



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, D.C. 20240

OCT 12 2005



PERSONNEL BULLETIN NO. 06-03

SUBJECT: Emergency Leave Transfer Program – Hurricane Katrina

- 1. Purpose.** This establishes the parameters for implementation of the Emergency Leave Transfer Program (ELTP) in response to Hurricane Katrina.
- 2. Authority.** Section 6391 of title 5, United States Code, provides that in the event of a major disaster or emergency, as declared by the President, that results in severe adverse effects for a substantial number of Federal employees, the President may direct the Office of Personnel Management (OPM) to establish an emergency leave transfer program under which an employee in an executive agency may donate annual leave for transfer to employees of the agency or to employees in other agencies who are adversely affected by such disaster or emergency.

As directed by the President in his memorandum of September 1, 2005, OPM has established an emergency leave transfer program to assist Federal employees affected by Hurricane Katrina. (See <http://www.opm.gov/oca/compmemo/2005/2005-17.asp>) . The Department of the Interior has delegated to the National Business Center the authority to administer an emergency leave transfer program for employees of the Department, consistent with OPM's regulations at 5 CFR part 630, subpart K. Human Resources Directors in each bureau/office must review and either approve or disapprove a request from a Federal employee to become an emergency leave recipient based on evidence that is determined to be administratively acceptable. The bureau/office HR Director will also determine the amount of donated annual leave to be transferred to each emergency leave recipient. The amount may vary according to individual needs. This determination must be based on whether the potential leave recipient, or his or her family member, is or was adversely affected by Hurricane Katrina.

- 3. Eligible Employees.** An employee (as defined in 5 U.S.C. 6331(1)) who has been adversely affected by a disaster or emergency (e.g., a major disaster or emergency that results in loss of life or property, serious injury, or mental illness as a result of a direct threat to life or health) may receive donated leave under the emergency leave transfer program. In addition, an employee who has a family member who has been adversely affected by a disaster or emergency and who does not have reasonable access to other forms of assistance may receive donated leave under the emergency leave transfer program. An employee is considered to be adversely affected by a major disaster or emergency if the disaster or emergency has caused severe hardship to the employee or family member to such a degree that the employee's absence from work is required. An employee is not required to exhaust other available leave before receiving donated leave under the emergency leave transfer program.
- 4. Emergency Leave Recipient.** An employee (or personal representative or the agency on the employee's behalf) must make a written application to become an emergency leave recipient. OPM Form 1637, Application to Become a Leave Recipient Under the Emergency Leave Transfer Program, available at <http://www.opm.gov/forms/html/emerg.htm>, and provided as an attachment, must be used to request donated leave under the emergency leave transfer program. Information provided must include a description of the need, and an estimate of the number of hours that will be needed.

Requests for donated leave must be received in the National Business Center by January 30, 2006. The National Business Center will notify leave recipients that their application has been processed. An emergency leave recipient may not receive more than 240 hours of donated annual leave at any one time from an emergency leave transfer program.

An emergency leave recipient must use leave donated under the emergency leave transfer program for purposes related to the major disaster or emergency for which the emergency leave recipient was approved. Donated annual leave may be substituted retroactively for any leave without pay used by the emergency leave recipient during the major disaster or emergency or may be used to liquidate an indebtedness incurred by the emergency leave recipient for advance annual or sick leave.

5. Emergency Leave Donor. An employee may voluntarily submit a written request to become an emergency leave donor no later than January 30, 2006. Employees must use OPM Form 1638, Application to Become a Leave Donor Under the Emergency Leave Transfer Program, available at <http://www.opm.gov/forms/html/emerg.htm> and provided as an attachment, to donate annual leave under the emergency leave transfer program. The request should be submitted to the servicing Human Resources Office. The emergency leave donor must specify the number of hours of accrued annual leave he or she requests to be transferred from his or her annual leave account to the emergency leave transfer program. The minimum amount of annual leave an emergency leave donor may contribute in a leave year is 1 hour, and the maximum amount is 104 hours. The bureau/office HR Director may waive the 104-hour limitation, if sufficient annual leave is not donated. An emergency leave donor may not donate annual leave for transfer to a specific emergency leave recipient. National Business Center will maintain records on the amount of leave donated by each emergency leave donor (for the purpose of returning unused donated annual leave to emergency leave donors).

