

Create Voluntary Leave Bank Program (VLBP) Membership Request

Where: Employee Leave Balances page
Who: Employee/NASA Shared Services Center Payroll Office (NPO)
Timeframe: Open Enrollment or Individual Enrollment Period

Definition:

The Leave Bank is a pooled fund of annual leave which allows employees to donate unused accrued annual leave to be used by any member of the Leave Bank for personal and family medical emergencies. The Voluntary Leave Bank Program (VLBP) can help ease the emotional and financial burdens experienced by an employee who has exhausted available paid leave as a result of a personal or family medical emergency. The VLBP is separate and apart from the Voluntary Leave Transfer Program (VLTP). The VLBP does not cancel or change the VLTP in any way. Any current, full or part-time NASA civil service employee who earns annual leave may become a member of the VLBP. Leave in the Leave Bank will only be available to VLBP members.

Policy:

Any current, full or part-time NASA civil service employee who earns annual leave may become a VLBP member by contributing at least the minimum amount of accrued annual leave during an approved enrollment period. To join the Leave Bank, an employee must contribute the amount of leave accrued during one pay period. The Leave Bank Board may increase or decrease the required contribution amount based on member need and surplus level. Changes will occur during the next leave year and will be publicized prior to implementation.

Enrollment Requirements:

To become a Leave Bank Member, employees must enroll during an Open or Individual Enrollment period. Employees must acknowledge and agree to 'contribute' the amount of annual leave accrued during one pay period each leave year into the Leave Bank. Thereafter, enrollment is automatic and annual leave will be deducted from the first pay period of each leave year unless the employee terminates his/her membership during an Open Enrollment period or separates from NASA. Once annual leave has been donated to the Leave Bank, it cannot be returned to an employee unless VLBP is cancelled.

Purpose:

To provide an electronic VLBP Membership request process.

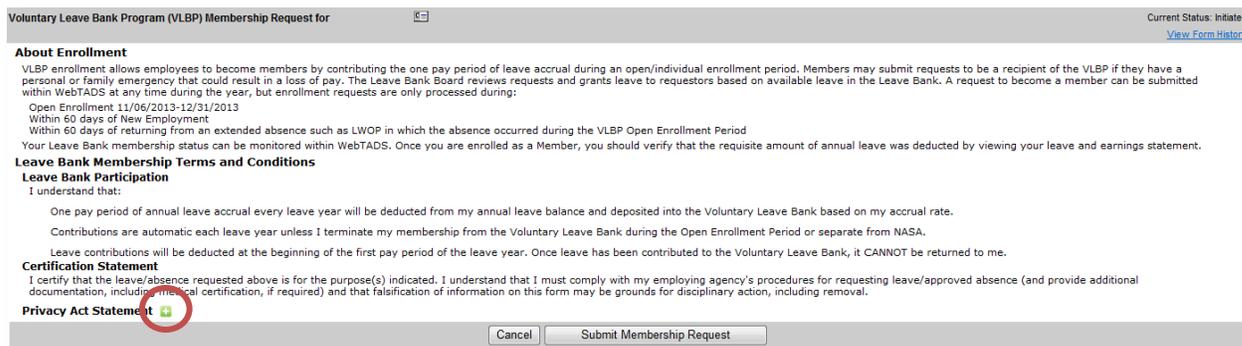
Requesting VLBP Membership:

To request VLBP Membership, locate the VLBP section from the employee's Leave Balances page.

