

**U.S. DEPARTMENT OF AGRICULTURE
 FARM PRODUCTION AND CONSERVATION MISSION AREA
 BUSINESS CENTER
 WASHINGTON, DC 20250**

| | |
|--|--|
| FPAC NOTICE | NUMBER: FPAC-N 4060-002 |
| SUBJECT: Emergency Leave Transfer Program | DATE: November 7, 2018 |
| APPROVING OFFICIAL: Thomas W. Christensen, Deputy Chief Operating Officer | EXPIRATION DATE: September 30, 2019 |

1. PURPOSE

This Notice is provided to educate employees on the Emergency Leave Transfer Program (ELTP) for those employees who may have been affected by Hurricane Florence.

2. MESSAGE

a. 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 employees, the President may direct the U.S. Office of Personnel Management (OPM) to establish an emergency leave transfer program (ELTP). Under an ELTP, a covered employee in an Executive agency or the judicial branch, or an agency leave bank, may donate annual leave for transfer to employees of the same or other agencies who are adversely affected, or who have family members who are adversely affected (see definitions related to family member and immediate relative for leave purposes) by the disaster or emergency (e.g., floods, earthquakes, hurricanes, bombings).

b. Recipient Eligibility

For an employee to be eligible for the ELTP, these conditions must be met:

- (1) The disaster or emergency has been declared eligible for the ELTP by the President, and the situation has caused severe hardship to the employee or to a family member of the employee to such a degree that the employee's absence from work is required.
- (2) Any donated leave will be used to assist an employee with an affected family member, provided the family member has no reasonable access to other forms of assistance.
- (3) A leave recipient is not required to exhaust his or her accrued annual or sick leave before receiving donated leave under this program.

c. How to Apply As a Recipient

Any employee who meets the eligibility requirements may apply to become an ELTP recipient. The employee or his or her designee submits an OPM Form 1637, "Application to Become a Leave Recipient under the Emergency Leave Transfer Program." The application must—

- (1) Identify the employee's official duty station.
- (2) Specify the number of hours requested.
- (3) Include a statement describing the need for leave from the ELTP and any available documentation supporting the declared need.
- (4) Identify who is affected by the emergency.
- (5) Specify the dates of when the emergency began and ended (or date it is expected to end).
- (6) Include the applicant's signature of the applicant (or his/her designee) and the applicant's supervisor.
- (7) Be sent to human resources office (HRO) Leave Program coordinator for approval or disapproval by submitting a Service Now ticket at <https://myfpac.usda.gov>

d. Agency Approving Office

- (1) The Leave Program coordinator must review the employee's application and notify the employee of the approval or disapproval of the application within 10 calendar days (excluding Saturdays, Sundays, and legal public holidays) after the date the application is received (or the date established by the agency, if that date is later). If disapproved, the agency must give the reason for its disapproval. Agencies must adhere to the following guidelines:
 - (a) Preliminarily approve or disapprove applications using block 14 of OPM Form 1637.
 - (b) Assign final approval to the agency Leave Program coordinator. (Disapproval must include reasons, e.g., lack of acceptable documentation showing need.)
 - (c) Use the release form, as appropriate, to verify that a personal representative has permission to act on an employee's behalf.
 - (d) Maintain records of leave donations and distributions.

(e) Ensure time and attendance records are correctly adjusted for both leave donors and recipients.

(2) Supervisors may assist by advertising for leave donations for the ELTP. They may not be directly or indirectly intimidated, threatened, or coerced, nor may attempts be made to intimidate, threaten, or coerce any other employee for the purpose of interfering with an employee's right to donate, receive, or use donated annual leave.

e. Donor Eligibility

Employees wishing to donate annual leave are subject to the following criteria:

(1) A donor may only contribute in whole-hour increments.

(2) A donor may not contribute more than 104 hours of annual leave in a leave year to the ELTP.

(3) Annual leave donated under the ELTP may not be applied against limitations on the donation of annual leave under their agency Voluntary Leave Transfer Programs.

f. How to Apply as a Donor

Employees may donate annual leave to the ELTP by completing an OPM Form 1638 and sending it to your HR office by submitting a ServiceNow Ticket at <https://myfpac.usda.gov>. Employees may not donate sick leave, compensatory time, restored annual leave, or credit hours to the ELTP. Employees donating annual leave must indicate the name of the emergency.

g. Waiver of Donor Limitation

The limitation on the amount of annual leave that may be donated in a leave year may be waived under unusual conditions (i.e., if there is insufficient donated annual leave and there is a clearly demonstrated need for the ELTP). A donor may request a waiver of the limitation by submitting a written request describing the unusual conditions to the FPAC CHCO.

3. CONTACT

If you have questions regarding this Notice, please submit a ServiceNow ticket at <https://myfpac.usda.gov>.

-END-