Process to Donate Leave - EMPLOYEE

Where: Employee Leave Balance page
Who: Employee
Timeframe: Anytime during pay period

Purpose:

An employee may donate their accrued or restored annual leave to any Federal employee on the Voluntary Leave Share program.

Policy:

- Donations may be made:
  1. Within NASA
  2. Outside NASA

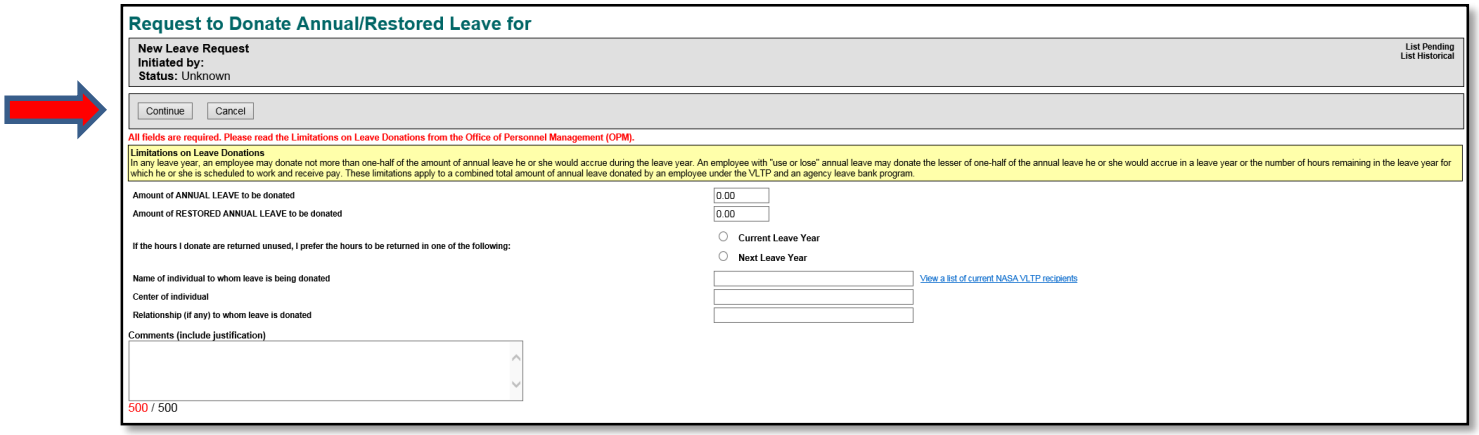
  OR
  3. Emergency transfer declared by the President (i.e., Hurricane Katrina, etc.). A leave pool is used by those employees affected by the emergency
- The maximum number of use/lose annual leave hours a Leave Donor may donate is the lesser of the following:
  1. No more than half the accruals earned in the current leave year
  2. No more than the number of hours remaining in the leave year for which he/she has time to take leave.
- The employing agency may waive these limitations under special circumstances
- The minimum leave amount an employee may donate is one hour
- Employees may not donate leave to their immediate supervisor
- Once approved, a leave donation is not revocable

