

**POLICY AND PROCEDURES**

**OFFICE OF MANAGEMENT**

**Voluntary Leave Transfer Program**

**Table of Contents**

**PURPOSE** .....1  
**BACKGROUND** .....1  
**POLICY** .....2  
**RESPONSIBILITIES** .....6  
**PROCEDURES** .....10  
**REFERENCES** .....12  
**DEFINITIONS** .....13  
**EFFECTIVE DATE** .....14  
**CHANGE CONTROL TABLE**.....14  
    ATTACHMENT 1 - Payroll Service Letter (Sample) .....16  
    ATTACHMENT 2 – Request a Waiver to Exceed Donation  
    Limitations (Sample) .....17

**PURPOSE**

- This MAPP outlines the policies and procedures for administering the Voluntary Leave Transfer Program (VLTP) in the Center for Drug Evaluation and Research (CDER) for employees under the Senior Executive Service (SES), General Schedule, and Federal Wage System, who are subject to the leave provisions under Title 5 of the United States Code, Chapter 63, Subchapter 1.
- Commissioned Corps Officers are not eligible to participate in the VLTP.

**BACKGROUND**

- Under the VLTP, covered employees may donate annual leave *directly* to another employee who has a personal or family medical emergency, who has exhausted their

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available paid leave, and who has been approved as an eligible recipient under the VLTP program.

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## POLICY

### **Leave Recipients**

An employee affected by a personal medical or family medical emergency may apply to become a leave recipient of the VLTP by submitting an FDA Leave Recipient Application (Form FDA 3496).

- To be eligible as a leave recipient, it must be expected that the potential recipient (full-time employee) will be absent from duty without paid leave for at least 24 hours.
- For a part-time employee, or an employee with an uncommon tour of duty, at least 30 percent of the average number of work hours in the employee's biweekly schedule would be expected to result in leave without pay (LWOP).
- Employees do not have to actually use LWOP before they can be eligible as a leave recipient. The absence can be consecutive or intermittent hours.

When determining whether a medical emergency is likely to result in a substantial loss of income, approving officials may only consider that the absence without paid leave is expected to be at least 24 hours (full-time employee) or at least 30 percent of the average biweekly work hours (part-time employee).

If the employee is incapable of applying as a leave recipient, another federal employee or a family member may apply on his/her behalf (personal representation).

Any applicant applying to be a leave transfer recipient will be notified as to the approval or disapproval of their application within 10 workdays (excluding Saturday, Sunday, and legal holidays) from the date the application was received by the immediate supervisor. Refer to RESPONSIBILITIES section for the "Immediate Supervisor," "Program Specialist," and the "CDER VLTP Coordinator."

Once an employee is approved as a leave recipient, donations of annual leave may begin. However, an approved leave recipient may not use donated leave until they have exhausted all their own available paid leave. Refer to DEFINITIONS section for the definition of "Available Paid Leave."

### **Retroactive Coverage**

A potential leave recipient must apply for donated leave within 30 workdays after the end of the medical emergency to be eligible for **retroactive coverage**. The retroactive coverage will be calculated from the beginning of the medical emergency. Leave donations can only be received during the 30 days following the end of the medical emergency. Therefore, the application should be submitted as soon as possible following the end of the medical emergency.

Donated annual leave may be substituted retroactively for periods of LWOP or to liquidate advanced annual or sick leave granted to an approved leave recipient to cover absences during a personal medical or family medical emergency. The approved leave recipient will decide how the donated leave is used.

### **Announcement of Medical Emergency**

In the event that there are no identified leave donors or the amount of leave donated does not cover the leave recipient's absence, the leave recipient may request that an announcement (via electronic mail) to solicit leave donors be made to all CDER or via FDA Notices for all FDA employees. The announcement will contain the recipient's name (optional), position title, organization, estimated number of hours needed, and timekeeper information (e.g., timekeeper number and timekeeper's name and telephone number).

Leave recipients may request that additional information be included in the announcement, including the general nature, severity, and duration of the emergency.

