

## **VLTP FAQ**

### ***APPLICATION PROCEDURE TO BE BECOME A VLTP RECIPIENT***

An employee affected by a medical emergency or natural disaster may apply to become a leave recipient in the VLTP by submitting a completed TSA Form 1128, Voluntary (VLTP) Leave Recipient Application, and supporting documentation following the procedures outlined in VLTP Roles and Responsibilities.

### ***CAN I SAVE MY LEAVE ACCURALS AND USE ONLY VLTP DONATIONS?***

Leave recipients must use all accrued and available paid leave (sick leave, annual leave, compensatory time off, or time-off awards) before using donated leave for a medical emergency.

### ***HAVE I (RECIPIENT) RECEIVED DONATIONS?***

Please review the Recipient's timecards to confirm how many donations the Recipient currently has. The hours are displayed under the "Voluntary Leave Transfer" Section.

### ***WHY DID MY VLTP NOT PAY OUT CORRECTLY?***

Please double check to confirm if VLTP donation hours were charged correctly. When charging VLTP Donations, please ensure the "Leave Event" is correctly selected to "Medical".

If the VLTP Donations were not correctly charged, per the guidance of NFC, timecard corrections are required before applying for a hardship to correctly charge VLTP donations.

Timekeeper can review the TSA "Job Aid VLTP Timekeeper Instructions 2013" PowerPoint for instructions on how to correctly apply VLTP donations.

### ***WHAT DO I NEED TO SUBMIT TO BECOME A VLTP RECIPIENT?***

Employees, or their representative, must submit TSA Form 1128, and supporting documentation no later than 60 calendar days following the onset of a medical emergency or 30 calendar days following the onset of a natural disaster emergency. This 60-day/30-day period may, on rare occasions, be extended on a case-by-case basis if the employee can demonstrate that delay was caused by factors outside their control.

### ***WHAT IF I CAN NOT APPLY FOR VLTP MYSELF?***

A personal representative may complete the application for an employee who is incapacitated as a result of a medical emergency.

### ***WILL DOES VLTP NOT COVER?***

Employees will not be approved to receive and use donated leave for any of the following purposes:

- (1) Caring for or bonding with a healthy newborn child;

- (2) Recuperation from elective or cosmetic surgery;
- (3) Absences related to bereavement; or
- (4) Other non-medical emergencies not associated with loss of home or personal property by natural disaster.

#### ***CAN I DONATE TO MY SUPERVISOR?***

Employees may not donate leave to an immediate supervisor, any other individual in their supervisory/management chain of command, or any management official within the organizational unit having influence/input on employment related decisions involving the leave donor.

#### ***WHAT IS NEEDED TO SUBMIT AN OUTSIDE AGENCY DONATION***

OPM 630 form, outside agency email address and part B should be completed by ServeU Human Capital Hub.

#### ***HOW CAN I APPLY FOR AN EXTENSION?***

Updated medical documentation is required with the following: Dated within 60 days, signed by an outside medical doctor, same nature of event as original request and a clear updated end date.

#### ***I WANT TO CONTINUE MY VLTP AFTER 24 MONTHS, WHAT IS NEEDED?***

Employees may not remain in the VLTP for more than 24 consecutive calendar months. During the 24 months, employees may use donated leave on a continuous or intermittent basis. Employees who require intermittent use of donated leave will have their cases reviewed every six months to determine if they are eligible to continue their participation.

Any extensions beyond the 24-month period must be approved by the AA/OHC. Requests should be submitted following the same process as for an initial request. The VLTP coordinator will submit the request with a recommendation to the AA/OHC.

#### ***WHAT IF I AM AFFECTED BY A NATURAL DISASTER?***

An employee affected by a medical emergency or natural disaster may apply to become a leave recipient in the VLTP by submitting a completed TSA Form 1128, Voluntary (VLTP) Leave Recipient Application, and supporting documentation following the procedures outlined in VLTP Roles and Responsibilities.

Employees affected by natural disasters (e.g. widespread flooding, hurricanes, wildfires, tornadoes, lightning and earthquakes) must submit TSA Form 1128 and documentation (e.g. assessment that home is condemned; documentation that the employee has been displaced, or copies of fire or safety reports) confirming the loss and the cause of the loss no later than 30 calendar days following the date of the loss. This 30-day period may be extended on a case by-case basis if the employee can demonstrate that delay was caused by factors outside their control.