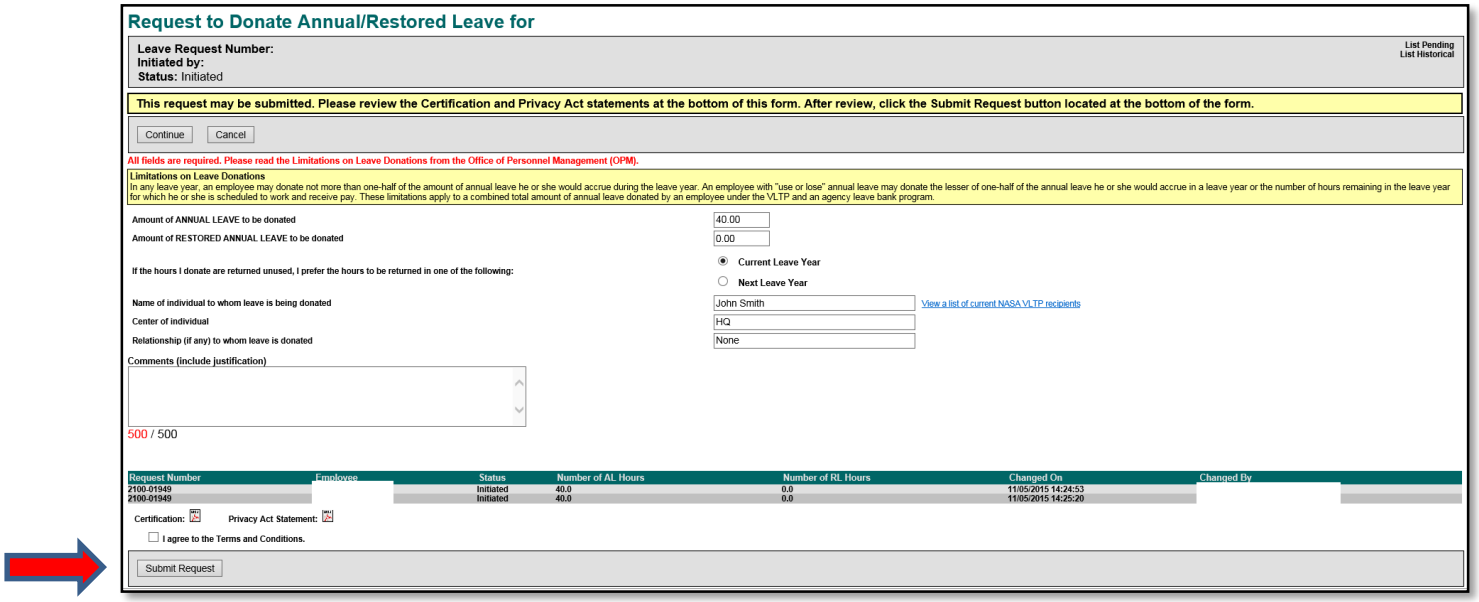
Request Procedure to Donate Leave inside NASA:

1. From the employee Leave Balance page, click on the "Donate Leave within NASA" link.

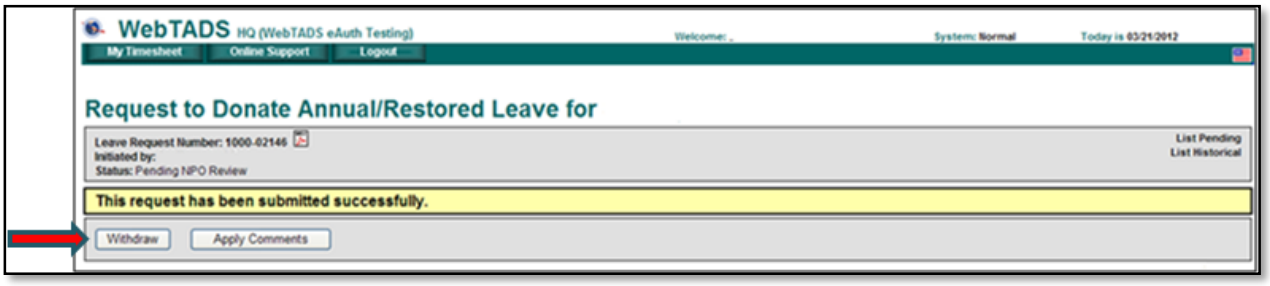
2. Follow the steps below:

a. All fields are required
b. After completion click CONTINUE. If errors are applicable, they will be displayed at the top of the screen
   i. **Note:** The SUBMIT REQUEST button will not be available until all errors are corrected. If necessary, correct errors and click CONTINUE.
c. Review information for accuracy, read the certification and privacy act statements, and check the box if you agree to the Terms and Conditions.
d. Click SUBMIT REQUEST (located beneath the privacy act statement)





3. After submitting the request, a success message will display. At this point, the request can be withdrawn or comments can be applied to the request. To apply comments, type within the Comments section of the request; when finished, click APPLY COMMENTS. The comments can be reviewed by the NSSC Payroll office.



4. The employee will receive an email notification that the request has been submitted and when the request has been approved by the NSSC Payroll Office.

