

DEPARTMENT OF TRANSPORTATION  
OFFICE OF THE SECRETARY

Action Date:

For Information Only

DEPARTMENTAL PERSONNEL MANUAL

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DPM BULLETIN NO. 630-17

DATE: JUN 3 1988

SUBJECT: Interim Departmental Policy on the Reservist Leave Bank Program

Attached are the interim Departmental policy and procedures on the administration of the leave bank program established for Federal employee reservists returning from duty in the Persian Gulf War (Attachment 1). These procedures supplement and should be used in conjunction with the interim Office of Personnel Management (OPM) regulations (Attachment 2). If required, additional Departmental guidance will be issued on receipt of OPM's final regulations.

Payroll procedures for the receipt, processing and transfer of leave by the Consolidated Uniform Payroll System are contained in Attachment 3.

Each Operating Administration should immediately publicize this program to all employees. To assist in this effort, the OPM does plan to issue a press release to the media.

Questions on the reservist leave bank program may be directed to Gail Batt of my staff on 366-9448.

  
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Director of Personnel

Attachments

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Filing Instructions: File after FPM 630 Bulletins

Bulletin Expires: Upon Notification

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OPI: M-16/GBATT/X69448

RESERVIST LEAVE BANK PROGRAM

The following Departmental procedures and guidelines are to be followed by Operating Administrations in the conduct of the reservist leave bank program. These supplement and should be used in conjunction with the Office of Personnel Management (OPM) regulations, 5 CFR Part 630, Subpart K, Reservist Leave Bank Program (Attachment 2).

The St. Lawrence Seaway Development Corporation, while covered by these guidelines, will be responsible for developing separate internal payroll procedures consistent with the OPM requirements.

**Section 630.1102 - Definitions.**

*Contribution Period* has been initially established by the OPM as June 2 to July 13, 1991. The leave contributed during this open season will be for all Federal employee reservists activated between August 2, 1990 and April 30, 1991. OPM advises that, since an ending date for the Persian Gulf War has not yet been established, the open season may be extended.

*Agency*, for the purpose of administering this program in the Department of Transportation, shall also mean Operating Administration. Operating Administration includes, for this purpose, the Office of the Secretary and the Office of Inspector General.

**Section 630.1103 - Identifying eligible returnees.**

The Departmental Office of Personnel shall identify, based upon information contained in the Consolidated Personnel Management System (CPMIS), all eligible returnees within the Department. This information will be provided to both the Consolidated Uniform Payroll System (CUPS) and the OPM.

**Section 630.1104 - Receipt, processing and transfer of leave.**

- (a) The receipt, processing and transfer of leave shall be done in accordance with the procedures established by the CUPS in Attachment 3.
  - (b) Based upon information provided by the CUPS, the Departmental Office of Personnel shall report to OPM the aggregate amount of annual leave contributed by the Department.
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- (c) Each Operating Administration shall assure that all employees are informed about the program and the procedures for donating leave.

**Section 630.1105 - Limitations on contribution of annual leave.**

The CUPS shall verify that contributions do not exceed the regulatory limitations.

**Section 630.1107 - Crediting annual leave accounts of eligible returnees.**

The Departmental Office of Personnel shall notify the CUPS of the amount of annual leave to be credited to the leave account of each eligible returnee. The personnel offices will also be notified of the amount so that the eligible employees can be informed.

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# Rules and Regulations

Federal Register

Vol. 56, No. 87

Monday, May 6, 1991

This section of the FEDERAL REGISTER contains regulatory documents having general applicability and legal effect, most of which are keyed to and codified in the Code of Federal Regulations, which is published under 50 titles pursuant to 44 U.S.C. 1510.

The Code of Federal Regulations is sold by the Superintendent of Documents. Prices of new books are listed in the first FEDERAL REGISTER issue of each week.

## OFFICE OF PERSONNEL MANAGEMENT

### 5 CFR Part 630

#### Absence and Leave; Reservist Leave Bank Program

**AGENCY:** Office of Personnel Management.

**ACTION:** Interim rule with request for comments.

**SUMMARY:** The Office of Personnel Management (OPM) is issuing interim regulations and requesting comments on rules establishing a leave bank authorized by Public Law 102-25 for returning Federal employees who were called to active duty in the U.S. Armed Forces during the Persian Gulf War. These rules define the procedures and conditions that agencies must follow to (1) identify eligible returnees, (2) identify qualified leave contributors, (3) accept contributed annual leave, (4) report to OPM, and (5) credit the annual leave accounts of recipients.

