



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
WASHINGTON, DC 20380-0001

MCO 12630.1
ARC
26 Apr 91

MARINE CORPS ORDER 12630.1

From: Commandant of the Marine Corps
To: Distribution List

Subj: VOLUNTARY LEAVE TRANSFER PROGRAM

Ref: (a) MCO 12771.2

Encl: (1) OCPMINST 12630.2A

1. Purpose. To establish the Voluntary Leave Transfer Program for civilian employees at Headquarters Marine Corps (HQMC) and serviced activities (Headquarters Battalion, Henderson Hall; Marine Barracks, 8th and I Streets, Washington, DC; and Marine Corps Research, Development, and Acquisition Command).

2. General. On 31 January 1989, the Office of Personnel Management established a voluntary leave transfer program in accordance with Public Law 100-566 of 31 October 1988. This program permits Federal employees to donate annual leave for the use of other Federal employees in medical or family emergency situations.

3. Policy. The enclosure outlines the Department of the Navy policy and procedures for the leave transfer program. The provisions of this instruction apply to all civilian employees of HQMC and serviced activities.

4. Responsibilities

a. Employees. Employees of HQMC and serviced activities are responsible for:

(1) Knowing their available leave balances as reflected on leave and earnings statements.

(2) Donating annual leave on a voluntary basis in accordance with the criteria outlined in the enclosure.

(3) Completing properly all forms necessary to accomplish leave transfers and providing any necessary supplemental information (e.g., medical certificates, leave and earnings statements).

b. Supervisors. Supervisors are responsible for:

(1) Assisting potential leave recipients and donors in accomplishing leave transfers.

(2) Reviewing leave recipient applications and recommending approval or disapproval in block 17 of the application form.

c. Employee Relations/Training Section, Marine Corps Consolidated Civilian Personnel Office-DC. The Employee Relations/Training Section (ARCB) is responsible for:

(1) Deciding on the disposition of leave recipient and donor applications and notifying recipients and donors of the decision.

(2) Verifying that approved donors have sufficient leave to make the donation and forwarding recipient and donor applications to the employees' servicing payroll office for processing.

(3) Advising employees and supervisors on leave transfer program policies and procedures and answering questions that might arise.

(4) Publicizing a leave recipient's need for leave due to a medical or family emergency, provided that the recipient consents to such publicity.

(5) Granting waivers of the limitation on annual leave donations in accordance with 5 CFR 630.908.

(6) Maintaining the records and statistics required by paragraph 18 of the enclosure.

5. Grievance Rights. Employees who are dissatisfied with the disposition of their leave transfer applications may file a formal grievance in accordance with the reference.

6. Procedures. Forward leave recipient and donor applications from employees of HQMC and serviced activities to the Employee Relations/Training Section, room 1213, Arlington Navy Annex. Questions may be directed to the employee relations staff at (703) 614-1910/2027.


LEO J. KELLY
By direction

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Copy to: 7000110 (55)
8145004, 005 (2)
7000144/8145001 (1)



DEPARTMENT OF THE NAVY
OFFICE OF CIVILIAN PERSONNEL MANAGEMENT
800 N. QUINCY STREET
ARLINGTON, VA 22203-1998

MCO 12630.1
26 Apr 91
OCPMINST 12630.2A
OCPM 32
29 Jun 1990

OCPM INSTRUCTION 12630.2A

From: Director, Office of Civilian Personnel Management

Subj: DEPARTMENT OF THE NAVY VOLUNTARY LEAVE TRANSFER PROGRAM

Ref: (a) Attachment 1 to Federal Personnel Manual (FPM)
Bulletin Number 630-53, Subj: Absence and Leave;
Voluntary Leave Transfer Program of 27 Feb 89
(b) FPM Letter 630-33, Subj: Voluntary Leave Transfer
Program of 4 Oct 89
(c) FPM Bulletin 630-57, Subj: Absence and Leave;
Voluntary Leave Transfer and Voluntary Leave Bank
Programs of 17 Jan 90

Encl: (1) The Department of the Navy Voluntary Leave Transfer
Program
(2) Optional Form 630 (June 1989), Leave Recipient
Application
(3) Optional Form 630-A (June 1989), Request to Donate
Annual Leave to Leave Recipient (Within Agency)
(4) Optional Form 630-B (June 1989), Request to Donate
Annual Leave to Leave Recipient (Outside Agency)
(5) Standard Form 1150-A (June 1989), Transfer of Leave
Records for Leave Recipient Covered By the Voluntary
Leave Transfer Program

1. Purpose. To revise Department of the Navy policy and
procedures for the Voluntary Leave Transfer Program required by
references (a), (b), and (c). This instruction is considered a
complete revision and should be read in its entirety.