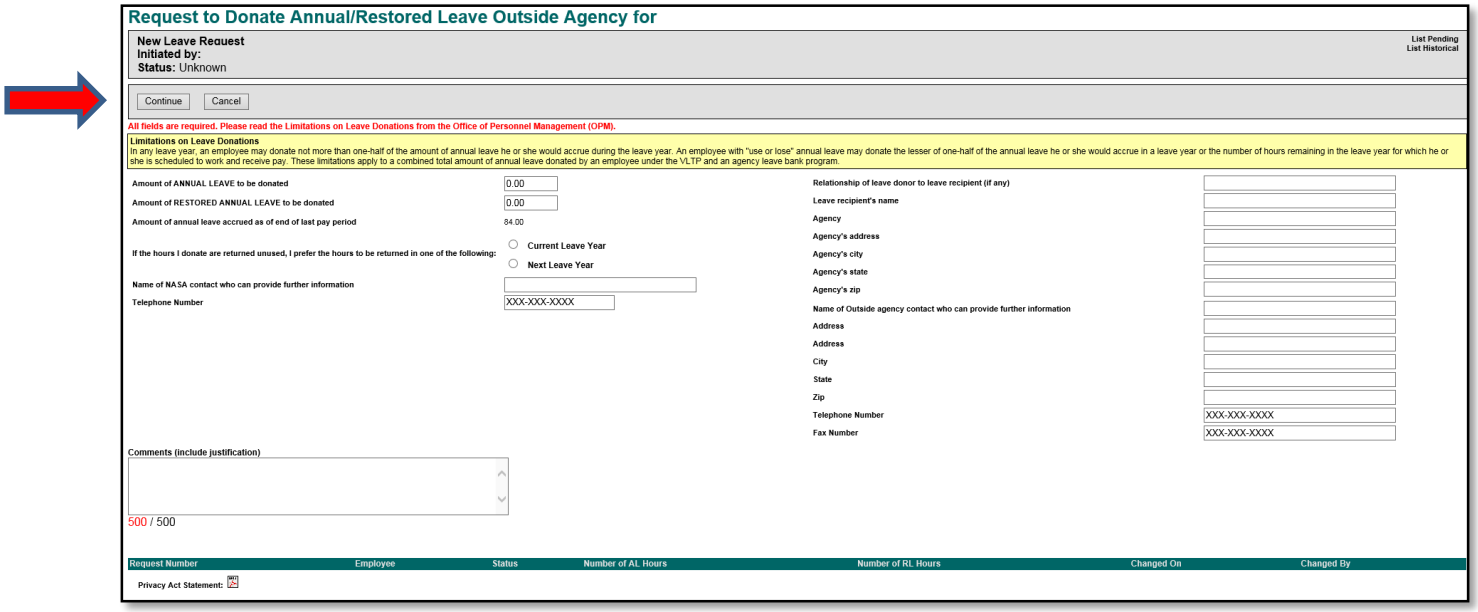
Request Procedure to Donate Leave outside NASA:

1. From the employee Leave Balance page, click on the “Donate Leave outside NASA” link.

2. The leave form displays with accrued leave as of the last pay period pre-populated (data gathered from FPPS). Follow the steps below:

    a. All fields are required
    b. After completion click CONTINUE. If errors are applicable, they will be displayed at the top of the screen
        i. **Note:** The SUBMIT REQUEST button will not be available until all errors are corrected. If necessary, correct errors and click CONTINUE
    c. Review information for accuracy, read the certification and privacy act statements, and check the box if you agree to the Terms and Conditions
    d. Click SUBMIT REQUEST (located beneath the privacy act statement)

RELEASED - Printed documents may be obsolete; validate prior to use.



Request to Donate Annual/Restored Leave Outside Agency for

New Leave Request
Initiated by:
Status: Unknown

List Pending
List Historical

Continue | Cancel

All fields are required. Please read the Limitations on Leave Donations from the Office of Personnel Management (OPM).

Limitations on Leave Donations
In any leave year, an employee may donate not more than one-half of the amount of annual leave he or she would accrue during the leave year. An employee with "use or lose" annual leave may donate the lesser of one-half of the annual leave he or she would accrue in a leave year or the number of hours remaining in the leave year for which he or she is scheduled to work and receive pay. These limitations apply to a combined total amount of annual leave donated by an employee under the VLTP and an agency leave bank program.