### **Accrual of Annual and Sick Leave**

While participating in VLTP, the recipient will keep track of their leave on the electronic version of the Administrative Time and Leave Record (HHS-564) for VLTP.

Once leave recipients begin using donated leave, they continue to accrue annual and sick leave of up to 40 hours in each category in a separate leave account (set-aside) regardless of whether it is a personal medical or family medical emergency (part-time employees or employees with an uncommon tour of duty, accrue the average number of hours of work in the employees weekly scheduled tour of duty).

- Once 40 hours are accumulated in each leave category, the accumulation stops in the separate leave account, even if the medical emergency still exists. (The accumulation does not stop on the leave recipient's leave and earnings statement (LES), rather, the Defense Finance and Accounting Service (DFAS) automatically calculates and keeps a record of the current balance.)

- Leave is still accrued in the regular account based on hours worked. The 40 hours of annual leave and sick leave accrued by the leave recipient while in transferred leave status will be kept in a separate leave account and is not available for use until the first pay period after the end of the medical emergency.
- **Exception:** When all donated leave is exhausted, the leave recipient may use the accrued leave from the separate account only for the purposes related to the medical emergency. All other leave must be charged to leave without pay, available credit, or compensatory time. The recipient may not replenish any leave borrowed from the separate leave account.

A leave recipient, who returns to work on a part-time schedule while still in a medical emergency situation, will earn regular annual and sick leave on a prorated basis. This accrued regular leave must be used (for the medical emergency only) before any donated leave is used in the following pay period(s).

Upon termination of a personal medical or family medical emergency, any unused donated leave will be restored to the leave donor(s). The donated leave will not be restored in the event a leave donor retires, dies, or separates from the federal government before the date in which the donated leave can be restored. If the total number of eligible leave donors exceeds the total number of annual leave hours to be restored, none of the unused donated leave will be restored (the leave is lost). The amount of annual leave restored to leave donors must never exceed the amount that they donated. Refer to the “Restoration of Unused Donated Leave” in the PROCEDURES section.

### **Separation from Government**

If an employee who is in transferred leave status separates from the federal government, the annual leave balance in the set-aside account will be credited to the employee as a lump sum payment.

### **Leave Donors**

An employee voluntarily wishing to be a leave donor will submit an FDA Donor Request For Authorization to Transfer Annual Leave (Form FDA 3497) or a Request to Donate Annual Leave to Leave Recipient (Outside Agency) Under the Leave Transfer Program (Form OPM 630-B) to transfer a specific number of hours of his/her accrued annual leave to the leave account of a designated leave recipient.

- Leave donors may only donate accrued annual leave (as shown on the Administrative Time and Leave Record) and/or may donate unused restored annual leave from previous leave years to the annual leave account of a designated leave recipient.
- All leave must be donated in increments of 1 hour.

- Leave donors may not donate annual leave to their immediate supervisor.
- Unless a waiver is requested and approved, a leave donor may not donate more than half of the amount of annual leave he/she would be entitled to accrue during the leave year in which the donation was made (See Chart Below.). This limitation applies regardless of whether the leave is donated consecutively or intermittently during the leave year.

<u>Accrual Rate</u>	<u>Maximum Donation</u>
8 hours category	104 hours
6 hours category	78 hours
4 hours category	52 hours

Without a waiver, leave donors, who are projected to have annual leave that otherwise would be forfeited at the end of the leave year, may not donate more than the lesser of: (1) half the amount of annual leave that they would be entitled to accrue during the leave year in which the donation is made; or (2) the number of work hours remaining in the leave year (as of the date of the leave transfer) for which they are scheduled to work and receive pay. To request a waiver, refer to “Waiving Donation Limitation” under the PROCEDURES section.

**Leave Donations to/from Other Agencies**

Annual leave may be donated to or from another federal agency only when: (1) a family member works in another federal agency and requests the transfer of annual leave to the leave recipient; or (2) a sufficient number of annual leave hours is not donated from the employees of the leave recipient's agency. In such cases, the leave donation will be coordinated through the CDER VLTP Coordinator in writing of the amount of leave to be donated.

