

For: FFAS Employees

Emergency Leave Transfer Program (ELTP) – Hurricane Katrina

Approved by: Deputy Administrator, Management



1 Overview

A Background

On September 1, 2005, the President authorized OPM to establish ELTP for employees affected by Hurricane Katrina.

On September 2, 2005, the Director of OPM authorized agencies to administer ELTP for agency employees according to 5 USC 6391, 5 CFR Part 630, subpart K, and OPM CPM-2005-17.

On September 15, 2005, a USDA-wide ELTP was announced which outlined procedures for employees to donate annual leave to an undesignated pool for USDA employees who have been adversely affected by Hurricane Katrina.

B Purpose

This notice provides an overview of the policy developed for ELTP.

- ELTP will allow employees to donate annual leave for transfer to employees of the same or other agencies who were adversely affected by Hurricane Katrina.
- The recipients of the emergency leave may use the donated annual leave without having to exhaust their own leave.
- ELTP can also be used to help care for a family member who has been adversely affected by the hurricane. The family member must have no other reasonable access to other forms of assistance.

Disposal Date	Distribution
October 1, 2006	All FAS, FSA, and RMA employees; State Offices relay to County Offices

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1 Overview (Continued)

C Labor Management Obligations

Where exclusive representation exists, bargaining may be requested to the extent allowed by applicable statutes. Where contract language already addresses these policies and procedures for bargaining unit employees, contract language prevails.

D Contact

If there are questions about this notice or ELTP, contact Patty Gepford by any of the following:

- telephone at 816-926-6259
- FAX at 816-926-6156
- e-mail at **Patricia.Gepford@kcc.usda.gov**.

2 Donating Annual Leave

A Donating to ELTP Recipient

GS employees may donate their annual leave and/or restored annual leave to other Federal employee's that have been displaced by Hurricane Katrina or have a family member who needs assistance.

CO employee's may also donate their annual leave and/or restored annual leave to other CO employee's that have been displaced by Hurricane Katrina or have a family member who needs assistance.

Note: By law, GS and CO employees are not considered to be in the same leave system. Annual leave cannot be donated from a GS employee to a CO employee and vice versa.

B Donations to ELTP Leave Bank

FAS, FSA, and RMA employees wanting to donate their annual and/or restored leave to the ELTP leave bank will need to complete OPM 1638. OPM 1638 will be processed and sent to a leave bank on the departmental level. FAX OPM 1638 to Attn: Patty Gepford at 816-926-6156.

Notes: Employees who want to donate leave can access an electronic OPM 1638 at OPM's website at **<http://www.opm.gov/Forms/>**.

Include the donating employee's timekeeper and phone number on OPM 1638.

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2 Donating Annual Leave (Continued)

C CO Employee Donations to ELTP

CO employees wanting to donate their annual leave and/or restored leave to ELTP need to complete OPM 1638. The donations will be done manually by the contact in Kansas City. FAX OPM 1638 to Attn: Patty Gepford at 816-926-6156.

D Donation Limitations

Because of the nature and severity of Hurricane Katrina, the limitation for annual leave donated will be waived. There will be no maximum limitation amount of accrued annual leave that can be donated by any individual leave donor.

There are **no** donation limits when donating restored annual leave.

The minimum amount of annual/restored leave that may be donated is 1 hour and may only be accepted in whole hour increments.

Donated annual leave that is not used by the emergency leave recipients for ELTP must be returned to the leave donors.

The donated leave that remains in the bank at the termination of ELTP will be offered to OPM for other Federal agencies that have employees that have been adversely affected by Hurricane Katrina and have been approved by OPM for a Government-wide transfer of leave.

Remaining leave will be returned to leave donors proportional to the amount of leave that was originally donated. Emergency leave donors will be permitted to elect whether to have any unused leave restored to the current year or on the first day of the following year.

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3 Information for ELTP Recipients

A Applying to Be a Recipient

GS and CO employees that have been adversely affected by Hurricane Katrina can apply for ELTP by filling out OPM 1637. FAX OPM 1637 to Patty Gepford at 816-926-6156.

The employee that is requesting to be an ELTP recipient can assign a personal representative to apply for leave donation. The servicing Human Resources Office (HRO) must be satisfied that the personal representative of the affected employee has the permission to represent the employee.

The following information must be provided on OPM 1637:

- recipients' name, position title, grade/pay level, agency, and duty location of the potential ELTP recipient
- statement signed and dated by the employee or their representative explaining the need for the leave being requested from ELTP, including an estimated date of when the employee expects to return to work
- number of hours needed
- any additional information required by the servicing HRO to support their leave request.

Note: Employees who want to apply to become an ELTP recipient can access an electronic OPM 1637 at OPM's website at <http://www.opm.gov/Forms/>.

B Recipient Limitations

There are **no** limitations on how much donated leave a recipient can request.

The maximum amount of hours a recipient can request is set at 240 per OPM 1637.

The Office of Human Capital Management (OHCM) will determine and publish the deadline for employees to apply to become an ELTP recipient at a future date.

If more hours are needed, then the employee must fill out a new OPM 1637 with an explanation of why the extra hours are needed.

If sufficient hours are not available to meet the needs of approved recipients, the leave administrator will work with OPM to coordinate a Government-wide transfer of annual leave. All leave in the bank will only be accepted in whole hours.

3 Information for ELTP Recipients (Continued)

B Recipient Limitations (Continued)

Department regulations for ELTP will specify the criteria to be used by agencies to evaluate the request for leave under ELTP.

Servicing HRO's are responsible for notifying applicants of the approval/disapproval in ELTP within 10 working days after the date OHCM approves/disapproves the application. The agency must give the reason(s) for the disapproval of all or part of the requested leave. All Federal agency decisions on the amount of leave given to Federal recipients must have the authorization of the Department ELTP Coordinator.

Servicing HRO's are:

- required to maintain records of the annual leave donated and the approval of leave recipients under ELTP until further notice
- responsible for making sure the T&A records are correctly adjusted for both the donor and the recipient.

CO employee recipients will follow the same steps to request leave as the Federal employees. Since the CO ELTP is administered by FSA, Departmental approval is not required. The ELTP Coordinator in Kansas City will be the approving authority for the CO recipients.