

NASA Interim Directive for Emergency Leave Transfer Program

Subject: Emergency Leave Transfer Program

Responsible Office: Office of Human Capital Management

Table of Contents

Preface

- P.1 Purpose
- P.2 Applicability
- P.3 Authority
- P.4 Applicable Documents and Forms
- P.5 Measurement/Verification
- P.6 Cancellation

Chapter 1. Introduction

- 1.1 Eligibility
- 1.2 Declared Emergency

Chapter 2 Responsibilities

- 2.1 AA, OHCM
- 2.2 ELTP Board
- 2.3 Center HR Directors
- 2.4 ELTP Coordinators (ELTPC)
- 2.5 Executive Director of the NSSC
- 2.6 Supervisors
- 2.7 Employees

Chapter 3 Procedures

- 3.1 Procedures for Donating Leave
- 3.2 Who May Submit a Leave Request
- 3.3 How to Submit a Leave Recipient Request
- 3.4 Distribution of Leave Hours to Approved Recipients
- 3.5 Approval and Hours
- 3.6 Request for Additional Leave
- 3.7 Accrual of Leave While Using Donated Leave
- 3.8 Use of Donated Leave
- 3.9 Documenting Use of ELTP Donated leave in WebTADS

Preface

P.1 Purpose

The purpose of this interim directive is to establish procedural requirements for processing leave donations and employee requests to be a leave recipient under an established Emergency Leave Transfer Program (ELTP), authorized by the Office of Personnel Management.

P.2 Authority

Authority for Leave Transfer Program in Disasters and Emergencies, 5 U.S.C. § 6391.

Emergency Leave Transfer Program, 5 CFR 630, subpart K.

P.3 Applicable Documents

Annual Leave; Accumulation, 5 U.S.C. § 6304 (a), (b), (c), and (f).

Application to Become a Leave Recipient Under the ELTP, OPM Form 1637.

Request to Donate Annual Leave Under the ELTP, OPM Form 1638.

P.4 Applicability

a. This interim directive is applicable to eligible employees assigned to NASA Headquarters and NASA Centers, including Component Facilities, Technical and Service Support Centers.

b. Any reference to Center Director(s) or Centers includes the Associate Administrator for Mission Support, the Executive Director for Headquarters Operations and the Executive Director of NASA Shared Services Center (NSSC).

c. In this interim directive, all document citations are assumed to be the latest version, unless otherwise noted.

d. In this directive, all mandatory actions (i.e., requirements) are denoted by statements containing the term "shall." The terms: "may" or "can" denote discretionary privilege or permission, "should" denotes a good practice and is recommended, but not required, "will" denotes expected outcome, and "are/is" denotes descriptive material.

Chapter 1. Introduction

1.1 Eligibility

The ELTP is open to all Agency civil service employees earning annual leave.

1.2 Declared Emergency

1.2.1 In the event of a major disaster or emergency that results in severe adverse effects (e.g., loss of life or property, serious injury, or mental illness as a result of a direct threat to life or health) for a substantial number of employees, the President may direct the U.S. Office of Personnel Management (OPM) to establish an Emergency Leave Transfer Program (ELTP). Accordingly, OPM will establish an ELTP for a specific disaster or emergency and notify the affected agencies of the establishment of the program.

1.2.2 The ELTP provides a method under which unused accrued/restored annual leave of an employee may be donated to an Emergency Leave Transfer Program (ELTP) to assist emergency leave transfer recipients who need such leave due to a disaster.

1.2.3 Once notified by OPM, the Agency will:

- a. Determine the number of affected employees and the number of hours needed.
- b. Determine the period of time when donations will be accepted.
- c. Establish an internal Agency process for approving leave donors and emergency leave recipients.
- d. Facilitate the distribution of the donated leave.