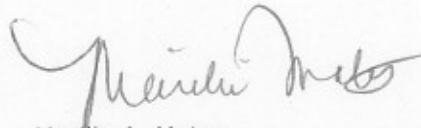
6. Termination of an Emergency Leave Transfer Program. The emergency leave transfer program will terminate under the conditions described in 5 CFR 630.1108

7. Returning Unused Donated Annual Leave. Donated annual leave that is not used by emergency leave recipients will be returned to the emergency leave donors. The amount of unused donated annual leave that must be returned to each emergency leave donor must be proportional to the amount of annual leave donated by the emergency leave donor, consistent with OPM's regulations in 5 CFR 630.1108.

8. Financial and Payroll Processing Systems and Procedures. The National Business Center will provide specific procedures for processing requests for donating or receiving leave under the emergency leave transfer program.

9. Time and Attendance Coding. When the recipient is using donated emergency leave, the timekeepers should code the Time and Attendance Record (TA) using Pay Code 020 (Annual Leave) or 025 (Annual Leave in Lieu of Sick Leave) with a message "donated leave used." If the TA was already reported as annual or sick leave, contact your Payroll Processing Section and they will process an adjustment to correct the recipient's leave record. Payroll will manually process in FPPS One Time Adjustments to remove the leave from the donor's annual leave account and to add the leave to the recipient's annual leave account.

10. Restoration of unused leave. When the disaster or emergency upon which the ELTP is based is declared terminated, any annual leave donated to the ELTP that was not used must be returned to the emergency leave donors. The amount of leave returned is proportional to the amount of leave donated by each donor. At the election of the leave donor, the leave can be restored to his/her annual leave account in the current leave year or effective on the first day of the following leave year. Time limits for use of restored annual leave are prescribed in 5 CFR § 630.306.



Marilia A. Matos
Director, Office of Human Resources

Attachments

**Application to Become a Leave Recipient
Under the Emergency Leave Transfer Program**

Completed Form Must Be Submitted To Employing Agency		
1. Applicant's name <i>(Last, first, middle)</i>		2. Employee or Social Security Number
3a. Position title	3b. Pay plan	3c. Grade/pay level
4. Name of organization <i>(Agency, Department, Office, Division, Branch, etc.)</i>		5. Office telephone number
6. Major disaster or emergency declared by the President		
7. Nature and severity of the emergency as it relates to the applicant		
8. Individual affected by the emergency <i>(check one)</i> <input type="checkbox"/> Employee <input type="checkbox"/> Employee's family member	9. Date emergency began	10. Date emergency ended <i>(or is expected to end)</i>
11a. Name of individual completing application <i>(If applying on behalf of the applicant)</i>	11b. Relationship to applicant	11c. Telephone number (area code)
12a. I certify that the above statements are true. <i>(Signature of applicant or individual applying on behalf of applicant)</i>		12b. Date signed
<p>Privacy Act Statement</p> <p>Participation in this program is voluntary; however, solicitation of this information is authorized under 5 U.S.C. 6391. The information furnished will be used to identify records properly associated with the transfer of annual leave. 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. Public Law 104-134 (April 26, 1996) requires that any person doing business with the Federal Government furnish a social security number or tax identification number. This is an amendment to title 31, Section 7701. 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. If your agency uses the information furnished on this form for purposes other than those indicated above, it may provide you with an additional statement reflecting those purposes.</p>		
13. First level supervisor's recommendation <input type="checkbox"/> Approve <input type="checkbox"/> Disapprove Signature _____ Date signed _____		14. Deciding official's decision <input type="checkbox"/> Approve <input type="checkbox"/> Disapprove Signature _____ Date signed _____

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Request to Donate Annual Leave Under the Emergency Leave Transfer Program

I request that my annual leave be transferred to the emergency leave transfer program established by the Office of Personnel Management. As of the date indicated below, I have enough annual leave in my account to cover this amount. I understand I may not donate more than 104 hours of annual leave under the emergency leave transfer program, unless otherwise permitted by my agency.

I understand that my decision to transfer leave is not revocable. If a sufficient balance of unused donated leave remains after the emergency has terminated, I understand that a pro-rated share will be returned to me either during the current leave year or the following leave year. However, to recredit my leave, I must remain employed by a Federal agency and be subject to chapter 63 of title 5, United States Code. I have not been directly or indirectly intimidated, threatened or coerced, or promised any benefit by an employee for the purpose of donating or using leave.

Completed Form Must Be Submitted to Employing Agency

1. Applicant's name (<i>Last, first, middle</i>)		2. Employee or Social Security Number	
3a. Position title	3b. Pay plan	3c. Grade/pay level	
4. Name of organization (<i>Agency, Department, Office, Division, Branch, etc.</i>)		5. Office telephone number	
6. Amount of annual leave accrued as of end of last pay period		7. Amount of annual leave to be donated	
8. Major disaster or emergency declared by the President			
9a. Signature		9b. Date signed	

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