicine or Doctor of Osteopathy; any health care provider recognized by the Federal Employee Health Benefits Program; or one who is licensed or certified under Federal or state law to provide the service in question. Please refer to the definition at 5 CFR 630.1202 or contact the NSSC with any questions. The certification must include:

- (1) The date the serious health condition began;
- (2) The probable duration of the serious health condition or a statement that the serious health condition is a chronic or continuing condition with an unknown duration and whether the patient is presently incapacitated and the likely duration and/or frequency of episodes of incapacitation;
- (3) The appropriate medical facts including a general statement as to the incapacitation, examination, or treatment that may be required; and
- (4) A statement from the health care provider that the patient is unable to perform the essential functions of his/her position.

For the care of a family member, the medical certification/documentation must include a statement that the employee's family member requires psychological comfort and/or physical care; needs assistance for basic medical, hygienic, nutritional, safety or transportation needs;

and would benefit from the employee's care or presence. The employee is required to provide a statement on the care he/she will provide for the family member and an estimate of the amount of time he/she expects will be required to provide this care.

Administratively acceptable evidence must be clearly signed, provided on the certifying health care provider's letterhead, and meet the requirements in (1), (2), (3), and (4) above.

An employee must submit this certification/documentation to his/her supervisor within 15 calendar days of the request. If it is not feasible, under the particular circumstances, to provide such documentation within the 15 days despite the employee's good faith efforts, the employee must provide the medical certification within a reasonable period of time but no later than 30 calendar days after the date of the request for ASL or VLTP. If the employee fails to submit the required medical documentation, then he/she can be charged with Absent Without Leave (AWOL); or at management's discretion, the time may be charged to annual leave or Leave Without Pay (LWOP).

Upon receipt of a request and the medical certification/documentation, a supervisor shall make a determination as to the appropriateness of the request and shall either approve or reject the request. If approved, the supervisor shall forward the documentation to the NSSC. The NSSC will validate the employee's leave balances and eligibility and will verify that the certification/documentation in support of the request meets the requirements as stated above. Upon the determination that the request is appropriate, the NSSC will provide final approval.

**Note:** The supervisor and the NSSC are responsible for the security and confidentiality of the medical certification/documentation and must ensure compliance with the provisions for safeguarding such information. Supervisors must not retain copies of such documentation beyond verification of receipt once submitted to the NSSC. No personal or confidential information is to be included in the certification/documentation other than what is listed above. However, if needed to substantiate such a request, the NSSC may request either additional documentation or contact the medical provider, as necessary. When required, documentation may be submitted for review to the Chief Health and Medical Officer who is responsible for substantiating that the medical documentation is sufficient to support the request, while maintaining the employee's right to privacy about such medical information.

If you have any questions or need additional information, please contact Scott Howell at (202) 358-1558 or by e-mail at [Scott.Howell@nasa.gov](mailto:Scott.Howell@nasa.gov).

*//Original Signed By//*

Neva Christine Cejka

cc:

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