**Approval Authorities**

The Chief, Leave and Performance Management Branch, Division of Management Services (DMS), is delegated the authority to approve/disapprove requests to participate as a leave recipient in the VLTP, as well as approve/disapprove requests made by leave donors to waive donation limitations.

Immediate supervisors have the authority to approve/disapprove requests to donate leave within the FDA.

The CDER VLTP Coordinator has the authority to approve/disapprove requests to donate leave outside the FDA.

**Confidentiality**

In the interest of preserving the privacy of leave recipients and donors under this program, employees with access to information related to an individual leave transfer must not disclose information to anyone except to individuals who have a need to know for purposes of administering the program or to individuals who have the express written permission of the donor or recipient to release specific information.

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**RESPONSIBILITIES****When receiving donated leave as a recipient applicant****The potential leave recipient or representative:**

- Completes the FDA Leave Recipient Application Form (FDA 3496); provides a doctor's statement showing the diagnosis, prognosis, the beginning date and the duration of the medical or family medical emergency; and submits the Administrative Time and Leave Record (HHS-564).
- To be eligible for retroactive coverage from the beginning of the medical emergency, applies for donated leave within 30 workdays after the end of the medical emergency.
- Submits the completed application along with the doctor's note and HHS-564 to the immediate supervisor.

**The immediate supervisor of the potential leave recipient:**

- Reviews the application package, recommends approval/disapproval, and forwards it to the appropriate Program Specialist within 3 days to ensure the 10-day notification requirement is met.

**The program specialist of the potential leave recipient:**

- Reviews the application package to ensure that all necessary documentation is present and forwards the original or scanned copy of the application to the CDER VLTP Coordinator within 3 days to ensure 10-day notification requirement is met.

**The CDER Voluntary Leave Transfer Program Coordinator:**

- Receives the application package from the program specialist; reviews the application for completeness and eligibility requirements; prepares the package for approving official; and, forwards the package to the Chief, Leave and Performance Management Branch, DMS, for approval/disapproval.

- Forwards a copy of the signed approval/disapproval package within 3 days to the applicant through the applicant's program specialist, with a copy to the timekeeper and immediate supervisor.
- At the leave recipient's request, sends an announcement (via electronic mail) through CDER-ALL-HANDS and/or FDA NOTICES to solicit leave donors.
- Maintains individual files for all leave recipients as well as a database of all transactions for three years after termination of participation.

**The leave recipient's timekeeper:**

- Sets up the VLTP account for the recipient in ITAS. Refer to the FDA ITAS USER MANUAL for instructions. The account must specify "VLTP for Personal" or "VLTP for Family". If not specified, DFAS will not use the VLTP balance, instead it most likely will be charged to LWOP. If this happens, contact your ITAS Coordinator (also known as the ITAS AO).
- Notifies FDA Payroll of the approved VLTP donation(s) through memorandum (see Attachment 1). This memo (also called a Payroll Service Letter) should be sent to the FDA Payroll Liaison via ServiceNow Ticket when the first donation is received. Up to five donations can be submitted per memorandum at any one time. Without this memo, the donation will not be processed through the payroll system, and the recipient will not get credited the hours. A copy of the memo must be sent to the CDER VLTP Coordinator. After Payroll has processed the Payroll Service Letter, please allow it 3-4 days to process through DFAS.

**NOTE:** Due to DFAS processing, do not use donated leave received during the current pay period. The donated leave received must appear on the recipient's LES prior to using. The DFAS system will automatically put the recipient in LWOP if this rule is not followed. If donated leave must be used in the pay period, but there is not enough available on the LES, you must contact your ITAS AO. The ITAS AO will contact the FDA Payroll Liaison for CDER to see what the exact donated leave balance is in DFAS. You will need to collect the LES each pay period, immediately when available.

