

For: FFAS National Office Employees and FAS Overseas Employees

FFAS National Office Leave Bank Open Enrollment Period for Leave Year (LY) 2007

Approved by: Deputy Administrator, Management



1 Overview

A Purpose

This notice announces the winter open enrollment period for FFAS’s National Office Leave Bank (Leave Bank) for LY 2007. The open enrollment period begins December 18, 2006, and ends **January 19, 2007**.

Employees can become members of the Leave Bank by donating leave. The leave is pooled and managed by a Leave Bank Board. If a Leave Bank member or a member of their family experiences an extended medical emergency, the employee may qualify to become a recipient of paid leave from the Leave Bank.

Employees can learn more about the Leave Bank by reading “FFAS Leave Bank Frequently Asked Questions” at http://www.fsa.usda.gov/FSA/hrdapp?area=home&subject=wpsv&topic=aws#P44_2236.

B Eligibility

All FFAS National Office employees and FAS U.S. citizens overseas are eligible to participate in the Leave Bank.

Note: The Leave Bank is **only** open to National Office and FAS U.S. citizen overseas employees. FSA and RMA employees assigned to Kansas City or field employees **are not** eligible to participate.

C Yearly Membership Renewal Required

Membership in the Leave Bank does **not** rollover. Employees **must** renew their membership each year they want to participate. See subparagraph 3 for instructions on how to enroll in the Leave Bank.

<p>Disposal Date</p> <p>February 1, 2007</p>	<p>Distribution</p> <p>FFAS National Office and FAS overseas U.S. citizen employees</p>
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1 Overview (Continued)

D Use/Lose (Excess) Annual Leave

Employees who expect to have use/lose (excess) annual leave at the end of LY 2006 are encouraged to consider donating this leave to the Leave Bank. Excess annual leave may be donated as a gift, used for LY 2007 membership, or both.

E Contacts

This table provides Leave Bank contact information.

IF...	THEN contact...
questions about Leave Bank policy and/or eligibility	HRD, Employee Programs Branch (EPB) at 1 of the following: <ul style="list-style-type: none">• Susan Brown at 202-401-0066• Linda Watkins at 202-401-0688• TDD at 202-205-9057.
submitting Leave Bank membership, donation, or recipient request	Cynthia Moseley, HRD, EPB by FAX at 202-205-9140.

2 Leave Bank Information, Regulations, and Policy

A Leave Bank Overview

Leave Banks require:

- a membership policy
- a 3-member Leave Bank Board
- a membership enrollment period of at least 30 calendar days
- that employees make a contribution of **annual leave** to become a member or to continue their membership
- operation on a **LY** basis
- members to be able to apply to become Leave Bank recipients and, if approved, qualify for a donation of leave from the Leave Bank.

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2 Leave Bank Information, Regulations, and Policy (Continued)

B Leave Bank Enrollment Policy

There will be at least 2 Leave Bank enrollment periods each LY as follow:

- winter
- summer.

Note: New employees may enroll within 30 calendar days of being hired.

C Membership Period Enrollment Donation

The minimum donation of **annual leave** required to join the Leave Bank will be determined by the employee's annual leave category as follows:

- **4 hours** for less than 3 years of Federal service
- **6 hours** for 3 or more years, but less than 15, of Federal service
- **8 hours** for 15 or more years of Federal service.

Note: The minimum donation amount can be increased or decreased by a vote of the Leave Bank Board, but will never be less than stated in this subparagraph.

3 Applying To Be a Leave Bank Member or Recipient

A Becoming a Leave Bank Member

To become Leave Bank members, employees **must**:

- complete FFAS-1043, available online at **ftp://165.221.16.16/public/Forms/FFAS1043.PDF**
 - in item 12, check the box titled "Membership Contribution"
 - in item 13, enter the annual leave hours required for membership according to subparagraph 2 C
- complete, **sign**, and FAX FFAS-1043 to HRD as follows:

ATTN: Cynthia Moseley
HRD, EPB
FAX: 202-205-9140.