**DATES:** Interim rules effective May 6, 1991. Comments must be received on or before June 5, 1991.

**ADDRESSES:** Send or deliver written comments to Barbara L. Fiss, Assistant Director for Pay and Performance, U.S. Office of Personnel Management, room 7H30, 1900 E Street NW., Washington, DC 20415.

**FOR FURTHER INFORMATION CONTACT:** Bernadette Christie, (202) 606-2858 or (FTS) 266-2858.

**SUPPLEMENTARY INFORMATION:** The Desert Shield/Desert Storm Reservist Leave Bank Act of 1991 was enacted as part D of the Department of Defense Desert Storm Supplemental Authorization and Military Personnel Benefits Act for Fiscal Year 1991, Public Law 102-25, April 6, 1991. The Act directs OPM to establish a leave bank to which employees may contribute unused

accrued annual leave for the use of other Federal employees who performed active duty military service during the Persian Gulf War and who are returning to civilian employment with their agencies. The contributed annual leave will be divided equally among all eligible returnees. Under this program, employees may not contribute leave for the use of a specific individual.

The Act further requires OPM to establish a contribution period (open season) during which employees may contribute annual leave. OPM will specify the dates by which agencies must report (1) the number of returning employees within each agency who are eligible to receive leave contributed under this program, and (2) the aggregate amount of annual leave contributed by leave contributors within each agency to the reservist leave bank. Finally, OPM will determine when the contributed annual leave will be made available for use by recipients. OPM will use this and additional information provided by the agencies for a report to Congress.

Agencies are required to identify and list eligible returnees. This legislation requires that each service member meet the definition of employee in 5 U.S.C. 6361(1) and have been activated under sections 672(a), 672(g), 673, 673b, 674, 675, or 688 of title 10, United States Code.

Agencies must determine the eligibility of returnees under the above-cited title 10 provisions. Each returnee's military orders will indicate the statutory conditions under which the individual was activated. Service members activated under the provisions of 10 U.S.C. 672(d) or for training purposes only are not eligible to receive contributed leave under this program. In addition, only reservists and guardsmen called to active duty during the Persian Gulf War are eligible to receive contributed leave. The Act defines "Persian Gulf War" as the period beginning on August 2, 1990, and ending on the date thereafter prescribed by Presidential proclamation or by law. OPM will advise agencies of the ending date for eligibility to receive leave under this program.

Section 6361(1) of title 5 defines "employee" for purposes of the voluntary leave bank program. This definition refers to 5 U.S.C. 6301(2), but excludes employees of the Government

of the District of Columbia. The definition further excludes part-time employees who do not have regularly scheduled tours of duty and employees of the U.S. Postal Service may not receive contributed leave. Finally, although health-care professionals covered under section 4108(e) of title 38, United States Code, do not meet the requirements to be recipients of leave contributed to the reservist leave bank established for employees covered by title 5, this Act also requires the Secretary of Veterans Affairs to establish a similar program for title 38 health-care professionals.

All employees who do meet the criteria in the legislation must be considered eligible to receive contributed leave and must be included in an agency's report to OPM. (The legislation provides no discretion in this area.) Agencies must report the number of eligible returnees to OPM by a date to be determined.

Only employees of Executive agencies may be leave contributors and contribute unused accrued annual leave to the reservist leave bank. To simplify recordkeeping and accounting, the minimum amount of annual leave a contributor may contribute is 1 hour. A contributor may contribute only annual leave that already has been accrued, but not more than the lesser of—

- One-half the amount of annual leave he or she would be entitled to accrue during the leave year in which the contribution is made (i.e., 52 hours, 80 hours, or 104 hours, depending on the employee's annual leave accrual category); or

- One-half his or her annual leave balance at the time of contribution.

Annual leave contributed under this program will not be applied against the limitations on annual leave that may be donated under the voluntary leave transfer or leave bank programs established under 5 U.S.C. 6332 and 6362, respectively.

Agencies may require leave contributors to use a Standard Form (SF) 71, Application for Leave, indicating that they are charging annual leave and completing section 6, "Remarks," to show that the leave is being contributed for the use of Persian Gulf War returnees. However, OPM does not require that the SF-7 be used. OPM does not plan to develop a new form for this purpose.