2. Cancellation. OCPMINST 12630.2 of 28 April 1989.

3. Background

a. PL 100-566, signed by the President on 31 October 1988,
enacted legislation to amend and extend the previously established
temporary leave transfer program through 31 October 1993.
The Office of Personnel Management (OPM) established interim
regulations on 31 January 1989 under which agencies shall
administer the voluntary leave transfer program (reference a).
Final regulations were issued in the 28 December 1989 Federal
Register (reference c).

b. Enclosures (1) through (5) supplement, and should be read
in conjunction with, references (a) through (c).

ENCLOSURE (1)

4. Responsibilities

a. The Department of the Navy approval authorities and responsibilities for implementation of the voluntary leave transfer program are specified in enclosure (1).

b. The approval and use of transferred annual leave shall be subject to all of the conditions and requirements imposed by Chapter 63 of Title 5, United States Code; OPM regulations regarding absence and leave (Chapter 630); and Civilian Personnel Instruction (CPI) 630.

5. Action. File enclosures (1) through (5) with the FPM Chapter 630 and ensure expeditious dissemination of the information contained in the enclosure to all Department of the Navy supervisors and employees.

6. Forms. Enclosures (2) through (5) may be reproduced locally per reference (b).


ROBERTA K. PETERS

Distribution:
(See page 3)

THE DEPARTMENT OF THE NAVY VOLUNTARY LEAVE TRANSFER PROGRAM

1. Purpose. This instruction sets forth policy and procedures under which the Department of the Navy shall administer the voluntary leave transfer program. The voluntary leave transfer program permits federal employees to donate annual leave for the use of other federal employees in medical and family medical emergency situations.

2. Background. On 31 January 1989, the Office of Personnel Management established a voluntary leave transfer program authorized by Public Law 100-566 of 31 October 1988. This program will terminate on 31 October 1993.

3. Coverage. This instruction applies to all Department of the Navy employees covered by Subchapter I of Chapter 63 of Title 5, United States Code.

4. Agency Responsibility

a. Activity heads/commanders or designee

(1) Activity heads/commanders or designee shall publish local guidance to be used in the administration of the voluntary leave transfer program.

(2) Activity heads/commanders or designee shall decide on the disposition of potential leave recipient's and/or donor's applications and shall notify the potential recipient and/or donor.

(3) The leave donor's activity head/commander or designee shall forward the leave donor's approved application to the leave recipient's activity head/commander or designee for transfer of annual leave and to the leave donor's servicing payroll office for proper reduction in the leave balance. The leave donor's activity head/commander or designee shall verify that the donor has sufficient leave available to make the requested donation.

(4) The leave recipient's activity head/commander or designee shall forward the approved applications of the leave recipients and donors to the recipient's servicing payroll office.

(5) The authorities listed above may not be redelegated beyond the activity head/commander or designee level.

b. Servicing personnel offices shall serve in an advisory role to the activity head/commander or designee, if not the designee.

c. Servicing payroll offices

(1) Servicing payroll offices shall transfer leave between the accounts of leave donors and recipients.

(2) Servicing payroll offices shall convert annual leave which is transferred or restored to or from employees on uncommon tours of duty per FPM Supplement 990-2, Book 630, S2-6.

(3) The leave recipient's servicing payroll office shall compute the amount of unused transferred annual leave to be restored to each leave donor following reference (a), section 630.911b and shall notify the leave recipient's activity head/commander or designee, in writing, of this information.

(4) The leave donor's servicing payroll office shall notify the donor, in writing, of the options available for his or her restored annual leave per reference (a), section 630.911e.