Employees may only donate annual leave and CT (not sick leave) to approved leave recipients for non-medical emergencies associated with loss of home or personal property by a natural disaster. (h) Employees who experience a loss of home or personal property by natural disaster (e.g. widespread flooding, hurricanes, wildfires, tornadoes, lightning and earthquakes) may be approved for no more than a maximum of 80 hours of donated leave under the VLTP for each disaster loss. The maximum amount of donated leave an employee may receive in a leave year for losses by natural disaster is 240 hours.

#### ***WHAT DO I NEED TO SUBMIT A VLTP DONATION?***

To become a leave donor, an employee must complete and submit a signed leave donor form following the instructions in VLTP Roles and Responsibilities for processing.

There are two types of leave donation forms. (1) TSA employees who want to donate leave to other TSA employees should use TSA Form 1128-1, VLTP Leave Donation Request.

TSA employees who want to donate annual leave to employees of other Federal agencies and employees of other Federal agencies who want to donate annual leave to TSA employees should use OPM Form 630B.

#### ***HOW MUCH ANNUAL LEAVE CAN I DONATE YEAR?***

The maximum amount of annual leave to be donated is no more than one-half of the annual leave earned in the current leave year.

#### ***I AM A VLTP RECIPIENT; HOW CAN I USE VLTP DONATIONS?***

Leave recipients must use all accrued and available paid leave (sick leave, annual leave, compensatory time off, or time-off awards) before using donated leave for a medical emergency.

#### ***AM I APPROVED FOR THE 60 DAY WINDOW WHEN MY VLTP ENDS?***

Recipients are approved for the 60-day window if LWOP is accrued and/or advance leave was accrued during the VLTP period.

If no LWOP or advance leave is accrued resulting in a negative leave balance the Recipient will not receive a 60-day window approval.

#### ***DEFERRED ACCRUALS***

Unapplied hours, or “deferred accruals” are given to the Recipient at the end of the VLTP Closeout Audit Period.

Per the TSA HANDBOOK TO MANAGEMENT DIRECTIVE No. 1100.63-1 N-87:

(g) Once an employee is in a transferred leave status (using donated leave), the employee will continue to accrue sick and annual leave. Full-time employees may accrue up to 40 hours of sick leave and 40 hours of annual leave while in a transferred leave status. Part-time employees may accrue up to one-half the number of hours in their regularly scheduled biweekly tour of duty. This leave will be placed in a set

aside account (“deferred accruals”) until the employee is removed from the VLTP. NOTE: The payroll system calculates, maintains, and tracks set aside accounts (“deferred accruals”).

(h) Accrued leave over the limitations identified above for set aside accounts (“deferred accruals”) must be used before the employee may use additional donated leave.

(i) Once a full-time employee has accrued 40 hours of sick leave and 40 hours of annual leave in the set aside account (“deferred accruals”), employees using donated leave on an intermittent basis will accrue leave for hours worked in the same manner as part-time employees. Leave will not accrue based on donated leave hours used. The additional hours of leave that are accrued above the 40 hours in the set aside account (“deferred accruals”) must be used prior to using any donated leave.

### *ACCRUING LEAVE DURING VLTP*

While on VLTP, Recipients do not accrue leave as they would prior to being on the program. Employees Accrue leave based on actual hours worked. At the end of the VLTP Closeout Audit Process, an audit will determine how much leave will be accrued and given back to the Recipient once actual hours worked vs leave without pay used, annual, sick leave and comp time leave used and VLTP Donations used.

#### TSA HANDBOOK TO MANAGEMENT DIRECTIVE No. 1100.63-1

(g) Once an employee is in a transferred leave status (using donated leave), the employee will continue to accrue sick and annual leave. Full-time employees may accrue up to 40 hours of sick leave and 40 hours of annual leave while in a transferred leave status. Part-time employees may accrue up to one-half the number of hours in their regularly scheduled biweekly tour of duty. This leave will be placed in a set aside account until the employee is removed from the VLTP. NOTE: The payroll system calculates, maintains, and tracks set aside accounts.

(h) Accrued leave over the limitations identified above for set aside accounts must be used before the employee may use additional donated leave.

(i) Once a full-time employee has accrued 40 hours of sick leave and 40 hours of annual leave in the set aside account, employees using donated leave on an intermittent basis will accrue leave for hours worked in the same manner as part-time employees. Leave will not accrue based on donated leave hours used. The additional hours of leave that are accrued above the 40 hours in the set aside account must be used prior to using any donated leave.