While agencies are encouraged to be creative in publicizing this leave bank program, OPM reminds agencies that there must not be an appearance of coercion on the part of management requiring employees to contribute their annual leave.

After the contribution period (open season) closes, agencies will have approximately 4 weeks to report to OPM the amount of annual leave contributed to the bank. OPM will compute the amount of leave each eligible returnee will receive.

The total amount of contributed annual leave will be divided equally among eligible returnees. If this computation results in a fraction of an hour, the fraction will be rounded up to the next quarter-hour. Agencies may grant leave recipients excused absence for the remainder of the hour, but may not reduce the amount of leave credited to an employee by any fraction of an hour. Alternatively, agencies may charge leave by the quarter-hour for the purpose of this program; however, this solution may require agencies to compute the affected leave balances manually.

OPM will communicate to agencies the amount of leave each eligible returnee should receive. Agencies will credit the contributed leave to the annual leave accounts of eligible returnees who already have returned to Federal employment by not later than the date on which OPM notifies agencies of the amount of annual leave to credit to each eligible returnee's leave account.

Eligible returnees who have returned to civilian service may use the contributed leave immediately, subject to supervisory approval. Once credited, however, the annual leave is subject to and must be used in accordance with all pertinent rules and regulations. The contributed leave creditable to those eligible returnees who have not yet returned to their agencies will be held in abeyance until the recipients return. Annual leave held in abeyance for employees identified as eligible returnees, but who do not return to Federal employment with their agencies, will be forfeited.

#### Waiver of Notice of Proposed Rulemaking and Delay in Effective Date

The Act provides that OPM must issue implementing regulations within 30 days following enactment. In order to give practical effect to this legislation at the earliest authorized date, I find that good cause exists to waive the general notice of proposed rulemaking pursuant to section 553(b)(3)(B) of title 5, United

States Code. Also, pursuant to section 553(d)(3) of title 5, United States Code, I find that good cause exists for making this rule effective in less than 30 days. The 30-day delay in the effective date is being waived to give affected employees the benefit of these new provisions at the earliest practicable date.

#### E.O. 12291, Federal Regulation

I have determined that this is not a major rule as defined under section 1(b) of E.O. 12291, Federal Regulation.

#### Regulatory Flexibility Act

I certify that these regulations will not have a significant economic impact on a substantial number of small entities because they apply only to Federal agencies and employees.

#### List of Subjects in 5 CFR Part 630

Government employees.

U.S. Office of Personnel Management.  
Constance Berry Newman,  
Director.

Accordingly, OPM is amending part 630 of title 5, Code of Federal Regulations, as follows:

#### PART 630—ABSENCE AND LEAVE

1. The authority citation for part 630 is revised to read as set forth below:

**Authority:** 5 U.S.C. 6311; § 630.303 also issued under 5 U.S.C. 6133(a); § 630.501 and subpart F also issued under E.O. 11228; subpart G also issued under 5 U.S.C. 6305; subpart H issued under 5 U.S.C. 6326; subpart I also issued under 5 U.S.C. 6332 and Pub. L. 100-566; subpart J also issued under 5 U.S.C. 6362 and Pub. L. 100-566; subpart K also issued under Pub. L. 102-25.

2. In part 630, subpart K is added to read as follows:

#### Subpart K—Reservist Leave Bank Program

- Sec.
- 630.1101 Purpose and applicability.
  - 630.1102 Definitions.
  - 630.1103 Identifying eligible returnees.
  - 630.1104 Receipt, processing, and transfer of leave.
  - 630.1105 Limitations on contribution of annual leave.
  - 630.1106 Prohibition of coercion.
  - 630.1107 Crediting annual leave accounts of eligible returnees.
  - 630.1108 Use of annual leave contributed under this program.
  - 630.1109 Records and reports.

#### Subpart K—Reservist Leave Bank Program

##### § 630.1101 Purpose and applicability.

(a) *Purpose.* The purpose of this subpart is to establish procedures and requirements for a reservist leave bank program in Executive agencies under which an employee may contribute

unused accrued annual leave to a leave bank established by the Office of Personnel Management (OPM) for use by eligible returnees who have been members of the Armed Forces of the United States serving on active duty during the Persian Gulf War and who return to civilian employment with their agencies.