Chapter 2. Roles and Responsibilities

2.1 Assistant Administrator, Office of Human Capital Management (AA, OHCM) or designee

- a. Gathers data from Center HR Offices regarding the estimated number of affected employees and proposed number of leave hours needed.
- b. Determines whether or not the Agency will establish an ELTP once authorized by OPM.
- c. Establishes an ELTP Board, which will consist of 3-5 individuals, and include the following:
 - (1) OHCM Senior Manager
 - (2) Center HR Director (or designee)
 - (3) Labor Representative
 - (4) Senior Center Representative (optional)
- d. Establishes and communicates procedures for donating leave to include the name of the ELTP associated disaster and the designated donation period.
- e. Establishes and communicates the process for submitting applications to become an ELTP leave recipient.
- f. Serves as Agency liaison with the NSSC.
- g. Facilitates processes with the ELTP Board for approving donated leave hours for approved leave recipients.
- h. Communicates ELTP board decisions on leave distribution to the NSSC for processing.
- i. Tracks ELTP donated hours, recipient hours given, and usage.
- j. Maintains a list of ELTP Coordinators and communicates program details as needed.

2.2 ELTP Board

- a. Decides on all employee requests to become a leave recipient. Documents decision on OPM Form 1637, block 14. Provides written rationale for disapproval of a request.
- b. Determines leave distribution to eligible leave recipients and notifies NSSC of approved amounts.

2.3 Center Human Resources (HR) Directors

Designates a Center ELTP coordinator.

2.4 ELTP Coordinators (ELTPC)

- a. Serves as the Center's primary point of contact and liaison with the Agency ELTP program manager.

- b. In the event that more than one Center is located in the affected area of the declared disaster/emergency, collaborates with affected Center ELTPC on compiling program data and actions.
- c. Once the Center is authorized for ELTP, reports the following data to the Agency ELTP program manager: number of affected employees and the estimated number of hours needed for the Center.
- d. Maintains records on Center ELTP leave recipients.
- e. Manages local communication and education efforts on program.

2.5 Executive Director NASA Shared Services Center (NSSC)

2.5.1 The NSSC has primary responsibility for processing leave donations and recipient applications, providing the Agency ELTP program manager with updated donation information and recipient applications, processing donation and recipient information, and tracking and monitoring leave usage. Specific responsibilities include:

- a. Accepts applications (OPM 1638) from leave donors through the Agency's Web based Time and Attendance System (WebTADS).
- b. Approves leave donor requests. This includes verifying that applications are complete, validating the amount of leave is available, and submitting the FPPS actions to withdraw the leave from the donors leave balance, and notifying (via system generated email) donors of approval of leave donation.
- c. Forwards leave donor forms and required data to Department of Interior for processing.
- d. Accepts, determines eligibility, and notifies leave recipient requests. This includes verifying completeness and accuracy of forms, contacting employee or supervisor regarding missing information.
- e. Notifies employees and supervisors of eligibility to participate in ELTP within 10 days of receipt. Forwards eligible requests to the ELTP Board via the Center's ELTPC.
- f. Notifies employees of the final determination by the ELTP Board of their leave recipient request in accordance with 5 CFR 630.1107.
- g. Completes the ELTP recipient emergency specific spreadsheet and forwards, along with OPM Forms 1637, to the ELTP Board.
- h. Notify Interior Business Center, supervisor and Center ELTPC of approved donated leave hours.
- i. Turns on "flag" in WebTADS giving recipient access to established hour type codes needed when using ELTP Leave hours.
- j. Monitors leave for each established ELTP (e.g., Hurricane Harvey and Hurricane Irma), including leave usage by recipient and the total hours in the respective ELTP pool.

2.6 Supervisors

- a. Recommend approval or disapproval of the employee's leave recipient request by completing OPM Form 1637, block 13. Provides a written rationale and any supporting documentation when recommending disapproval of the request.
- b. Approve ELTP leave usage the same as with other leave usage.

2.7 Employees

Employees may voluntarily participate in the ELTP as either a recipient or donor in accordance with this interim directive.