5. Application to Become a Leave Recipient

a. Enclosure (2) (Optional Form 630, Leave Recipient Application) shall be used by employees who wish to apply to become a leave recipient.

b. Within the Department of the Navy, "normal" maternity situations shall not be deemed medical emergencies for the purpose of the leave transfer program. Per reference (c), the intent of PL 100-566 is to cover only those situations in which a serious medical illness or condition of the mother or newborn exists. Therefore, employees experiencing "normal" maternity situations (i.e., without unusual medical complications) will not be approved as recipients of this program. Such employees may be advanced sick and/or annual leave, as appropriate, or granted leave without pay (LWOP) if they do not have sufficient leave available for their use.

6. Notification of Disposition of Potential Leave Recipient's Application

a. The hours of absence from duty without available paid leave discussed in reference (a), section 630-905b, need not be consecutive, but must have resulted from the same medical emergency for which the employee made application for leave transfer.

b. In addition to the information specified in reference (a), section 630.905, if the potential leave recipient's application is approved, the leave recipient's activity head/commander or designee shall notify the recipient, in writing, of the following:

(1) The leave recipient's responsibility to provide documentation to support the continuation of the medical emergency; and

(2) The conditions under which the medical emergency terminates (as specified in reference (a), section 630.910).

c. If the leave recipient's application is disapproved, he or she shall be notified of the reason for the disapproval and the grievance rights described in item 11 below.

7. Notification of a Need for Leave Donors. Activity heads/ commanders or designee shall use all available sources to publicize the leave recipient's need for donations of annual leave.

8. Application to Become a Leave Donor

a. Enclosure (3) (Optional Form 630-A, Request to Donate Annual Leave to Leave REcipient (Within Agency)) shall be used by employee who wish to donate annual leave to an approved leave recipient within the Department of the Navy. The following information must be added to enclosure (3):

(1) Potential donors must add their servicing payroll office number at item number 5.

(2) Potential donors must add the name of the recipient's employing activity at it me number 9.

b. Enclosure (4) (Optional Form 630-B, Request to Donate Annual Leave to Leave Recipient (Outside Agency)) shall be used by employees who wish to donate annual leave to an approved leave recipient employed outside the Department of the Navy. Potential donors must add their servicing payroll office number at item number 6 of enclosure (4).

9. Notification of the Disposition of the Potential Leave Donor's Application

a. If the leave donor's application is approved, he or she shall be notified in writing of:

(1) The limitations on donation of annual leave;

(2) The number of hours of his or her annual leave which will be transferred; and

(3) His or her entitlement to have a portion of the unused transferred annual leave restored to his or her annual leave account at the termination of the leave recipient's medical emergency.

b. If the leave donor's application is disapproved, he or she shall be notified of:

(1) The reason for the disapproval; and

(2) His or her grievance rights described in item 11, below.

10. Limitations on Donations of Annual Leave. Activity heads/commanders or designee are delegated the authority to approve waivers of the limitations on annual leave donations specified in reference (a), section 630.908. Requests for waivers shall be a separate written statement signed by the donor which certifies that the donor is aware that the request exceeds the limitations and describes the unusual circumstances inherent in the request. The approved waiver request shall be forwarded (along with the donor's application) by the donor's activity head/commander or designee to the donor's servicing payroll office and the leave recipient's activity head/commander or designee.

11. Grievance Rights. The decision to disapprove an application to donate or receive leave is a grievable matter under the Department of the Navy Administrative Grievance Procedure, Civilian Personnel Instruction (CPI) 771, or negotiated grievance procedure, where applicable.

12. Transfer of Annual Leave

a. Transferred annual leave may be substituted retroactively for periods of LWOP or used to liquidate and indebtedness for advanced annual or sick leave granted on or after the date designated by the activity head/commander or designee as the beginning of the medical emergency.

b. When it is known that a leave recipient has applied for or is contemplating applying for retirement, he or she should be counseled about the possible effect substituting transferred leave may have on his or her retirement benefits. Ordinarily, the commencing date of an immediate annuity is based on the last day of an employee's pay status. When transferred leave is substituted at a date other than the beginning of the LWOP period just prior to the employee's separation for retirement purposes, the employee will not receive annuity for any period of LWOP prior to the period for which the transferred leave is substituted. (See OPM Retirement Counselor letter 89-107 dated 5 April 1989.)

c. Annual leave shall be transferred in increments of one hour.