Amount of ANNUAL LEAVE to be donated	0.00
Amount of RESTORED ANNUAL LEAVE to be donated	0.00
Amount of annual leave accrued as of end of last pay period	84.00
If the hours I donate are returned unused, I prefer the hours to be returned in one of the following:	○ Current Leave Year ○ Next Leave Year
Name of NASA contact who can provide further information	
Telephone Number	XXX-XXX-XXXX

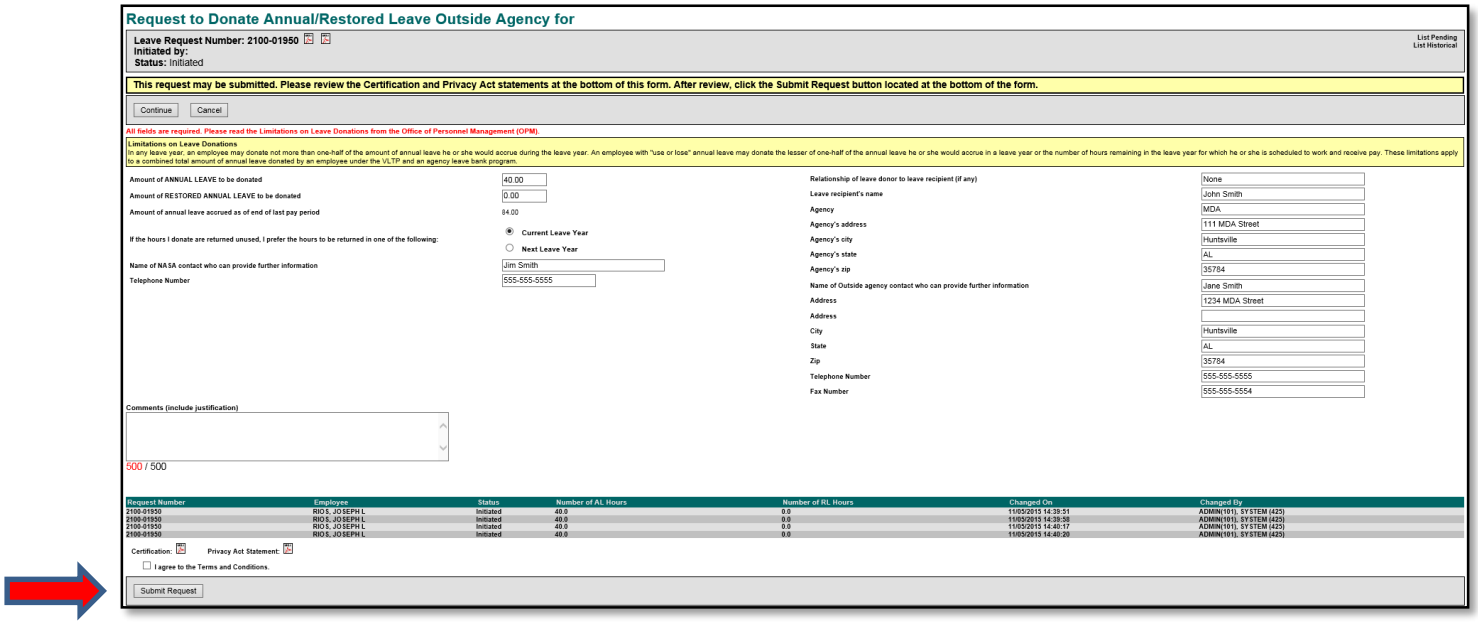
Relationship of leave donor to leave recipient (if any)	
Leave recipient's name	
Agency	
Agency's address	
Agency's city	
Agency's state	
Agency's zip	
Name of Outside agency contact who can provide further information	
Address	
Address	
City	
State	
Zip	
Telephone Number	XXX-XXX-XXXX
Fax Number	XXX-XXX-XXXX

Comments (include justification)

500 / 500

Request Number	Employee	Status	Number of AL Hours	Number of RL Hours	Changed On	Changed By

Privacy Act Statement:



Request to Donate Annual/Restored Leave Outside Agency for

Leave Request Number: 2100-01950
Initiated by:
Status: Initiated

List Pending
List Historical

This request may be submitted. Please review the Certification and Privacy Act statements at the bottom of this form. After review, click the Submit Request button located at the bottom of the form.

