



Create Donation Request to the VLBP

Where: Employee Leave Balances page
Who: Employee
Timeframe: Anytime

Definition:

Employees may donate annual leave to the Voluntary Leave Bank Program (VLBP). Any employee who accrues leave may donate to VLBP regardless of membership status in the program.

Policy:

- Voluntary Leave Bank Program (VLBP) Donations can be donated by Leave Bank members and non-members at any time during the leave year.
- Donation limitations are addressed in 5 CFR 630.1005, Limitations on contribution of annual leave. However, the Leave Bank Board may waive these limitations and permit larger donations when it determines additional donations are necessary to meet requests or maintain Leave Bank operations.
- Once annual leave has been donated to the Leave Bank, it will not be returned to an employee except if VLBP is cancelled or terminated. The VLBP may be cancelled by giving at least 30 days written advance notice to existing Leave Bank members. Any remaining leave will be credited to employees in a timely and equitable fashion to either current leave recipients, re-credited to donating employees, or a combination of both in accordance with policy.

For additional policy information, please refer to NASA Procedural Requirements (NPR) 3600.3, NASA Voluntary Leave Bank Program.

Purpose:

To provide an electronic request process to donate annual leave.

Creating a Request to Donate Leave to the VLBP:

To donate leave, locate the VLBP section from the employee's Leave Balances page.

1. Click on the ['Create New Donation Request'](#) link.



2. Click within the form fields next to the 'Annual leave to be donated' and/or 'Restored leave to be donated' lines to enter the desired number of hours. Review the Leave Bank Donation Terms and Conditions before clicking on the **'Submit Donation Request'** button.

Leave Bank Donation for Current Status: Initiated
[View Form History](#)

About Leave Donation
All annual leave donations will be reviewed prior to acceptance/processing to ensure compliance with Federal regulations and NASA policy. Leave cannot be returned once donated.

Annual leave hours to be donated
Restored leave hours to be donated

Leave Bank Donation Terms and Conditions

Certification Statement
I certify that I wish to donate the hours of annual leave indicated above. I understand that annual leave that I donate to the Leave Bank is a 'gift' and cannot be returned (refunded). I must comply with NASA and my Center's procedures for leave/approved absence (and provide additional documentation if required). I understand that falsification of information may be grounds for disciplinary action.

Privacy Act Statement

3. Click the 'Yes' button within the 'Are you sure' dialog box.

By clicking YES you are certifying you: 1) Agree to the terms and conditions of VLBP Donation 2) Understand that leave donations cannot be returned(refunded). Are you sure you wish to continue?

4. The current status of the request moves to 'Pending Review'.

Leave Bank Donation for Current Status: Pending Review
[View Form History](#)

Form Id:

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5. The current status of the request moves to 'Pending Verification' after NPO approves the initial donation request.

Leave Bank Donation for Current Status: Pending Verification
Form Id: [View Form History](#)

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6. After NPO verifies the action in the Federal Personnel/Payroll System (FPPS), you may verify the 'Current Status' of the request moves to 'Complete.'

Leave Bank Donation for Current Status: Complete
Form Id: [View Form History](#)

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Accessing the Donation Request After Submission:

To access the donation request after submission and view the current status, locate the VLBP section from the employee's Leave Balances page.

1. Click on the [View Pending Form](#) link.

Voluntary Leave Bank Program (VLBP) Requests for

Eligibility Status: Eligible Accrual Rate: 8.00

Membership: [Create New VLBP Membership Request](#)

Donation: [View Pending Form](#)

Other Features:

1. Comments can be made to the request any time during the VLBP Process by clicking the **'Apply Comment'** button, adding a comment and clicking the **'Add Comment'** button. A 'Cancel' button is also available and will return to the selected Leave Form.
2. If an employee has multiple requests, they can be viewed from the employee's Leave Balances page by clicking the **'View Historical Form'** link. This link will not appear unless there have been multiple requests created

Voluntary Leave Bank Program (VLBP) Requests for

Eligibility Status: Eligible Accrual Rate: 8.00

Membership: [Create New VLBP Membership Request](#)

Donation: [View Pending Form](#)  [View Historical Form](#)

3. Actions to the request can be viewed by clicking the **'View Form'** at the upper right hand side of the request.
Note: Navigation back to request is available by clicking the 'View Form' link.

Leave Bank Donation for Current Status: Complete [View Form](#)

Status	Action	Requested Hours AL/RL	Changed By	Changed On
Complete	Verify in FPPS	0/0		10/29/2013 11:22:17
Pending Verification	Complete Setup	0/0		10/29/2013 11:22:08
Pending Review	Submit Request	0/0		10/29/2013 09:56:55

Document History Log:

Author	Date	Description of Change
Noeleen Laughlin	10/29/2013	Update context per VLBP.8 Build on 10/24/2013
Jennifer Ball	09/23/2013	Update context & review
Jessica Rousseau	09/17/2013	SR - 249035