13. Transfer of Annual Leave to and From Other Agencies

a. The activity head/commander or designee shall accept donations of annual leave from donors employed by other agencies if one of the conditions in reference (a), section 630.906f, is met. The activity head/commander or designee must insure that all of the information required of leave donors in item 8, above, has been obtained.

b. The procedures specified in items 8 and 9, above, shall be followed for Department of the Navy donors who wish to donate leave to employees of other agencies. The approved application (enclosure 4) shall be forwarded by the leave donor's employing agency, following the procedures established by the employing agency, and to the leave donor's servicing payroll office.

14. Accrual of Annual and Sick Leave

a. The annual and sick leave which accrue to an employee while the employee is in a donated leave status shall be prorated for employees who serve partial pay periods in a donated leave status and shall be placed in a separate account. (See FPM Bulletin 630-53, section 630.907b(1).) For example, if an employee with an 80-hour tour of duty works 40 hours and is on donated leave for 40 hours, 2 hours of sick leave are credited to the regular sick leave account and 2 hours to the special sick leave account. If the same employee earns 6 hours of annual leave per pay period, he or she would be credited with 3 hours annual leave in the regular annual leave account and 3 hours in the special annual leave account.

b. Annual and sick leave accruals in the special account shall be credited in increments of 1 hour. When prorating the accrual under the formula in paragraph 14a. above, any hours which do not equal the number of hours necessary to earn 1 hour of leave shall be carried over to the next pay period.

15. Transfer of a Leave Recipient to Another Federal Agency

Standard Form 1150-A, Transfer of leave Records for Leave Recipient Covered By the Voluntary Leave Transfer Program, must be used when a current leave recipient transfers to another employing agency without a break in service. This form will be attached to the SF 1150, Record of Leave Data.

16. Termination of Medical Emergency

a. Upon termination of a leave recipient's medical emergency (as determined by the leave recipient's activity head/commander or designee), the leave recipient's activity head/commander or designee shall notify in writing:

(1) The leave recipient and his or her servicing payroll office of the termination of the medical emergency; and

(2) All donors entitled to leave restoration and their servicing payroll offices of the amount of transferred annual leave to be restored to the leave donor's accounts (as computed by the leave recipient's servicing payroll office) and of the possibility of forfeiture of the restored annual leave (as stated in reference (a), section 630.911).

b. The leave recipient's activity head/commander or designee may deem a medical emergency to continue for the purpose of providing a leave recipient an adequate period of time within which to receive donations of annual leave. (For example, the medical emergency may have terminated, but the recipient may wish to substitute donated leave for periods of LWOP, or to liquidate an indebtedness for sick or annual leave.)

17. Restoration of Transferred Annual Leave

a. Upon notification of restoration, donors shall designate, in writing, to their servicing payroll office how their restored annual leave shall be credited per reference (a), section 630.911e.

b. The minimum amount of leave which may be restored to the account of a Department of the Navy employee is 1 hour. Fractions of hours shall be rounded to the nearest whole hour (i.e., less than 30 minutes shall be rounded down, 30 minutes or more shall be rounded up).

C. If the leave donor decides to transfer the leave to a new recipient, a new leave donor application will be completed. A copy of the servicing payroll office notification of leave to be restored shall be attached. The servicing payroll office should not recredit the leave the donor is entitled to have restored until the donor notifies the servicing payroll office of whether the leave should be donated to a new recipient. Once the payroll office receives notification from the donor's activity head/ commander or designee that the new application for leave donation has been approved, the transfer to the new recipient will be processed. the remainder of the transfer process is the same as with the initial transfer. No further reduction in the donor's leave balance is made, since the reduction in leave was made with the initial recipient (see paragraph 4a(3), above).

