

**United States Department of the Interior  
BUREAU OF LAND MANAGEMENT  
National Human Resources Management Center  
Denver Federal Center, Bldg 50  
P.O. Box 25047  
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February 6, 2001

In Reply Refer To:  
1400-630 (HR-220)P

EMS TRANSMISSION 02/06/2001  
Instruction Memorandum No. HR-2001-013  
Expires: 09/30/2002

To: Servicing Personnel Offices

From: Director, National Human Resources Management Center

Subject: Procedures for Solicitation of Leave Donations Department-wide and Termination of a Medical Emergency under the Voluntary Leave Share Program

**Program Area:** Leave Administration

**Purpose:** This IM establishes procedure for solicitation of leave donations Department-wide and the termination of a medical emergency under the leave share program.

**Policy/Action:**

Procedures for Solicitation of Leave Donations Department-wide and Government-wide:

Once an employee is approved to become a leave share recipient, the Servicing Personnel Office may elect to solicit leave throughout the Department. In order to do so, the request must be sent electronically through the LAN Team for distribution. The LAN Team may be accessed through Lotus Notes at "LAN Team". The email to the LAN Team must state the following on the subject line: "Donated Leave Request - All DOI Employees". The request itself must be written exactly as you want it to be transmitted to all DOI employees. Do not include extraneous information in the forwarding email as it will also be transmitted.

There is currently no centralized means to solicit leave donations from other Federal agencies. If the Servicing Personnel Office wishes to solicit leave from other Federal agencies, that office will be responsible for contacting each Agency individually and asking that Agency to advertise on behalf of the affected BLM employee.

### Termination of Medical Emergency:

A recipient of the voluntary leave share program is no longer entitled to use leave donated under the program once the medical emergency is terminated. The medical emergency is terminated when: 1) the recipient's Federal employment is terminated; 2) at the end of the biweekly pay period when the employee notifies the agency in writing that the medical emergency is over; 3) at the end of the biweekly pay period in which the agency determines, after written notice from the agency and an opportunity for the leave recipient to answer orally or in writing, that the recipient is no longer affected by a medical emergency, or; 4) at the end of the biweekly pay period in which the agency receives notice that OPM approved the employee's application for disability retirement. In certain circumstances, Servicing Personnel Offices may deem a medical emergency to continue for the purpose of providing a leave recipient an adequate period of time within which to receive leave donations. For instance, if the leave recipient's illness was of such short duration that the Servicing Personnel Office did not have sufficient time to solicit donations.

It is the supervisor's responsibility to continuously monitor the status of the medical emergency and to insure the employee promptly notifies the Servicing Personnel Office when the medical emergency has ended. Once notification is received, the Servicing Personnel Office will notify the Payroll Operations Branch, National Business Center, following the attached procedure (see attachment 1).

A leave recipient may use annual leave transferred to his or her annual leave account only for the purpose of the medical emergency for which the leave recipient's request was approved. This may include using transferred leave for medical appointments related to the medical emergency. Any unused transferred leave will be restored to the leave donors once it is determined that the recipient is no longer eligible for the program.

**Time frame:** This IM is effective upon receipt.

**Budget Impact:** None.

**Background:** This IM clarifies the procedures to be used when soliciting leave donations Department-wide and terminating a medical emergency.

**Manual/Handbook Sections Affected:** BLM Manual 1400-630.

**Coordination:** None.

**Contact:** If you have any questions regarding this policy, please contact Jane Haddock, HR-220, at (303) 236-6701. If you have questions regarding the operational aspects of the leave share program, please contact Lenna Gerwing, HR-220, at (303) 236-6667.

Director, NHRMC

1 Attachment

1 - Leave Share Termination Checklist (2 pp)

Distribution

ST-150, BLM Library

h:\personnel\jh\lvsharefinal.1-30-01.wpd

UNITED STATES  
DEPARTMENT OF THE INTERIOR  
OFFICE OF THE SECRETARY  
NATIONAL BUSINESS CENTER  
PAYROLL OPERATIONS BRANCH  
7201 West Mansfield Avenue  
Lakewood, Colorado 80235-2230

July 28, 2000

Subject: Leave Share Termination Checklist

The Payroll Operation Branch has created a Leave Share Termination Checklist to assist our clients through the process of terminating an employee's leave share case. The checklist guides Personnel through each step that needs to be reviewed an/or action taken before the leave share case can be terminated. The checklist will also assist timekeepers in knowing what documents Personnel needs in order to end a leave share case.

If a leave share case is terminated prematurely or there is a problem with it, please contact the payroll office as soon as possible.

Please share this checklist with everyone in your area who is responsible for processing leave share cases.

If you have nay questions or need additional assistance, please call you Payroll Operations contact.

## LEAVE SHARE TERMINATION CHECKLIST

RECIPIENTS NAME: \_\_\_\_\_

SSN: \_\_\_\_\_

TK#: \_\_\_\_\_

EMERGENCY BEGIN DATE: \_\_\_\_\_

BEFORE YOU ENTER EMERGENCY TERM DATE.....	YES	NO
1. Have you received written termination of leave share from the employee or the employee's doctor?	Go to #2	<b>STOP.</b> Get documentation from <u>appropriate person</u>
2. Is the LSCG screen on FPPS correct? Is the effective date of the emergency correct? Does the total number of hours displayed equal the donations the employee received from donors (compare against all documentation)? Are the donor's records correct?	Go to #3	Stop. Notify Payroll Operation Division (POD)
3. Are there any unused donations? Check FPPS (LVVW) donation leave balance.	Go to #4	Go to #5
4. Can the unused donations be applied retroactively to leave without pay or advanced leave the employee used for the emergency on or after the emergency begin date? If the recipient is deceased unused donations cannot be applied retroactively.	Send written request to POD. Go to #5	Go to #6
5. Did you create any amended record(s) related to the leave share? Have you verified with your timekeeper that all amendments have been processed in FPPS since the emergency began?	Do not enter the emergency term date until these amendments have been processed in FPPS. Go to #6	Go to #6
6. Do you agree with the leave balance on FPPS (LVVW)?	You can enter the emergency term date now. <b>(The termination date entered in the FPPS system should be the first day of the pay period after the leave share case ended.)</b>  TERM DATE: _____	Stop. Need to research. Do no enter the emergency term date until all is resolved.

If any of the above needs research or action, contact your Payroll Operations Branch for assistance before terminating the emergency.

Please keep in mind that once you enter the emergency term date, all leave share information is finalized. **No changes can be made to the leave share.**

\_\_\_\_\_  
Completed by

\_\_\_\_\_  
Phone number