



Request Leave from VLBP

Where: Employee Leave Balances page
Who: Employee/NASA Shared Services Center (NSSC) Payroll Office (NPO)
Timeframe: Anytime

Definition:

The Leave Bank is a pooled fund of annual leave established to allow employees to donate unused accrued annual leave to be used by members of the Leave Bank for personal and family medical emergencies.

Policy:

- The employee must be a current NASA Voluntary Leave Bank Program (VLBP) member to request leave from the Leave Bank. The employee may use the annual leave approved by the Leave Board only for the medical emergency identified in the request. If the Leave Board does not approve the request or approves fewer hours than requested, the employees have the right to request reconsideration.
- To become a member, please follow the steps in the 'Create VLBP Membership Request' Quick Reference Guide (QRG) found by clicking on the WebTADS Online Support button. Once the membership request moves to a 'Complete' status, the employee may submit a request to be a leave recipient.

Purpose:

To provide an electronic request process to become a recipient in VLBP.

Requesting Leave from the Voluntary Leave Bank:

1. Click on the ['Create New Recipient Request'](#) link. This link only appears for members of the Voluntary Leave Bank Program (VLBP).

Voluntary Leave Bank Program (VLBP) Requests for	
Eligibility Status:	Eligible
Accrual Rate:	6.00
Membership:	View or Manage Your VLBP Membership (Complete)
Donation:	Create New Donation Request
Recipient:	Create New Recipient Request

VLBP Membership Status should appear as Complete



2. Enter the requested information in the fields. All required fields are notated by an asterisk.
3. Review the Leave Bank Recipient Terms and Conditions before clicking on the **Submit Recipient Request** button. The Privacy Act Statement can be viewed by clicking the green plus icon
4. The request has 4 buttons which perform the following actions when clicked:
 - a. **Save Request** - the option to save the request is available and allows information to be saved at any point prior to submitting the request. Saving the form, even with errors, will automatically create a pending form with an ID used to track the status of the request. The pending form can be accessed from the Leave Balances page at a later date, if necessary, to complete the request. It is also acceptable to complete the entire form and click the 'Submit Recipient Request' button without clicking the save button first. The 'Submit Recipient Request' button saves all information and submits the request in one click.
 - b. **Cancel Request** – does not save any information to the form and navigates back to the Leave Balances page. Also, please be aware that cancelling the form prior to submission clears any saved data and a new form must be created.
 - c. **Submit Recipient Request** - this button saves all information and submits the request to become a leave recipient; the status of the request changes to 'Pending Review'.
 - d. **Apply Comment** - this button may be clicked to add other necessary information and can be viewed by clicking on the 'View Form History' link located in the upper right corner.

Leave Bank Recipient Request

All fields with an asterisk are required.

- * Individual Affected:
- * Nature/Severity of Emergency/Event:
- * Emergency/Event Begin Date:
- * Estimated End Date:
- * Leave Hours Requested: 0.00
- * Approver to Notify:
- * Alternate Contact Name:
- * Alternate Contact Phone:
- Alternate Contact Email:

Leave Bank Recipient Terms and Conditions

Certification Statement
I certify that the leave/absence requested above is for the purpose(s) indicated. I understand that I must comply with NASA and my Center'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

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

Save Request Cancel Request Submit Recipient Request Apply Comment

5. Once the 'Submit Recipient Request' button is clicked, an 'Are you sure' dialog box appears. Please review the dialog box and click 'Yes' or 'No'.
 - a. Clicking 'Yes' will submit the form and change the current status to 'Pending Review.' An email will be sent to the employee, approver, NASA Shared Services Center (NSSC), and the Employee Relations Officer.
 - b. Clicking 'No' will keep the request in the current 'Initiated' status and the request is not submitted.



Note: A request may be withdrawn any time after submission or prior to the request being placed in a Complete status. Please call the NPO and request a withdrawal, if necessary

6. Provide all necessary medical and/or military documentation to the NSSC by fax at 1-866-779-6772.
7. NPO will review the documents.
 - a. If further information is necessary, NPO will either contact the employee or withdraws the request and provide a comment with the reason for withdrawing the request. An email will be sent to the employee, the approver, NSSC, and the Employee Relations Officer.
 - b. Once appropriate documentation is received and passes review, NPO will send the request to the Leave Bank Board for approval.
8. The request changes to 'Pending Approval' status. The status of the request can be checked at any time from the Leave Balances page by clicking the **Recipient** [View Pending Form](#) link.





9. The Leave Bank Board reviews the request and makes a determination. The Leave Bank Board may approve some or all of the requested hours OR disapprove a request due to insufficient hours in the leave bank. An email with the hours granted will be sent to the employee, the approver, NSSC, and the Employee Relations Officer. If a request is disapproved (no hours are granted) or fewer hours are granted than requested, the employee has the option to request reconsideration for the total hours requested.

10. NPO processes all approved (and requested) hours. The request status changes during each step of the below process.
 - a. NPO approves the request and the request changes from 'Pending Approval' to 'Pending Setup' status.

 - b. Once NPO sets up the approved leave hours in the Federal Personnel Payroll System (FPPS), the request changes to 'Pending Verification' status.

 - c. NPO verifies hours processed successfully in FPPS and the request changes to 'Complete' status.

 - d. The employee may now use the appropriate VLBP hour type on the timesheet based on the begin date of the request. NPO will let employees know which hour types they may use.



