



**IDAHO AIR NATIONAL GUARD
JOINT FORCE HEADQUARTERS
HUMAN RESOURCE OFFICE
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5 April 2017

MEMORANDUM FOR IDAHO NATIONAL GUARD FEDERAL TECHNICIANS

FROM: JFHQ-ID/HRO

SUBJECT: HR Policy Letter 17-001; Federal Technician Voluntary Leave Donation

References: (a) DoD 7000.14-R-V8, November 2014, *Financial Management Regulation*.
(b) 5 C.F.R. § 630.908, 18 January 2017, *Limitation on Donation of Annual Leave*.
(c) 5 U.S.C. § 6334, 31 October, 1988, *Donations of Leave*.
(d) TPR 630, 27 August 2010, *Absence and Leave Program*.

1. The purpose of this policy is to set forth Voluntary Leave Donation requirements and procedures for all Idaho National Guard permanent, indefinite and temporary federal technicians expected to remain employed a minimum of one year after date of request.

2. This policy allows an employee who has a medical emergency, is without available leave and will result in a substantial loss of income, to receive donated annual leave from other employees.

a. Medical Emergency: A qualifying medical emergency is a medical condition of either an employee or a family member that would most likely require a prolonged absence from work and would result in a substantial loss of income because of the unavailability of paid leave.

b. The agency must determine that the absence from duty will result in a substantial loss of income.

3. An employee may transfer leave to an employee of another agency only when:

a. The donor is a family member employed by another agency;

b. The leave recipient's agency believes that leave donations within the agency may not be sufficient to meet the recipient's needs; or

c. The leave recipient's agency concludes that the transfer of leave from another agency furthers the purpose of the voluntary leave transfer program.

4. Application Process.

a. Complete application using OPM 630, Application to Become A Leave Recipient Application Under the Voluntary Leave Transfer Program.

b. Attach physician/medical documentation showing the inability to work and expected recovery time.

c. If the technician is not capable of making application on his or her own behalf, the supervisor should contact the Employee Relations Specialist for assistance.

d. The supervisor will verify application within five days of receipt and will endorse with a concur or non-concur statement, then forwards the application to the HRO.

6. Approval Process:

a. HRO will:

(1) Determine if the medical emergency will result in a substantial loss of income

(2) If the application is validated, announce the opportunity for potential donors to contribute leave to the applicant's leave account.

(3) Notify the employee in writing that his/her request was approved or disapproved.

(4) Forward a copy of the request for leave transfer and the approval to the civilian pay technician and the first level supervisor.

7. Donation Process.

a. Within Agency (Idaho National Guard) Federal technician may donate annual leave using OPM 630-A, Request to Donate Annual Leave to Leave Recipient Under the Voluntary Leave Transfer Program (Within Agency).

b. Outside Agency Federal technician may donate annual leave using OPM 630-B, Request to Donate Annual Leave to Leave Recipient Under the Voluntary Leave Transfer Program (Outside Agency).

8. Limitations on Donation of Annual Leave.

a. Potential leave donors must have the specified number of hours of annual leave already accrued. Donating leave earned in future pay periods is prohibited.

b. Annual leave transferred may be used retroactively for periods of leave without pay (LWOP) to restore advanced annual or sick leave during the current leave year.

c. In any one leave year, a leave donor may donate the maximum of one-half the amount of annual leave he/she would be entitled to accrue during the leave year in which the donation is made.

(1) In accordance with 5 U.S.C. § 6334, HRO may waive the maximum donation limitation. Any waiver request must be made in writing.

9. Termination of Medical emergency.

a. The medical emergency shall be terminated under one of the following circumstances:

(1) When the leave recipient's employment terminates.

(2) At the end of the pay period in which the first level supervisor/HRO determines that the recipient is no longer affected by the medical emergency.

(3) At the end of the pay period in which the HRO receives an approved application for disability retirement from the Office of Personnel Management.

b. The first level supervisor will notify the HRO of the date the leave recipient returns to work.

c. Any unused transferred leave remaining after the medical emergency will be restored to the leave donor(s).

10. Questions regarding the leave transfer program and requests for copies of OPM Forms 630, 630-A and 630-B should be directed to the Employee Relations Specialist.



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