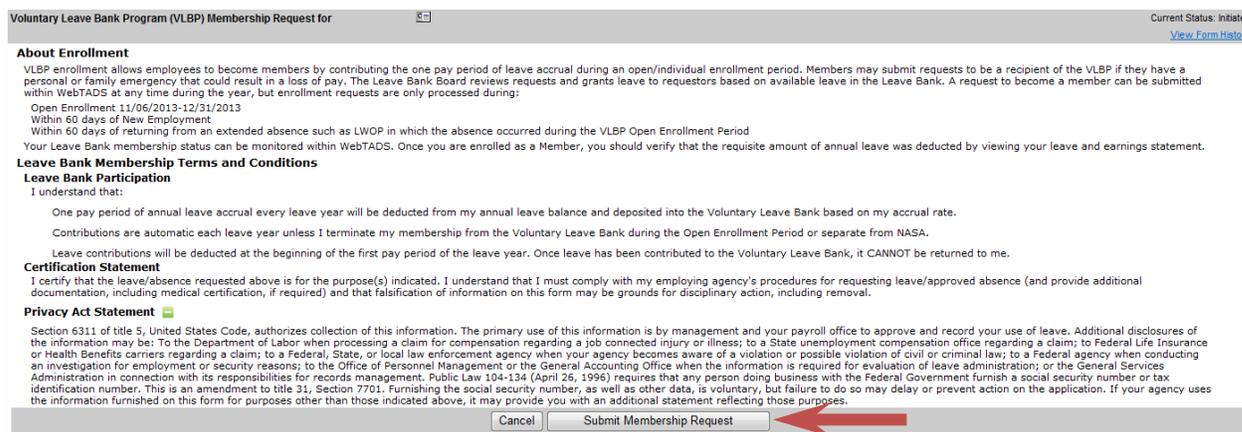
1. Click on the **'Create New VLBP Membership Request'** link.



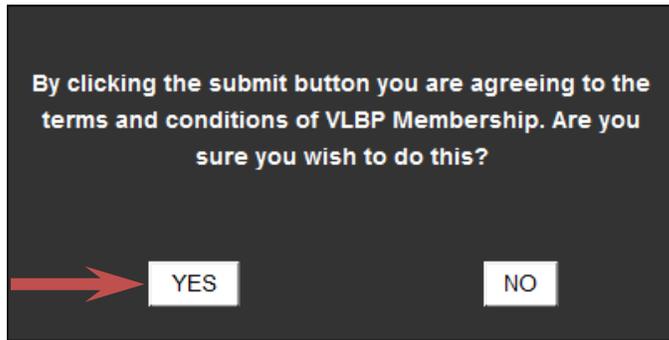
2. Read and acknowledge all information about enrollment. Carefully review the Leave Bank Membership Terms and Conditions. The Privacy Act Statement can be expanded or hidden by clicking on the green plus icon.



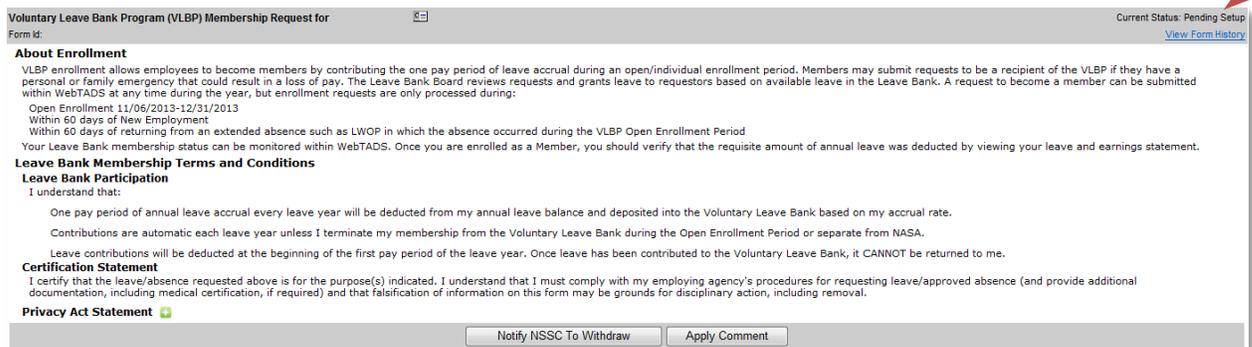
3. Click the 'Submit Membership Request' button.