Continue | Cancel

All fields are required. Please read the Limitations on Leave Donations from the Office of Personnel Management (OPM).

Limitations on Leave Donations
In any leave year, an employee may donate not more than one-half of the amount of annual leave he or she would accrue during the leave year. An employee with "use or lose" annual leave may donate the lesser of one-half of the annual leave he or she would accrue in a leave year or the number of hours remaining in the leave year for which he or she is scheduled to work and receive pay. These limitations apply to a combined total amount of annual leave donated by an employee under the VLTP and an agency leave bank program.

Amount of ANNUAL LEAVE to be donated	40.00
Amount of RESTORED ANNUAL LEAVE to be donated	0.00
Amount of annual leave accrued as of end of last pay period	84.00
If the hours I donate are returned unused, I prefer the hours to be returned in one of the following:	◉ Current Leave Year ○ Next Leave Year
Name of NASA contact who can provide further information	Jim Smith
Telephone Number	555-555-5555

Relationship of leave donor to leave recipient (if any)	None
Leave recipient's name	John Smith
Agency	MDA
Agency's address	111 MDA Street
Agency's city	Huntsville
Agency's state	AL
Agency's zip	35784
Name of Outside agency contact who can provide further information	Jane Smith
Address	1234 MDA Street
Address	
City	Huntsville
State	AL
Zip	35784
Telephone Number	555-555-5555
Fax Number	555-555-5554

Comments (include justification)

500 / 500

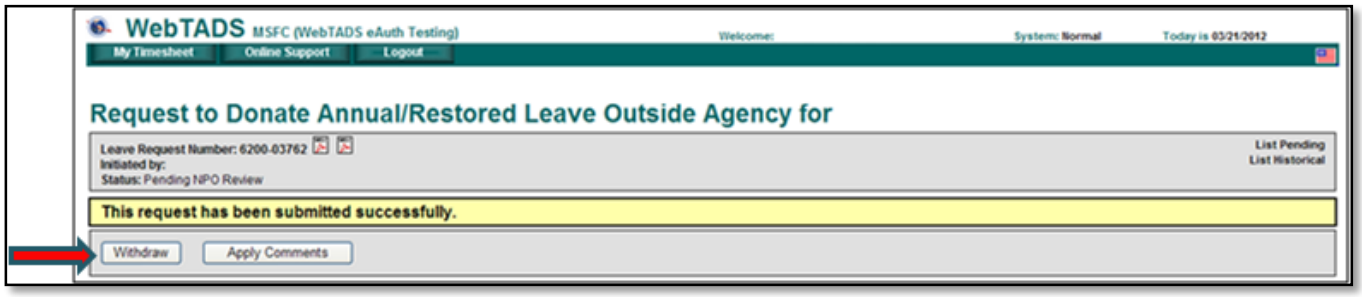
Request Number	Employee	Status	Number of AL Hours	Number of RL Hours	Changed On	Changed By
2100-01950	RIOS, JOSEPH L	Initiated	40.0	0.0	11/05/2015 14:39:51	ADMIN(101), SYSTEM (425)
2100-01950	RIOS, JOSEPH L	Initiated	40.0	0.0	11/05/2015 14:39:38	ADMIN(101), SYSTEM (425)
2100-01950	RIOS, JOSEPH L	Initiated	40.0	0.0	11/05/2015 14:40:17	ADMIN(101), SYSTEM (425)
2100-01950	RIOS, JOSEPH L	Initiated	40.0	0.0	11/05/2015 14:40:20	ADMIN(101), SYSTEM (425)

Certification: Privacy Act Statement:

☐ I agree to the Terms and Conditions.