- Requests a leave recipient report through ITAS during first week of the pay period. Refer to the FDA ITAS USER MANUAL for instructions. This report will confirm actual donations received versus donations entered into ITAS for recipient's usage.
- Ensures all available annual leave and sick leave (as it applies under current laws) is used prior to using any donated leave.

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**NOTE:** DO NOT use Advanced Annual Leave while the employee is in VLTP – DFAS will not allow it.

- If employee is granted Advanced Sick Leave, ensures it is entered in ITAS during the first week of the pay period; if it is entered into ITAS the second week, use it retroactively. Otherwise, DFAS will not recognize it in the system in time to be used in the same period. The recipient most likely will be put in LWOP status.
- Notification of advanced leave must be sent to the FDA Payroll Liaison at least one pay period in advance via ServiceNow Ticket.
  - If notification is not processed in advance, the DFAS payroll system will perform a leave conversion. Leave hours in excess of the employee’s own sick leave balance will follow the standard leave conversion, i.e., sick leave will convert to annual leave, compensatory, credit hours or leave without pay.
  - **It is absolutely necessary that the donor ServiceNow Ticket with the Payroll Service Letter, reaches the FDA Payroll Liaison no-later-than the second Wednesday of the pay period.**
  - The recipient’s timekeeper must send the ‘donation ServiceNow Tickets’.
- Notifies the FDA Payroll Liaison via memorandum when the employee has officially been removed from the VLTP Program via ServiceNow ticket. The CDER VLTP Coordinator will notify the recipient timekeeper of the official date. The CDER VLTP Coordinator must receive a copy of this notification for his/her file. Do not remove the recipient account in ITAS until all records have been verified and corrected. This should be coordinated with the CDER VLTP Coordinator.

### **When donating leave to an approved recipient**

#### **The potential leave donor:**

- Ensures that the amount of leave to be donated does not exceed the provisions stated in the “Donation Limitations” in the POLICY section.
- Completes the Donor Request for Authorization to Transfer Annual Leave (Form FDA 3497) as well as the Request for Leave or Approved Absence (OPM Form 71) and attaches a copy of the Administrative Time and Leave Record (HHS-564) along with the ITAS screen charging the amount of leave to be donated under "VLTP Donated" (from timekeeper). Refer to the FDA ITAS USER MANUAL for instructions.
- All waiver requests must be approved prior to the donation being approved and entered into ITAS.

- The potential leave donor submits the donation request with required attachments to the immediate supervisor for approval/disapproval.

**To donate annual leave to an approved recipient outside of FDA:**

- The potential leave donor completes Form OPM 630-B (Part A only) along with the Request for Leave or Approved Absence (OPM Form 71) and attaches a copy of the ITAS screen charging the amount of leave to be donated under "VLTP Donated" (from timekeeper) and a copy of the Administrative Time and Leave Record (HHS-564) maintained by the timekeeper.
- The potential leave donor provides the contact information of the timekeeper or coordinator from the outside agency.
- To donate leave in ITAS to a non-FDA Employee, the ITAS AO enters the donation into ITAS. Refer to the FDA ITAS USER MANUAL, FDA IMPLEMENTATION TEAM ITAS SOLUTIONS section for instructions.
- The potential leave donor submits the donation request with required attachments to the immediate supervisor for signature of the OPM-71.

**An outside agency donating annual leave to an approved FDA recipient:**

- In such cases, the leave donor's agency notifies the CDER VLTP Coordinator with the Request to Donate Annual Leave to Leave Recipient (Outside Agency) Under the Leave Transfer Program (OPM 630-B). The CDER VLTP Coordinator forwards a copy of the donation package to the recipient's timekeeper.
- The recipient's ITAS AO enters the donation into ITAS. Refer to the FDA ITAS USER MANUAL, IMPLEMENTATION TEAM ITAS SOLUTIONS section for instructions.