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



5. In the upper right corner of the header, check that the Current Status displays 'Pending Setup'. An email is sent to the employee and the NSSC for notification of the membership request. An email will be sent to the employee after the NSSC has completed the set up and verification in the Federal Personnel/Payroll System (FPPS).

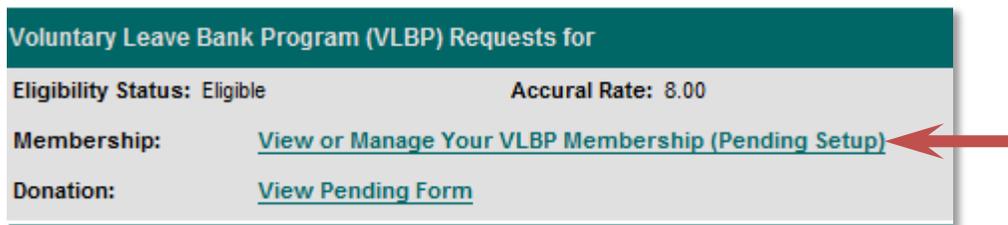


6. The option to withdraw a membership request is available if the employee no longer wants to be in VLBP. Withdrawal can be done any time prior to the NSSC setting the membership up in FPPS. Once an employee is setup in FPPS, the request must be terminated. Procedures for withdrawing and terminating are included in this guide.

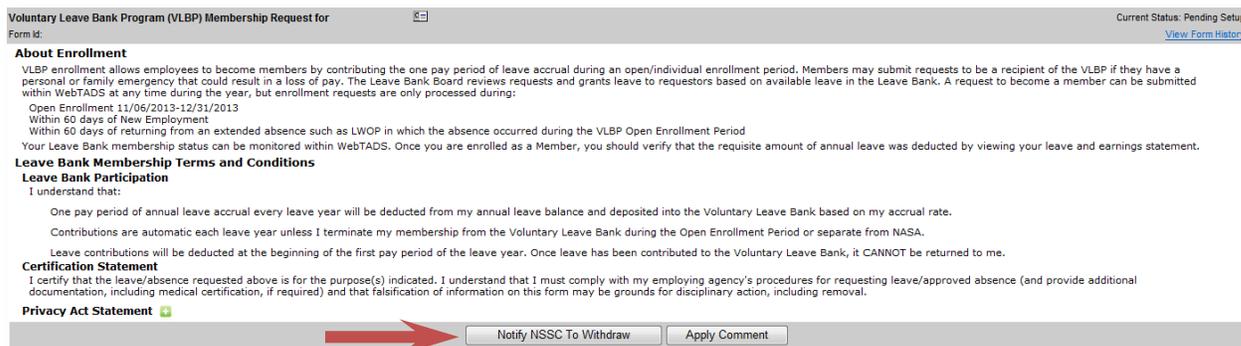
Withdrawing a VLBP Membership Request:

To withdraw a VLBP Membership Request (prior to setup in FPPS by NSSC), locate the VLBP section from on the employee's Leave Balances page.

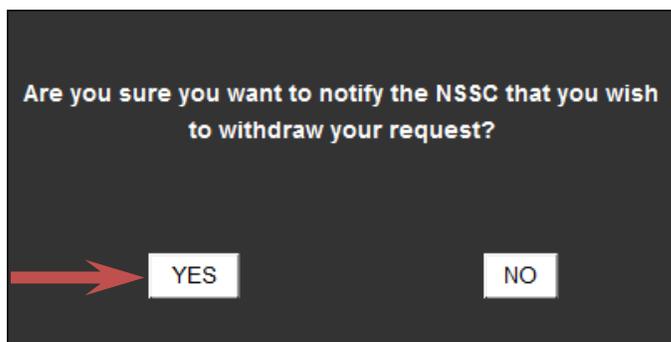
1. Click on the **[View or Manage Your VLBP Membership \(Pending Setup\)](#)** link.



