



UNITED STATES MARINE CORPS

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STATION ORDER 12630.2

From: Commanding Officer

To: Distribution List

Subj: LEAVE TRANSFER PROGRAM FOR CIVIL SERVICE EMPLOYEES

Ref: (a) FPM Bulletin 650 53 of 27 Feb 89 (NOTAL)

(b) OCPM Notice 12630 of 27 Apr 88, Department of the Navy
(DON) Temporary Leave Transfer Program (NOTAL)

Encl: (1) Leave Recipient Application

(2) Leave Donor Application

1. Purpose. To issue guidance and procedures for administering the leave transfer program.

2. Information. Reference (a) implements Public Law 100-566 which established a temporary leave transfer program throughout the federal service. The provisions of Public Law 100-566 expired 31 October 1993. Reference (b) authorized activities within the Department of the Navy to implement this program. The leave transfer program is intended to allow individuals to transfer their annual leave to other employees who are experiencing genuine hardships due to loss of pay resulting from medical emergencies. Employees may make a request to receive donated leave. If the request is approved, the need for donated leave shall be publicized in the Human Resources Office Memorandum or by special bulletins.

3. Background. Any appropriated fund employee may be considered as a leave recipient or a leave donor under the leave transfer program. The designated authority to decide the disposition of requests for employees of Marine Corps Air Station (MCAS) Miramar, is the Human Resources Manager. The decision to approve an employee as a leave recipient will be based upon the employee's record of employment and evidence presented by or on behalf of the employee as to the nature and extent of the medical emergency. The decision of employees to request to become leave donors is entirely voluntary. Coercion of an employee or group of employees to participate as leave donors is inappropriate.

4. Definitions

a. Leave donor. An employee whose voluntary written request for transfer of annual leave to the annual leave account of a leave recipient has been approved by the Human Resources Manager.

b. Leave recipient. A current employee whose application to receive annual leave from annual leave accounts of one or more leave donors has been approved.

c. Medical emergency. A medical condition of an employee or a family member of such employee that is likely to require the employee's absence from duty for a prolonged period of time, at least 10 workdays, and results in a substantial loss of income to the employee due to the unavailability of paid leave.

5. Action

a. Requesting to Become a Leave Recipient

(1) The requester will submit, in writing, the information in enclosure (1) to the Human Resources Manager. The request may be submitted by another individual on behalf of the employee in the event that the employee is unable to make the request. The request can be made retroactive for any medical emergency which impacted the employee on or after 22 December 1987. Leave recipients must attach a copy of their Leave and Earning Statement along with the Medical Documentation to the requesting official.

(2) The Human Resources Office will

(a) Prepare a case file for the employee being considered. The information placed in the case file is to be retained for future documentation as requested by DON and/or Office of Personnel Management (OPM) regarding the administration of the leave transfer program and will be available for review by the employee. The employee will receive a decision within 10 working days from receipt of the request.

(b) Ensure that appropriate advertising of the need for donors is initiated upon approval of a request.

b. Requesting to be a Leave Donor

(1) The requester will submit the request in writing via the department director to the Human Resources Manager. The request must include the information specified in enclosure (2). Donors are not allowed to donate more than half of the leave they accrue in the leave year in which the donation is made. A leave donor who is projected to have annual leave that would otherwise be subject to forfeiture at the end of the leave year (use or lose) may donate no more leave than the number of hours remaining in the leave year for which the donor is scheduled to work and receive pay. Employees may not donate leave to their immediate supervisors. Leave donors must attach a copy of their last Leave and Earning Statement to the request.

(a) Employees earning four (4) hours per pay period can donate a total of 52 hours in a leave year.

(b) Employees earning six (6) hours per pay period can donate a total of 78 hours in a leave year.

(c) Employees earning eight (8) hours per pay period can donate a total of 104 hours in a leave year.

(2) The Human Resources Office will review the request to ensure that it does not violate any of the restrictions discussed above and will inform the employee and the Defense Finance Accounting Service (DFAS), Denver, Colorado, of the acceptance or denial of the request to become a leave donor. The request and the approval/denial letter will be placed in the case file of the leave recipient.

(3) DFAS will transfer annual leave from the leave donor's annual leave account to the leave recipient's annual leave account in the amount indicated in the letter approving the donation.

c. Accounting for Donated Leave

(1) All donated leave will be credited to the leave recipients account and the total amount of leave donated will be recorded. Annual leave that accrues to a leave recipient will be used before any transferred annual leave. When the leave recipient's emergency is over, as documented by a memorandum from the Human Resources Office to DFAS, unused donated leave will be credited back to the leave accounts of the various donors.

(2) Annual leave returned to a leave donor prior to the beginning of the third biweekly payperiod before the end of the leave year must be scheduled for use or be subject to forfeiture. Annual leave returned to a leave donor after the beginning of the third biweekly pay period prior to the end of the leave year will be restored for use not later than the end of the leave year following the leave year in which the annual leave was restored.

(3) The amount to be restored to each donor will be calculated by prorating the share of the remaining leave to each donor based upon each donor's pro rata share of the total leave donated. The minimum amount of leave that may be restored is 1 hour; therefore, any fractional amount less than 30 minutes or more shall be rounded up.

d. Records Maintenance. The Human Resources Office will maintain a complete case file for each request to become a leave recipient, the records required by reference (b), and report to OPM as required. The Civilian Payroll Branch will send the following information to the Labor and Employee Relations Division at the end of each new pay period:

(1) The amount of transferred annual leave used by each leave recipient during the pay period.

(2) The balance of transferred annual leave remaining in the recipient's annual leave account at the end of each pay period.

(3) The estimated direct and indirect cost incurred by the Civilian Payroll Branch associated with transferring the leave between the accounts of recipients and donors, and the estimated cost associated with other activities related to participation in the leave transfer program.


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