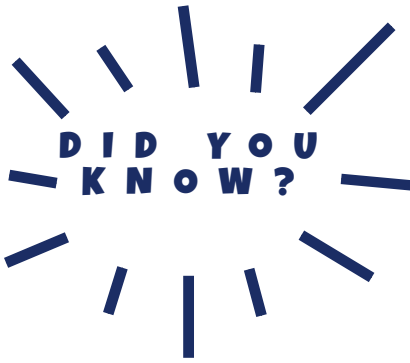


# VOLUNTARY LEAVE TRANSFER PROGRAM



Under the Voluntary Leave Transfer Program (VLTP), a covered employee may donate annual leave directly to another employee who has a personal or family medical emergency and who has exhausted his or her available paid leave.

## Checklist for Donating Leave

- ✓ Recipient is not immediate supervisor
- ✓ Have enough annual leave to cover amount donated
- ✓ Unused donated leave will be returned
- ✓ Identify Recipient



## Checklist for Receiving Leave

- ✓ Need aligns with defined medical emergency
- ✓ Can receive leave to care for a family member
- ✓ Exhausted annual and sick leave
- ✓ Requires supervisory approval

## 5 IMPORTANT POINTS!

- Employees do not need to be from the same agency.
- Employees interested in becoming a leave recipient should complete OPM form 630.
- Employees interested in donating leave should complete OPM form 630A for within agency transfers and 630B for outside agency transfers.
- Employees should turn the form into their local HR offices for processing.
- Employees should note that there are limits to how much leave may be donated.



[For more information about agency approval and other requirements, please click here to go to OPM's VLTP Fact Sheet](#)

**APPLY**

**DONATE**

**TOGETHER**

[Click here to see a real life example of the VLTP in action!](#)