2. Click on the **[Notify NSSC To Withdraw](#)** button.



3. Click 'Yes' within the dialog box.





- In the upper right corner of the header, the Current Status displays still displays as 'Pending Setup'. An email notification that the request should be withdrawn is sent to the employee and the NSSC. On the left side of the header, a message is displayed indicating 'NPO was notified to Withdraw request on xx/xx/xxxx'. Once the NSSC has withdrawn the membership, the current status will change to 'Withdrawn'.

Voluntary Leave Bank Program (VLBP) Membership Request for

Form Id: []

NPO was notified to Withdraw request on 11/07/2013

Current Status: Pending Setup [View Form History](#)

About Enrollment
VLBP enrollment allows employees to become members by contributing the one pay period of leave accrual during an open/individual enrollment period. Members may submit requests to be a recipient of the VLBP if they have a personal or family emergency that could result in a loss of pay. The Leave Bank Board reviews requests and grants leave to requestors based on available leave in the Leave Bank. A request to become a member can be submitted within WebTADS at any time during the year, but enrollment requests are only processed during:
Open Enrollment 11/06/2013-12/31/2013
Within 60 days of New Employment
Within 60 days of returning from an extended absence such as LWOP in which the absence occurred during the VLBP Open Enrollment Period
Your Leave Bank membership status can be monitored within WebTADS. Once you are enrolled as a Member, you should verify that the requisite amount of annual leave was deducted by viewing your leave and earnings statement.

Leave Bank Membership Terms and Conditions
Leave Bank Participation
I understand that:
One pay period of annual leave accrual every leave year will be deducted from my annual leave balance and deposited into the Voluntary Leave Bank based on my accrual rate.
Contributions are automatic each leave year unless I terminate my membership from the Voluntary Leave Bank during the Open Enrollment Period or separate from NASA.
Leave contributions will be deducted at the beginning of the first pay period of the leave year. Once leave has been contributed to the Voluntary Leave Bank, it CANNOT be returned to me.

Certification Statement
I certify that the leave/absence requested above is for the purpose(s) indicated. I understand that I must comply with my employing agency's procedures for requesting leave/approved absence (and provide additional documentation, including medical certification, if required) and that falsification of information on this form may be grounds for disciplinary action, including removal.

Privacy Act Statement []

Voluntary Leave Bank Program (VLBP) Membership Request for

Form Id: []

NPO was notified to Withdraw request on 11/07/2013

Current Status: Withdrawn [View Form History](#)

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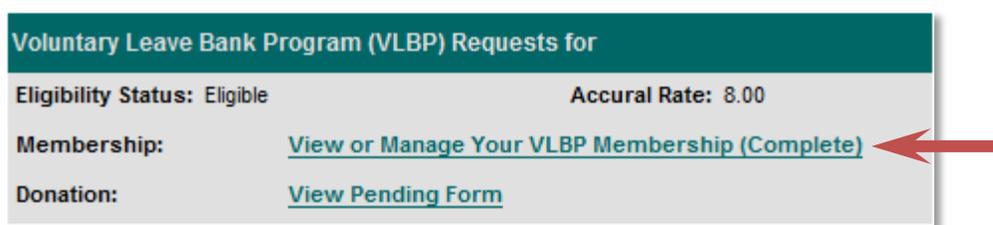
- The ability to re-submit the request is available any time after withdrawal. To re-submit the request, follow the 'Requesting VLBP Membership' instructions in this document.