Requesting Reconsideration:

If the Leave Bank Board disapproves the request or approves fewer hours than requested, the employee may request reconsideration within 15 days of the notification. The Leave Bank Board's reconsideration decision is final

1. To request reconsideration, call or email the NPO to request reconsideration. The NPO can be contacted by the following phone or email:
Phone: 1-877-677-2123
Email: nssc-contactcenter@nasa.gov
2. NPO will notify the Leave Bank Board of the requested reconsideration.
 - a. If no hours were granted initially, NPO places the request back in 'Pending Approval' status.
 - b. If partial hours were granted initially, NPO places the request in 'Complete - Pending Reconsideration' status.
3. The Leave Bank Board has 10 days to reply to the NPO with a final decision of hours granted. NPO has 5 days to notify the employee, the approver, and the Employee Relations Officer.
4. NPO will status the request status as follows:
 - a. Request that was initially disapproved (no hours granted):
 - i. Approval of all or partial hours changes the request to 'Pending Setup' status.
 - ii. Disapproval of all hours changes the request back to 'Disapproved' status.
 - b. Request that was initially approved for fewer hours than requested (partial hours granted):
 - i. Approval of all or partial hours changes the request back to Complete' status.
 - ii. Disapproval of remaining hours changes the request back to Complete' status

Initiating an Extension or Requesting Termination:

An employee may submit an extension if the medical emergency/event continues past the original estimated end date and remaining Leave Bank hours need to be used. However, the employee must have an approved request (found in the ['View Future/Active Form'](#) link) to submit an extension. If this is not the case, the employee should either contact the NPO or submit another request.

1. Click on the ['View Future/Active Form'](#) link from the Leave Balances Page. If there is more than one active form, chose the form for extension/termination by clicking the 'View Form' link under the Action column.

Voluntary Leave Bank Program (VLBP) Requests for

Eligibility Status: Eligible Accrual Rate: 8.00

Membership: [View or Manage Your VLBP Membership \(Complete\)](#)

Donation: [Create New Donation Request](#)

Recipient: [View Pending Form](#) [View Future Active Forms \(2\)](#)

Id	Employee	Status	Event Begin Date	Estimated End Date	Req Hrs	Act Hrs	Rec Hrs	Action
7600-00010	DUCK, DAISY	Complete	12/09/2013	12/13/2013	40.00	32.00	8.00	View Form
7600-00009	DUCK, DAISY	Complete	12/01/2013	12/08/2013	40.00	40.00		View Form

2. Click 'Initiate Extension' or 'Request Termination'.

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

All fields with an asterisk are required.

* Individual Affected: Self (medical)
* Purpose: testing
* Effective Date: 12/09/2013
* Estimated End Date: 12/13/2013
* Leave Hours Requested: 40.00
* Leave Hours Granted: 32.00
* Approver to Notify: MOUSE, MICKEY
* Alternate Contact Name: Donald Duck
* Alternate Contact Phone: (555) 555-5555
Alternate Contact Email:

Leave Bank Recipient Terms and Conditions
Certification Statement
I certify that the leave/absence requested above is for the purpose(s) indicated. I understand that I must comply with NASA and my Center'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

Initiating An Extension:

- a. Enter the new Estimated End Date and update Approver and/or Alternative Contact information if necessary and click the 'Submit Recipient Extension' button. An email is sent to the employee, the approver, NSSC, and the Employee Relations Officer. (Save, Cancel, and Apply Comment buttons perform the same as explained previously in this document.)

- b. The current status changes to 'Extension Pending Review' status. Additional medical/military documentation must be sent to the NPO. If something changes with the employee's situation and the extension is no longer necessary, contact the NPO to withdraw the request.
- c. If documentation does not support the extension request, NPO may contact the employee for more information or may disapprove the extension. A disapproved action changes the request back to 'Complete' status. Sufficient medical/military documentation received supporting the new estimated end date changes the request to 'Extension Pending Verification' status.
- d. NPO enters the new estimated end date in FPPS and the request changes to 'Complete' status. An email will be sent to the employee, the approver, NPO, and the Employee Relations Officer upon approval or disapproval

Requesting Termination:

- a. Click the 'Request Termination' button. An email will be sent to the employee, approver, NPO, and the Employee Relations Officer. The request changes to the 'Pending Termination' status.
- b. NPO terminates the request and an email will be sent to the employee, the approver, NPO, and the Employee Relations Officer.

Special Considerations:

1. An employee may cancel the request prior to submission. After the request has been submitted it can be withdrawn any time prior to verification in FPPS by contacting the NPO. Once the request is in 'Complete' status, the employee can only request a termination.
2. 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.
3. If an employee has a request or multiple requests, they can be viewed from the Leave Balances page by clicking on the '[View Future/Active Form](#)' or '[View Historical Recipient Form](#)' links. The '[View Future/Active Form](#)' link stores requests that are either currently active or active in the near future. The '[View Historical Recipient Form](#)' link stores requests that have past date ranges or have been terminated. These links will not appear unless there have been at least one request has been created.

Voluntary Leave Bank Program (VLBP) Requests for		
Eligibility Status:	Eligible	Accrual Rate: 6.00
Membership:	View or Manage Your VLBP Membership (Complete)	
Donation:	Create New VLBP Donation Request	
Recipient:	Create New VLBP Recipient Request	View Future/Active Form View Historical Recipient Forms (2)

Indicates that a single request has been created

Indicates multiple requests created and shows total number of requests

4. Actions to the request can be viewed by clicking the '[View Form History](#)' at the upper right hand side of the request. Navigation back to the Recipient Request Form is available by clicking the '[View Form](#)' link.

Document History Log:

Author	Date	Description of Change
Noeleen Laughlin	01/02/2014	Incorporate feedback and update screenshots
Jennifer Ball	12/18/2013	Updates and Modifications
Noeleen Laughlin	12/13/2013	SR – 249035 – Create QRG