3 Applying To Be a Leave Bank Member or Recipient (Continued)

B Gift Donations to Leave Bank

The Leave Bank will accept **gift** donations of annual leave or restored annual leave at anytime during LY. To make a gift donation, follow FFAS-1043 instructions in subparagraph A, except in item 12, check the box titled “Gift”.

C Qualifying To Be a Leave Bank Recipient

To **quality** as Leave Bank recipients, employees **must**:

- be a member of the Leave Bank
- have or expect to have a personal medical emergency or a family member with a medical emergency
- anticipate having a minimum of 24 hours of unpaid leave during the emergency.

D Applying To Be a Leave Bank Recipient

To apply to become a recipient, Leave Bank members or someone acting on behalf of a member **must**:

- complete FFAS-1046 (Exhibit 3) available online at **ftp://165.221.16.16/public/Forms/FFAS1046.PDF**
- obtain member’s supervisor’s signature on the completed FFAS-1046
- obtain from member’s physician, medical practitioner, or medical facility a written statement on office letterhead providing:
 - the approximate date the medical emergency began or will begin, when known
 - a diagnosis or prognosis of the medical condition
 - anticipated duration of the emergency, including recovery period (number of weeks, months, or whether the medical condition is on-going or considered terminal)
 - information on any additional therapy or treatment expected and its duration and frequency.

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3 Applying To Be a Leave Bank Member or Leave Bank Recipient (Continued)

D Applying To Be a Leave Bank Recipient (Continued)

Completed FFAS-1046's and acceptable medical documentation **must** be FAXed to:

ATTN: Cynthia Moseley
HRD, EPB
FAX: 202-205-9140.

Note: To qualify as a Leave Bank recipient because of a medical emergency affecting a **family member**, the members **must** have exhausted their entitlement to Sick Leave for Family Care.

4 Responsibilities

A Leave Bank Board Responsibilities

The Leave Bank Board **must**:

- consist of 3 members
- have at least 1 member must represent a labor organization or employee group.

The Leave Bank Board shall:

- determine overall Leave Bank policy
- review and set membership donation requirements yearly
- meet biweekly, unless there is no Leave Bank business to conduct
- review and approve or disapprove recipient FFAS-1046
- determine the number of hours to be donated by Leave Bank to an approved recipient
- notify HRD of Leave Bank Board decisions
- monitor the operations of Leave Bank.

4 Responsibilities (Continued)

B HRD Responsibilities

HRD, EPB shall:

- maintain a list of Leave Bank members
- process all membership FFAS-1043's
- notify the member and their timekeeper of Leave Bank membership and deduction of annual leave
- ensure that recipient FFAS-1046's are complete and include required medical documents
- forward recipient FFAS-1046's to the Leave Bank Board
- notify approved recipients and their timekeeper of hours donated from the Leave Bank
- maintain a list of approved leave recipients
- notify recipients of approval and donation amount
- notify recipient's supervisor and timekeeper of donation amount
- close recipient cases when notified of recipient's return to duty or notification that recipient's emergency has ended
- generate leave reports as requested by the Leave Bank Board.

C Timekeeper Responsibilities

FFAS timekeepers:

- will be notified of Leave Bank memberships within their T&A group by HRD
- shall:
 - enter donated annual leave hours with T&A transaction code 61/61
 - note, in the **remarks section** of the member's T&A, the hours donated to Leave Bank

HRD will notify and provide instructions to timekeepers for recipients who receive a donation from the Leave Bank.

4 Responsibilities (Continued)

D Recipient Responsibilities

Recipients have the responsibility of using **donated leave** only for hours of absence related to the medical emergency. This includes absence during the medical emergency, recovery period, follow-up examinations, therapy, and absence because of restricted work hours, all of which shall be supported by medical documentation.

Recipients **must** advise HRD when their medical emergency ends in writing to either of the following:

- e-mail to **linda.watkins@wdc.usda.gov** or **susan.brown@wdc.usda.gov**
- FAX to 202-205-9140.

Note: The Leave Bank is **not** a substitute for someone who can qualify for disability retirement.