Terminating a VLBP Membership Request:

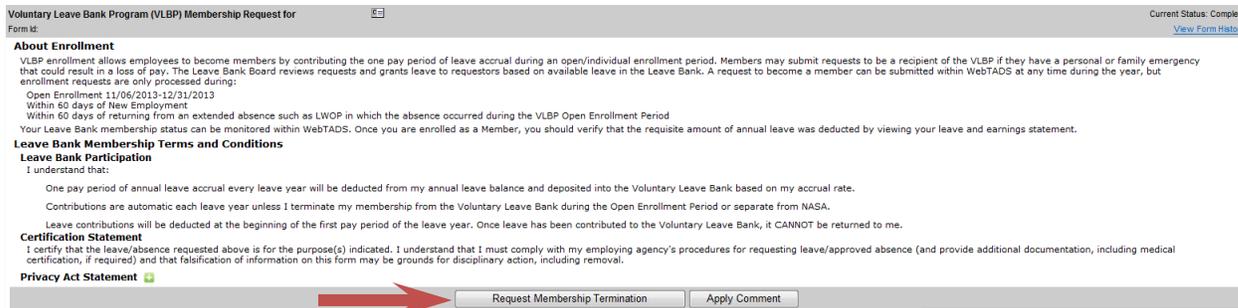
Terminate a VLBP Membership Request on the employee's Leave Balances page.

After NSSC has completed set up in FPPS, an employee may decide to terminate from VLBP. Once terminated from VLBP, previous donations will not be returned to the employee. Termination requests will be processed during VLBP Open Enrollment.

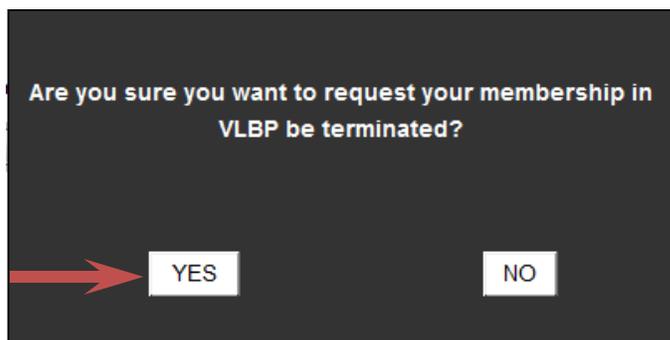
1. Click on the '[View or Manage Your VLBP Membership](#)' link.



2. Click on the '[Request Membership Termination](#)' button.



3. Click 'Yes' within the dialog box.





4. The current status of the request changes to 'Pending Termination'.

Voluntary Leave Bank Program (VLBP) Membership Request for Current Status: Pending Termination
 Form Id: [View Form History](#)

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5. The ability to subsequently request VLBP membership is available any time after termination by following the instructions in this guide.

Other Features:

- Comments can be added 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 Request Form.
- A listing of all transactions and/or comments for the request may be viewed by clicking the '[View Form History](#)' link in the upper right corner of the request. Navigation back to the Request is available by clicking the '[View Form](#)' link.

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 Form Id: [View Form History](#)

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Voluntary Leave Bank Program (VLBP) Membership Request for Current Status: Pending Termination
 Form Id: [View Form](#)

Status	Action	Notified NPO to Withdraw	Notified NPO to Withdraw On	Notified NPO to Withdraw Termination Request	Notified NPO to Withdraw Termination Request On	Changed By	Changed On
Pending Termination	Termination Request	N		N			11/07/2013 17:53:47
Complete	Complete Setup In FPPS	N		N			11/07/2013 17:48:30
Pending Setup	Submit Request	N		N			11/07/2013 17:48:21
Withdrawn	Withdraw Membership Request	Y	11/07/2013 16:31:53	N			11/07/2013 16:37:38
Comment: TESTING							
Pending Setup	Notify NSSC to Withdraw	Y	11/07/2013 16:31:53	N			11/07/2013 16:31:53
Pending Setup	Submit Request	N		N			11/07/2013 16:22:06



Document History Log:

Author	Date	Description of Change
Noeleen Laughlin	11/07/2013	Updated content/screen shots due to new build
Jennifer Ball	09/17/2013	Updated content/screen shots
Jessica Rousseau	09/16/2013	Initial version SR - 249035