**The immediate supervisor of the potential leave donor:**

- Reviews requests to donate annual leave, verifies that the leave donor has available leave to donate, and determines that the amount of leave to be donated does not exceed the provisions in the DONATION LIMITATIONS section listed above.
- Notifies the leave donor of problems with the proposed donation, and explains possible solutions (e.g., waiving donation limitations).
- Approves/disapproves the leave donation by signing the FDA Donor Request for Authorization to Transfer Annual Leave (FDA 3497) and the Request for Leave or Approved Absence (OPM-71) and forwards the original donation package to the appropriate program specialist.

**The program specialist of the leave donor:**

- Reviews requests to donate annual leave, verifies that the leave donor has available leave to donate, and determines that the amount of leave to be donated does not exceed the provisions in the DONATION LIMITATIONS section listed above.
- Reviews the Form FDA 3497 (FDA Donor Request for Authorization to Transfer Annual Leave) or OPM 630-B (Request to Donate Annual Leave to Leave Recipient Outside Agency Under the Leave Transfer Program) to ensure that all necessary documentation is present and forwards the request to the CDER VLTP Coordinator.
- Ensures that the donation is properly documented in ITAS on the LTP screen under “Donations” and forwards a copy of the ITAS LTP screen along with the donor request form and other attachments to the CDER VLTP Coordinator.

**The CDER Voluntary Leave Transfer Program Coordinator:**

- Reviews and authorizes leave donations outside the FDA.
- Forwards the outside donation to the appropriate Agency personnel of the approved recipient.
- Maintains records of all CDER donations for 3 years from termination of participation of a recipient or 3 years for all donations outside CDER.

**The Chief, Program Management Services Branch:**

- Approves/disapproves requests to participate as a leave recipient in the VLTP.
- Approves/disapproves leave donors’ requests to waive donation limitations.

**The Timekeeper:**

- **Maintains all VLTP records in the recipient’s electronic timekeeping file, including leave donations, for 3 years after the recipient’s participation terminates.**
- **Maintains copies of all donor requests in the donor’s electronic timekeeping file for 3 years.**

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**PROCEDURES**

**Setting Up the Leave Recipient Account in ITAS**

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- The recipient's timekeeper must set up the LTP account in ITAS by:
    - Select a Reason from the dropdown list
    - Select an Emergency Type from the dropdown list
    - Enter a valid date in the Begin Date field (the day VLTP was approved) **NOTE:** The End Date field will be populated when the LTP Account is closed. Please leave Blank.
    - Click OK.
  - The Donated Leave screen is redisplayed with the account line item.

### **Waiving Donation Limitations**

- A leave donor must request a waiver in writing to donate more leave than what is stipulated under "Leave Donor" in the POLICY section above. (See Attachment 2 for sample memorandum.)
  - A waiver will allow leave donors to donate any amount of accrued annual leave.
  - The waiver request may be submitted when the request to donate leave is initiated, or at any time during the leave year if the donor wishes to exceed the limited amount.
  - The waiver request must describe any unusual circumstances which may warrant waiving the donated leave limitations. Such circumstances may include, but are not limited to the following:
    - The donor is a family member of the leave recipient
    - The amount of leave donated is not sufficient to cover the emergency
    - The nature of the medical emergency and the desire for minimal publicity provides more hours from fewer donors.

### **Documenting Donated Leave**

- Transactions to donate annual leave must be documented on the leave donor's Application for Leave (OPM-71), in ITAS LTP screen, and the Administrative Time and Leave Record (HHS-564).
- All entries on the **OPM-71** are self-explanatory except the following:
  - Item 4. Check either accrued annual leave or restored annual leave as appropriate
  - Item 6. Enter "Annual leave donated to (name and timekeeper number of the recipient)"
- The **ITAS LTP screen** is used to record the leave donor's donation and to record the donated leave used by leave recipients.
- Recording the leave donor's donation:

- In ITAS, record the number of hours donated on the ITAS LTP screen under “DONATIONS.”
- If an employee uses and/or donates more than a total of 80 annual leave hours in a pay period, the amount of donated leave in excess of 80 hours must be charged the next pay period.
- If an employee is donating restored use-or-lose annual leave, record the number of hours donated on ITAS Donate Leave screen under “Hours Type,” select “Restored Annual Leave.”
  - Recording donated leave received by the recipient: The number of hours received by the recipient is recorded in ITAS LTP screen under “Accounts/End Received.”
  - Recording donated leave used by the recipient: The number of donated leave hours used by the recipient is recorded in ITAS on the LTP screen under “USED.”
- The **HHS-564 for VLTP** is used by the leave recipient’s timekeeper while in VLTP status to ensure complete and accurate accounting of the recipient’s donated leave on a biweekly (pay period) basis. The number of donated leave hours used is entered in the daily blocks followed by “da” (abbreviation for donated annual, e.g., 8da).
- The leave recipient’s timekeeper will use the Administrative Time and Leave Record for VLTP to:
  - Maintain daily hours and regular leave accounts;
  - Record the receipt of OPM-71s and the total number of donated hours received; and,
  - Record the amount of donated annual leave used each pay period.
- DFAS automatically calculates the set-aside. Contact CDER's Payroll Liaison via telephone, with the recipients' full social security number to obtain correct set-aside balances.

### **Restoration of Unused Donated Leave**

- The DFAS Payroll Service will restore any unused donated leave to the donor on a prorated basis. The restoration will show on the donor’s LES.
- DFAS will only credit the restored leave to the donor’s leave account for the **current leave year**.

**NOTE: All forms (fillable) associated with the VLTP can be found on the Center’s Administrative Toolbox Web site for VLTP.**

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## REFERENCES

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- HHS Instruction 630-1-60, Voluntary Transfer of Leave, December 17, 2010.
- DHHS Timekeeper Guide, Chapter 16.
- CDER's Administrative Toolbox Website.
- Office of Personnel Management (OPM) Fact Sheet – Definitions Related to Family Member and Immediate Relative for Leave Purposes.
- 5 U.S. Code, Part III, Subpart E, Chapter 63, Subchapter 111, Sections 6331-6340, Voluntary Transfer of Leave.
- Title 5, Code of Federal Regulations, Part 630, Subpart I, Chapter 1, Voluntary Leave Transfer Program.
- Title 5, Code of Federal Regulations, Part 630, Subpart D, Sick Leave.
- Title 5, Code of Federal Regulations, Part 630, Subpart L, Family Medical Leave Act.
- Collective Bargaining Agreement between the Department of Health and Human Services and the National Treasury Employee Union, Article 21, October 2010.
- FDA ITAS Manual.

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## DEFINITIONS

- **Voluntary Leave Transfer Program.** A program that allows federal employees to transfer their unused accrued annual leave to another federal employee (approved recipient) who needs the leave due to a personal medical or family medical emergency.
- **Medical Emergency.** A medical condition of an employee, or a family member, that requires the employee to be absent from duty for a prolonged period of time resulting in substantial loss of income due to the unavailability of paid leave.
- **Family Member.** The definition of *family member* covers a wide range of relationships, including spouse; parents; parents-in-law; children; brothers; sisters; grandparents; grandchildren; step-parents; step-children; foster parents; foster children; guardianship relationships; same sex and opposite sex domestic partners; and spouses or domestic partners of the aforementioned, as applicable. The list of family members for whom an employee may request donated annual leave under the VLTP (as well as important associated definitions for the terms *son or daughter*, *parent*, *domestic partner*, and *committed relationship*) may be

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found in the OPM fact sheet entitled [Definitions Related to Family Member and Immediate Relative for Leave Purposes](#).

- **Leave Recipient.** A current federal employee who has been approved to receive annual leave from the annual leave accounts of one or more leave donors.
- **Leave Donor.** A current federal employee who has been approved to transfer an amount of his/her regular or restored annual leave to the annual leave account of a leave recipient.
- **Personal Representation.** A federal employee or a family member acting on behalf of another federal employee to obtain approval in the VLTP.
- **Set-Aside Account.** A separate leave account established to record annual and sick leave accruals based on donated hours used.
- **Substantial Loss of Income.** Absence or anticipated absence from duty without available paid leave for at least 24 hours.
- **Transferred Leave Status.** The time during which an employee is an approved leave recipient in the VLTP.
- **Available Paid Leave.** Includes an employee's accrued, accumulated, reccredited, and restored annual or sick leave. It does not include advanced annual or sick leave, any annual or sick leave in an employee's set aside leave accounts which has not yet been transferred to the employee's regular annual or sick leave account, or other forms of paid time off (i.e., credit hours under flexible work schedules, compensatory time off, religious compensatory time off).

