

ABOUT THE NIH LEAVE BANK (LEAVE BANK)

What is the Leave Bank?

A pooled fund of donated annual and restored annual leave. Eligible members draw paid leave from the Leave Bank to cover time out of the office due to personal or family medical emergencies. More information: <https://hr.nih.gov/benefits/leave/leave-bank>

What are the differences between the Leave Bank & the Voluntary Leave Transfer Program (VLTP)?

The Leave Bank will not replace the VLTP. Instead, members can utilize both leave sharing programs concurrently to receive maximum benefits. The advantage of the Leave Bank over the VLTP is that a Leave Bank recipient draws leave from the pooled bank of shared leave, instead of needing to wait for direct donations from co-workers. The other key difference is that an employee must enroll as a member to receive Leave Bank donations, while the VLTP has no membership requirement.

Comparison information: <https://hr.nih.gov/benefits/leave/leave-sharing-comparisons>
VLTP: <https://hr.nih.gov/benefits/leave/vltp/voluntary-leave-transfer-program-vltp>

MEMBERSHIP

Am I eligible to become a member of the Leave Bank and how do I join?

All NIH federal civilian employees are eligible and may enroll as new NIH employees (see page 2) or during the annual Open Enrollment period, which runs from mid-November to mid-December. Enroll using the Integrated Time & Attendance System (ITAS): <https://itas.nih.gov/> or request a paper form from the Leave Bank Office.

How much leave will I need to contribute to join the Leave Bank?

The yearly contribution amount will be one pay period's worth of annual leave accrual based on your annual leave category as follows: 4 hours if you have less than 3 years of federal service; 6 hours if you have 3 or more, but less than 15 years of federal service; 8 hours if you have 15 or more years of federal service. This minimum contribution requirement also applies to part-time employees.

Can I still become a member of the Leave Bank if I have no leave accrued to contribute for my membership?

Yes. If you can't cover your membership contribution, you will automatically receive a waiver. Current VLTP and Leave Bank recipients also automatically receive waivers.

Can I join the Leave Bank if I am currently an approved VLTP recipient?

Yes. If you are a VLTP recipient, you may enroll as a Leave Bank member as a new NIH employee (see page 2) or during the annual Open Enrollment period.

NEW EMPLOYEES

Will I be eligible to join the Leave Bank as a new NIH federal employee?

Yes. You have up to 60 days after becoming an NIH federal employee to join the Leave Bank. If you enroll within your first two weeks, you will automatically receive a waiver of your membership contribution for the current leave year. You may enroll in ITAS (<https://itas.nih.gov/>) or request a paper form from the Leave Bank Office.

LEAVE DONATIONS

How do I donate my annual leave and when will it be deducted from my leave balance?

The leave will be deducted within 2 pay periods. Use-or-Lose annual leave deductions may take longer at the end of the leave year. Donate in ITAS: <https://itas.nih.gov/>.

Can I donate sick leave to the Leave Bank?

No. By law, sick leave cannot be donated to the Leave Bank or a recipient in the VLTP.

Do I have to join the Leave Bank in order to make a donation?

No. All federal civilian employees may donate to the Leave Bank at any time.

RECIPIENT INFORMATION

Am I eligible to receive leave from the Leave Bank and how do I apply?

You are eligible if you are a Leave Bank member who is affected by a personal or family medical emergency and are projected to exhaust all available paid leave. To apply, you must complete the Leave Bank application package and submit it to the Leave Bank Office, no later than 30 days following the termination of the medical emergency: <https://hr.nih.gov/benefits/leave/leave-bank/recipient-information>

Can I apply to be a recipient in both the Leave Bank and the VLTP?

Yes, but since the Leave Bank provides 100% of the medical need up to the yearly caps, the only time a recipient would need the leave under VLTP in addition to the Leave Bank is if their leave need exceeds one of the caps. See next fact.

What are the yearly Caps?

- 480 Leave Bank leave hours for personal medical emergencies
- 480 Leave Bank leave hours for family medical emergencies
- 720 Leave Bank total leave hours received within a membership year

As a Leave Bank recipient, what happens if I do not use all the hours donated to me from the Leave Bank?

Any unused hours must be returned to the Leave Bank.