18. Records Management. Per reference (a), section 630.913a, activity heads/commanders or designee and servicing payroll offices shall maintain records which may be required by the Office of Personnel Management to evaluate the desirability, feasibility, and cost of the voluntary leave transfer program.

a. Activity heads/commanders or designee shall maintain the following:

(1) The number of applications approved for medical emergencies affecting the employee and the number of applications approved for medical emergencies affecting an employee's family member;

(2) The grade or pay level of each leave recipient and leave donor;

(3) The total amount of annual leave transferred to each leave recipient's annual leave account; and

(4) The estimated direct and indirect costs of processing leave transfer requests, monitoring the use of transferred leave, and other activities related to administering the voluntary leave transfer program.

(5) The gender of each leave recipient;

(6) The number of leave recipients who returned to work after the termination of the medical emergency; and

(7) The number of leave recipients who retire on disability retirement under the Civil Service Retirement System or the Federal Employee's Retirement System within 6 months after the termination of the medical emergency.

b. Servicing payroll offices shall maintain the following:

(1) The total amount of annual leave transferred to each leave recipient's annual leave account;

(2) The total amount of transferred annual leave used by each leave recipient; and

(3) The estimated direct and indirect costs of transferring leave between the accounts of leave donors and leave recipients, restoring unused leave to the accounts of leave donors, and other activities related to administering the voluntary leave transfer program.

19. Federal Income Tax Implications for Leave Donors and Recipients

a. Internal Revenue Service Ruling 90-29 was published in the Internal Revenue Bulletin on 9 April 1990 and provides for treating the income received from the use of donated annual leave as taxable to the leave recipient. The ruling also concludes that a leave donor does not incur a deductible expense or loss upon the surrender of the leave or its use by a leave recipient.

b. Internal Revenue Service Ruling 90-29 states:

"The amount paid by the employer to a leave recipient pursuant to the plan are includible in the gross income of the recipient under section 61 of the Code as compensation for services provided by that recipient to the employer. These amounts are considered "wages" for the purposes of the Federal Insurance Contributions Act, the Federal Unemployment Tax Act, the Railroad Retirement Tax Act, the Railroad Unemployment Repayment Tax, and income tax withholding, unless excluded therefrom under a specific provision of the Code. An employee who surrenders leave to the employer... does not realize any income and incurs no deductible expense or loss... upon the surrender... of the leave or its use by the recipient. The holding and underlying rationale of this ruling apply only to bona fide employer-sponsored leave-sharing arrangements."

c. Questions regarding this ruling should be directed to the Internal Revenue Service, Office of Assistant Chief Counsel (Income Tax and Accounting), on (202) 377-9586.

29 JUN 1990

Attachment 2 to FPM Letter 630-33

Leave Recipient Application Under The Voluntary Leave Transfer Program

General Form 630
June 1989
U.S. Office of Personnel Management
FPM Chapter 630

1. Applicant's Name (Last, First, Middle)	2. Social Security Number	3. Employee Number
4. Position Title, Pay Plan, and Grade/Pay Level		
5. Name of Organization (Agency, Department, Office, Division, Branch, etc.)		6. Payroll Office Number
7. Nature and Severity of the Medical Emergency		

8. Individual Affected by Medical Emergency (Check One) <input type="checkbox"/> Employee <input type="checkbox"/> Employee's Family Member	9. Date Medical Emergency Began	10. Date Medical Emergency Ends (If Expected to End)
11. Name of Physician Who Will Verify the Medical Emergency (Attach documentation from the physician (or other appropriate expert) showing the diagnosis, prognosis and duration of the illness.)		
12. What is the Applicant's Leave Balance as of End of Last Pay Period?	13. How Many Hours of Leave Without Pay Have Been Used for This Medical Emergency?	
14. Does the Applicant Want a Description of the Medical Emergency Distributed to Servicing Personnel Offices so that Other Employees May Donate Leave to the Account? <input type="checkbox"/> No <input type="checkbox"/> Yes If "YES," Provide the Description Below		

Check, if the Applicant Does Not Wish to Have Name Used With the Description or Disclosed to Anyone Except Supervisor, the Supervisory Channel and the Deciding Official, and Individuals Who Maintain the Program.