Chapter 3 Procedures

3.1 Procedures for Donating Leave

3.1.1 An employee may voluntarily submit a written request via WebTADS to donate or transfer a specified number of hours of accrued or restored annual leave from his or her annual leave account to an Agency ELTP recipient. Leave donors may not donate to a specific leave recipient. Employees will be notified when leave donations are accepted.

3.1.2 Annual leave hours may be donated to the ELTP bank from the Agency's Voluntary Leave Bank Program (VLBP), with the concurrence of the VLBP Board or, during a Government-wide transfer of annual leave, by another agency.

3.1.2 Generally, a leave donor may not contribute less than 1 hour or more than 104 hours of annual leave in a leave year to an ELTP; however, the AA, OHCM has established a waiver to allow employees to donate an unlimited amount of leave.

3.2 Who May Submit a Leave Recipient Request

3.2.1 Any civil service employee who has been *adversely affected* by the emergency or disaster may submit a leave recipient request using OPM Form 1637, which can be found at: https://www.opm.gov/forms/pdf_fill/opm1637.pdf

3.2.2 Employees may also apply for donated annual leave in order to assist an affected family member (defined in Appendix A), provided that the family member has no reasonable access to other forms of assistance.

3.2.3 An employee or the family member is considered to be *adversely affected* if the disaster or emergency has caused a severe hardship to such a degree that the employee's absence from work is required. When an employee applies for the emergency leave transfer program, the ELTP Board may require the employee to document his or her relationship to a family member.

3.2.4 False statements or other misrepresentations made in connection with an employee's application to be an emergency leave recipient may be cause for disqualification from the program, disciplinary action, and liability for the amount of leave dishonestly gained.

3.3 How to Submit a Leave Recipient Request

An employee shall submit a completed written application using OPM Form 1637, which includes the number of hours being requested, to the NSSC via fax 866-779-6772 or email nssc-contactcenter@nasa.gov. If an employee is not capable of making written application, a personal representative may submit a written application on behalf of the employee.

3.4 Distribution of Leave Hours to Approved Recipients

An emergency leave recipient may receive a maximum of 240 hours of donated annual leave at any one time from an ELTP for each disaster or emergency. The ELTP Board may allow an employee to receive additional disbursements of donated annual leave based on the employee's continuing need. Each disbursement of transferred annual leave may not exceed 240 hours.

3.5 Approval and Hours

The ELTP Board decides on the number of hours granted to each eligible recipient. Proposed distribution amounts will be determined using information to include: the employee's requested number of hours, the estimated duration of the emergency as stated on their application, the total number of leave recipients, and the number of hours available in the ELTP bank.

3.6 Request for Additional Leave

Disposition on original applications received will be completed before applications for additional leave may be sent to the ELTP Board.

3.7 Accrual of Leave While Using Donated Leave

An emergency leave recipient using donated annual leave continues to accrue annual and sick leave at the same rate as if the employee were in a paid leave status. The employee's annual leave will be subject to the annual leave limitations in 5 U.S.C. 6304 § (a), (b), (c), and (f).

3.8 Use of Donated leave

An approved emergency leave recipient is not required to exhaust accrued annual and sick leave before receiving donated annual leave under the ELTP. Any donated annual leave an emergency leave recipient receives from an ELTP may be used only for purposes related to the disaster or emergency for which the emergency leave recipient was approved. See 5 CFR § 630.1113 and 1115 for regulatory requirements regarding the use of donated leave.

3.9 Documenting Use of ELTP Donated leave in WebTADS

Leave recipients shall accurately document use of ELTP donated leave in WebTADS as follows:

EMPLOYEE LEAVE TRANSFER PROGRAM – (ELTPS) SELF

EMPLOYEE LEAVE TRANSFER PROGRAM – (ELTPF) FAMILY

Appendix A Definitions

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 ELTP (as well as important associated definitions for the terms son or daughter, parent, domestic partner, and committed relationship) may be found in the fact sheet entitled [Definitions Related to Family Member and Immediate Relative for Leave Purposes.](#)