**NOTE:** Employees are entitled to a total of 12 weeks of sick leave each year for all family care purposes. This means if employees are applying to the VLTP for a medical emergency affecting a family member and they have already exhausted their entitlement to 12 weeks of sick leave for family care in that leave year, any remaining sick leave is not considered available paid leave and they would not be required to exhaust their sick leave balance before being eligible for donated leave.

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## EFFECTIVE DATE

- This MAPP is effective upon date of publication.

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## CHANGE CONTROL TABLE

**MANUAL OF POLICIES AND PROCEDURES**

**CENTER FOR DRUG EVALUATION AND RESEARCH**

**MAPP4657.12 Rev. 2**

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Effective Date	Revision Number	Revisions
11/7/1997	N/A	Initial
6/24/2014	1	Updated to include change in available paid leave definition to include employee entitlement to 12 weeks of sick leave each year; policy regarding separation from the Government; responsibilities to include records management requirements and use of ServiceNow Tickets
2/27/2023	2	Revision

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**ATTACHMENT 1 - Payroll Service Letter (Sample)**

**MEMORANDUM**

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
PUBLIC HEALTH SERVICE  
FOOD AND DRUG ADMINISTRATION  
CENTER FOR DRUG EVALUATION AND RESEARCH**

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DATE:

FROM: **(Timekeeper)**  
**(ITAS (AO) Coordinator)**

TO: Roe Baker-Davis, Office of Financial Services

RE: Voluntary Leave Transfer Program in DFAS

The following employee has been approved as a participant in the Voluntary Leave Transfer Program. Please establish a balance for them in DFAS.

Recipient:

Last Name, First Name  
Last four digits of SSN – do not submit entire SSN  
Pay period end date  
Pay period number  
Donated Leave Type: New or Continue  
Date emergency Began:  
Status Indicator – Self or Family

Donor Information:

(Last name, First name)  
Last four digits of SSN  
Signed (date)  
(Number) hours donated  
Restoration: Yes (FDA)  
FDA Payroll Office: Yes  
Other Payroll Office (Full Mailing Address):

**ATTACHMENT 2 – Request a Waiver to Exceed Donation Limitations (Sample)**

**MEMORANDUM  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
PUBLIC HEALTH SERVICE  
FOOD AND DRUG ADMINISTRATION  
CENTER FOR DRUG EVALUATION AND RESEARCH**

Recipient Name: \_\_\_\_\_

Medical Emergency is affecting:  Recipient  Recipient’s Family Member

Donor’s Name: \_\_\_\_\_ Amount Donating: \_\_\_\_\_

**REASON FOR REQUEST FOR WAIVER OF DONATION LIMITATION:**

This memorandum is to request a waiver of the limitations for donating annual leave. Currently, I have \_\_\_\_\_ in my Annual Leave account. I would like to donate \_\_\_\_\_ hours to **Recipient Name**. This would exceed my limitation of \_\_\_\_\_ hours by \_\_\_\_\_ hours.

Thank you for your consideration of my request.

\_\_\_\_\_  
This is to certify that I am requesting a waiver of donation limitation.

Employee signature \_\_\_\_\_ Date \_\_\_\_\_

Immediate Supervisor signature \_\_\_\_\_ Date \_\_\_\_\_

Approved \_\_\_\_\_ Disapproved \_\_\_\_\_

Approving Official signature \_\_\_\_\_ Date \_\_\_\_\_

CHIEF / PMSB / DMS / OM / CDER

Approved \_\_\_\_\_ Disapproved \_\_\_\_\_