Submit Request

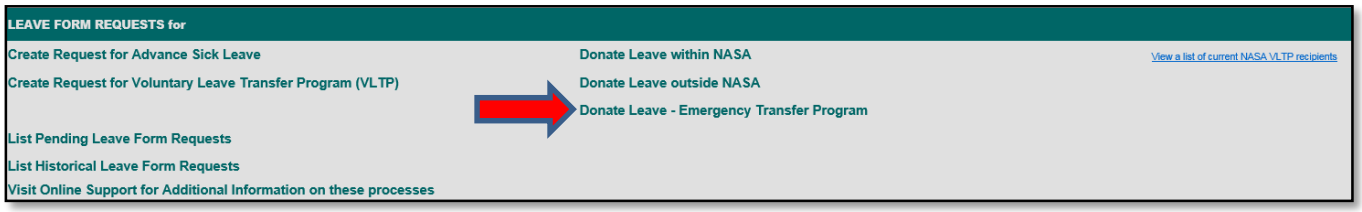
3. After submitting the request, a success message displays. Employees may review the OPM Form 630B by clicking the PDF icon. Notice many fields are pre-populated. All pre-populated fields are generated from data received from the Federal Personnel & Payroll System (FPPS). Questions should be directed to the NSSC Contact Center at 877-677-2123 or NSSCcontactcenter@nasa.gov. At this point, the request can be withdrawn or comments can be applied to the request. To apply comments, type within the Comments section of the request; when finished, click APPLY COMMENTS. The comments can be reviewed by the NSSC HR office and the NSSC Payroll office.



4. The employee will receive an email notification that the request has been submitted and when the request has been approved by the NSSC Payroll Office.

Request Procedure to Donate Leave – Emergency Transfer Program:

1. From the employee Leave Balance page, click on the Donate Leave – Emergency Transfer Program request form.



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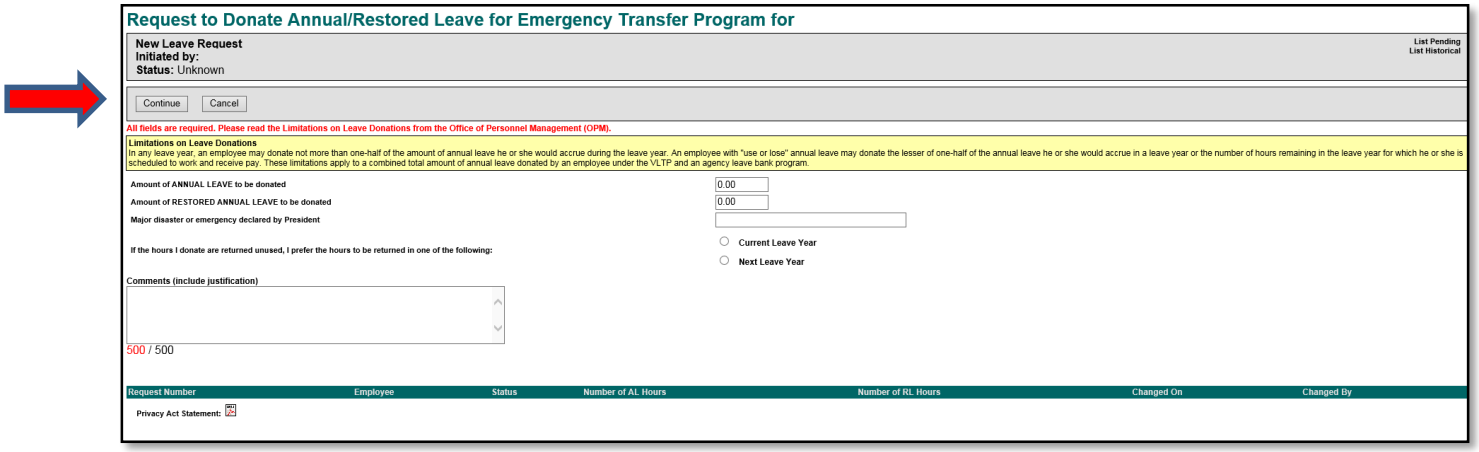
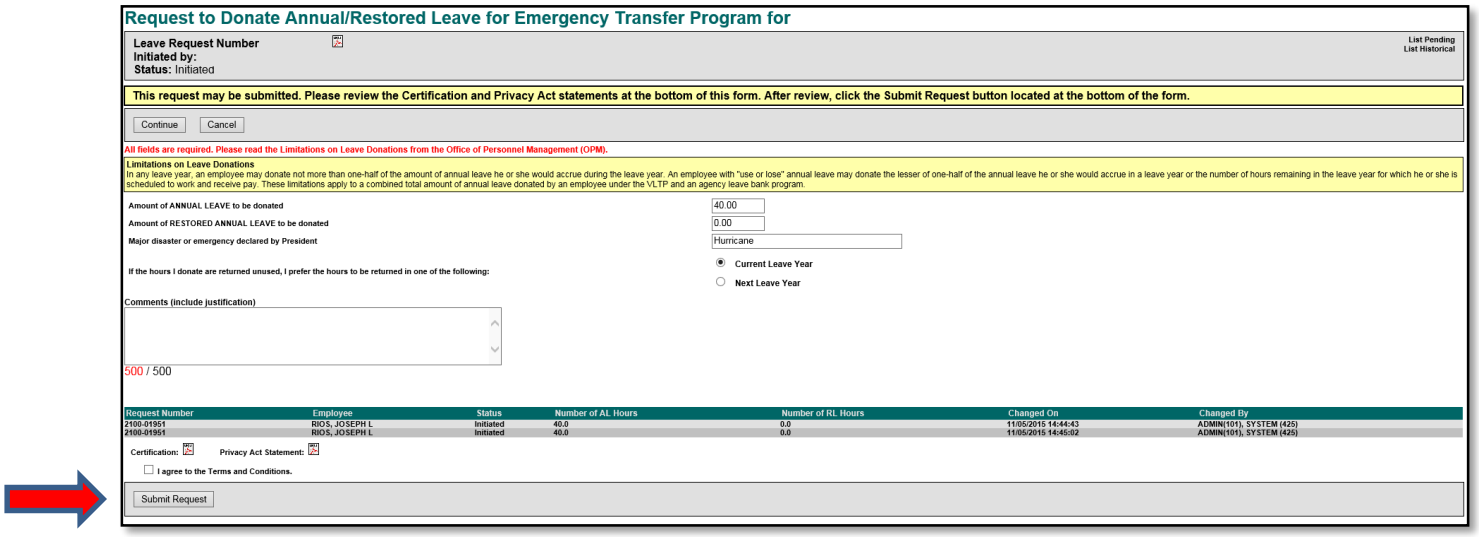
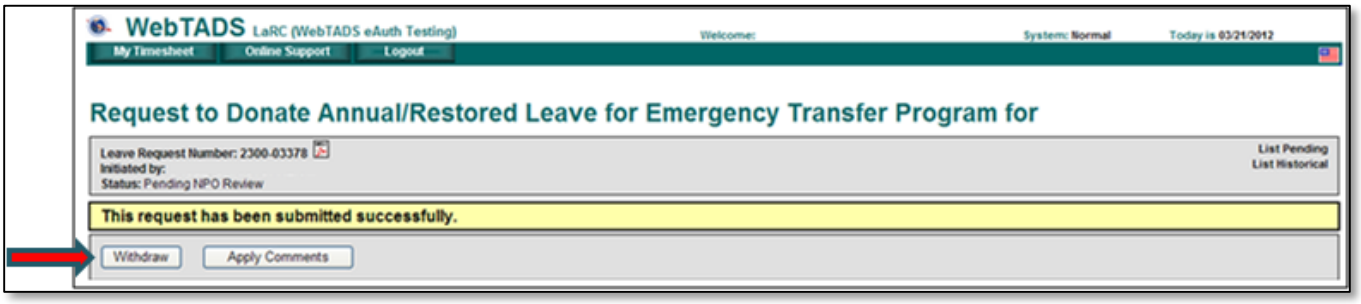
c. Review information for accuracy, read the certification and privacy act statements, and check the box if you agree to the Terms and Conditions.
d. Click SUBMIT REQUEST (located beneath the privacy act statement)





3. After submitting the request, a success message displays. At this point, the request can be withdrawn or comments can be applied to the request. If request is withdrawn comments are required. To only apply comments, type within the Comments section of the request; when finished, click APPLY COMMENTS. The comments can be reviewed by the Approver, the NSSC HR office and the NSSC Payroll office.



4. The employee will receive an email notification that the request has been submitted and when the request has been approved by the NSSC Payroll Office.

DOCUMENT HISTORY LOG

Author	Date	Description of Change
Jessica Rousseau	11/05/2015	Update wording and screen prints