15. Name of Individual Completing the Application (If Applying on Behalf of the Applicant)	Relationship to Applicant	Telephone Number
16. I Certify that the Above Statements are True. Signature of Applicant or Individual Applying on Behalf of the Applicant		Date Signed

Privacy Act Statement

Participation in this program is voluntary; however, collection of this information is authorized by P.L. 100-503 (October 31, 1988). The information furnished will be used to identify records properly associated with the application to become a leave recipient. It may also be disclosed to a national, State, or local law enforcement agency where there is an indication of a violation or potential violation of civil or criminal law, rule, or regulation; or to another agency or court when the Government is party to a suit. Executive Order 12957 (November 22, 1983) authorizes use of the Social Security Number (SSN). Furnishing the Social Security Number, as well as other data, is voluntary, but failure to do so may delay or prevent action on the application.

17. First Level Supervisor's Recommendation, Signature, and Date Signed <input type="checkbox"/> Approve <input type="checkbox"/> Disapprove	18. Deciding Official's Decision, Signature and Date Signed <input type="checkbox"/> Approve <input type="checkbox"/> Disapprove
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REPRODUCE LOCALLY

ENCLOSURE (2)

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20 JUN 1990

Attachment 3 to FPM Letter 630-33

Optional Form 630-A
June 1989
U.S. Office of Personnel Management
FPM Chapter 630

Request To Donate Annual Leave To Leave Recipient (Within Agency) Under The Leave Transfer Program

I request that annual leave be transferred to the leave account of an approved leave recipient. This recipient is not my immediate supervisor. As of the date indicated below, I have enough annual leave in my account to cover this amount. I understand that if I am projected to forfeit leave during this leave year, the amount of leave I am transferring may not exceed the number of hours remaining in the leave year for which I am scheduled to work. The amount of leave I am transferring also is not more than half the hours I will earn this year.

remains after the recipient's medical emergency has terminated, I can elect to have a pro-rated share returned to me during either the current leave year or the following leave year, or I can elect to donate my pro-rated share to another leave recipient. However, to do so, I must remain employed by a Federal agency and be subject to chapter 63 of title 5, U.S.C., on the date the medical emergency terminates.

I understand that my decision to transfer leave is not revocable. If a sufficient balance of unused leave

I have not been directly or indirectly intimidated, threatened or coerced, or promised any benefit by any employee for the purpose of donating or using leave.

Privacy Act Statement

This program is voluntary; however, solicitation of this information is authorized by P.L. 100-565 (October 31, 1988). The information furnished will be used to identify records properly associated with the leave donation. It may also be disclosed to a national, State, or local law enforcement agency where there is an indication of a violation or potential violation of civil or criminal law,

rule, or regulation; or to another agency or court when the Government is party to a suit. Executive Order 9357 (November 22, 1943) authorizes use of the Social Security Number (SSN). Furnishing the Social Security Number, as well as other data, is voluntary, but failure to do so may delay or prevent action on the request to donate leave.

TO BE COMPLETED BY LEAVE DONOR		
1. Name (Last, First, Middle)	2. Social Security Number	3. Employee Number
4. Position Title, Pay Plan, and Grade/Pay Level		
5. Name of Organization (Agency, Department, Office, Division, Branch, etc.)		
6. Amount of Annual Leave as of End of Last Pay Period	7. Amount of Leave Projected to Forfeit This Leave Year as of End of Last Pay Period	8. Amount of Annual Leave To Be Transferred
9. Individual's Name or Identification Number to Whom Leave is Being Donated		
10. Signature		Date Signed

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ENCLOSURE (3)

29 JUN 1990

Attachment 4 to FPM Letter 630-33

Optional Form 630-8
June 1989
U.S. Office of Personnel Management
FPM Chapter 630

Request To Donate Annual Leave To Leave Recipient (Outside Agency) Under The Leave Transfer Program

I request that annual leave be transferred to the leave account of an approved leave recipient. This recipient is not my immediate supervisor. As of the date indicated below, I have enough annual leave in my account to cover this amount. I understand that if I am projected to forfeit leave during this leave year, the amount of leave I am transferring may not exceed the number of hours remaining in the leave year for which I am scheduled to work. The amount of leave I am transferring also is not more than half the hours I will earn this year.

remains after the recipient's medical emergency has terminated, I can elect to have a pro-rated share returned to me during either the current leave year or the following leave year, or I can elect to donate my pro-rated share to another leave recipient. However, to do so, I must remain employed by a Federal agency and be subject to chapter 63 of title 5, U.S.C., on the date the medical emergency terminates.

I understand that my decision to transfer leave is not revocable. If a sufficient balance of unused leave

I have not been directly or indirectly intimidated, threatened or coerced, or promised any benefit by any employee for the purpose of donating or using leave.

Privacy Act Statement

This program is voluntary; however, solicitation of this information is authorized by P.L. 100-566 (October 31, 1988). The information furnished will be used to identify records properly associated with the leave donation. It may also be disclosed to a national, State, or local law enforcement agency where there is an indication of a violation or potential violation of civil or criminal law,

rule, or regulation; or to another agency or court when the Government is party to a suit. Executive Order 9397 (November 22, 1943) authorizes use of the Social Security Number (SSN). Furnishing the Social Security Number, as well as other data, is voluntary, but failure to do so may delay or prevent action on the request to donate leave.

PART A - TO BE COMPLETED BY LEAVE DONOR		
1. Name (Last, First, Middle)	2. Social Security Number	3. Employee Number
4. Position Title, Pay Plan, and Grade/Pay Level		5. Relationship of Leave Donor to Leave Recipient (If any)
6. Leave Donor's Agency (Agency, Department, Office, Division, Branch, etc.)		
7. Amount of Annual Leave as of End of Last Pay Period	8. Amount of Leave Projected to Forfeit This Leave Year as of End of Last Pay Period	9. Amount of Annual Leave To Be Transferred
10. Leave Recipient's Name, Agency, Agency's Address, Organization (Agency, Department, Office, Division, Branch, etc.)		
11. Leave Donor's Signature		Date Signed
PART B - TO BE COMPLETED BY EMPLOYING AGENCY OF LEAVE DONOR		
INSTRUCTIONS: Upon completion and approval of this form, forward a copy to the leave recipient's employing agency as soon as possible so that the transfer of leave can take place.		
12. Enter the Amount of Annual Leave to Be Credited to the Leave Recipient's Annual Leave Account		
13. If the agency is waiving the maximum limitations for leave donation under the Voluntary Leave Transfer Program, describe the special circumstance that warrants the waiver.		
14. Name of Agency Contact Who Can Provide Further Information		Telephone Number
I certify that the leave donor currently has sufficient annual leave in his/her annual leave account to make a donation for the requested amount of annual leave and that the amount of the donation does not exceed the maximum limitations for leave donation under the voluntary leave transfer program.		Signature of Authorizing Official and Date Signed

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ENCLOSURE 4

29 JUN 1990

Attachment 5 to FPM Letter 630-33

Standard Form 1150-A
June 1989
U.S. Office of Personnel Management
FPM Chapter 630

**Transfer Of Leave Records For Leave Recipient
Covered By the Voluntary Leave Transfer Program
(Addendum To SF 1150)**

Instructions:

If the employee at the time of his or her separation is a current leave recipient under the Voluntary Leave Transfer Program (authorized by Public Law 100-648) and is transferring to another Federal agency without a break in service, the employing agency from which the employee is transferring must complete this form (SF 1150-A) and attach it to the SF 1150, Record of Leave Data. Both the SF 1150 and SF 1150-A must be forwarded to the employing agency to which the employee is transferring.

TO BE COMPLETED BY TRANSFERRING AGENCY

1. Name of Current Leave Recipient (Last, First, Middle)			2. Social Security Number	
3. Date Medical Emergency Began	4. Date Medical Emergency Terminated (if applicable)	5. Date Employee was Approved to Become a Leave Recipient		6. Effective Date of Separation (Transfer)
7. Total Hours of Annual Leave Donated to Leave Recipient as of the Date of Separation		8. Total Hours of Donated Annual Leave Used by the Leave Recipient as of the Date of Separation	9. Total Hours of Unused Donated Annual Leave as of the Date of Separation	
10. Remarks (Provide a list of all employees who donated annual leave to the leave recipient, including the total amount of annual leave donated by each employee.)				

11. Individual's Name Who Can Provide Further Information		Telephone Number
12. Authorizing Official's Name, Title, and Signature		Date Signed

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ENCLOSURE (5)