(b) *Applicability.* This subject applies to officers and employees—

(1) To whom subchapter IV of chapter 63 of title 5, United States Code, applies; and

(2) Who are employed in Executive agencies.

#### § 630.1102 Definitions.

In this subpart:

*Agency* means an "Executive agency," as defined in 5 U.S.C. 105.

*Contribution period* means a period of at least 6 weeks beginning on a date to be established by OPM. The Director of OPM may extend the contribution period, if necessary, to meet the requirements of the legislation.

*Eligible returnee* means an employee who has been a member of the U.S. Armed Forces serving on orders issued under 10 U.S.C. 672(a), 672(g), 673, 673b, 674, 675, or 688 during the Persian Gulf War, and who has returned to, or will return to Federal employment with his or her agency. An employee who, after completing his or her active duty military service, does not return to Federal employment for any reason is not eligible to receive leave contributed to the reservist leave bank.

*Employee* has the meaning given that term in 5 U.S.C. 6361(1).

*Leave contributor* means an employee who contributes annual leave to the reservist leave bank established under section 361 of Public Law 102-25; 105 Stat. 92 (5 U.S.C. 6361 note).

*Persian Gulf War* means the period beginning on August 2, 1990, and ending on a date thereafter prescribed by Presidential proclamation or by law. OPM will advise agencies of the ending date for eligibility to receive leave under this program.

*Reservist leave bank* means the leave bank established by OPM for the purpose of this subpart.

#### § 630.1103 Identifying eligible returnees.

(a) Each agency shall identify and list all eligible returnees within the agency.

(b) Each agency shall report the number of eligible returnees identified to OPM. Negative reports are required.

**§ 630.1104 Receipt, processing, and transfer of leave.**

(a) Each agency shall accept annual leave contributed to the reservist leave bank by leave contributors during the contribution period (open season).

(b) Each agency shall determine the procedures under which to collect, process, and transfer leave contributed under this subpart. Leave contributed to the reservist leave bank must be debited from the contributor's annual leave account during the pay period in which it is contributed.

(c) Each agency shall report the aggregate amount of annual leave contributed to the reservist leave bank to OPM. (See § 630.1109(b)(1) of this subpart.)

**§ 630.1105 Limitations on contribution of annual leave.**

(a) A leave contributor may not contribute leave for the use of a specific eligible returnee.

(b) A leave contributor may contribute only accrued unused annual leave to the reservist leave bank.

(c) A leave contributor may not contribute less than 1 hour of annual leave, nor more than the lesser of—

(1) One-half the amount of annual leave he or she would be entitled to accrue during the leave year in which the contribution is made; or

(2) One-half his or her annual leave balance at the time the contribution is made.

(d) Annual leave contributed to the reservist leave bank shall not be applied against the limitations on annual leave that may be donated under the voluntary leave transfer and leave bank programs established under 5 U.S.C. 6332 and 6362, respectively.

**§ 630.1106 Prohibition of coercion.**

(a) An employee may not directly or indirectly intimidate, threaten, or coerce, or attempt to intimidate, threaten, or coerce, any other employee for the purpose of interfering with any rights such employee may have with respect to contributing, or not contributing, annual leave under this subpart.

(b) For the purpose of paragraph (a) of this section, the term "intimidate, threaten, or coerce" includes promising to confer or conferring any benefit (such as an appointment or promotion or compensation) or effecting or threatening to effect any reprisal (such as deprivation of appointment, promotion, or compensation).

**§ 630.1107 Crediting annual leave accounts of eligible returnees.**

(a) OPM shall divide the contributed annual leave equally among eligible

returnees without regard to any factor (e.g., full- or part-time status, duty station during the Persian Gulf War, or time spent on active duty) other than each employee's status as an eligible returnee.

(b) The amount of annual leave each eligible returnee receives shall be rounded to the next higher quarter-hour. An employing agency may not reduce the amount of leave credited to an eligible returnee by any fraction of an hour, but may grant leave recipients excused absence for the remainder of the hour or charge leave by the quarter-hour for the purpose of this program.

(c) OPM shall notify each agency of the amount of annual leave that shall be credited to each eligible returnee.

(d) Each agency shall credit the annual leave accounts of eligible returnees who have returned to Federal employment as soon as possible, but not later than the end of the second pay period beginning on or after the date the agency is notified of the amount of leave each eligible returnee is to receive.

**§ 630.1108 Use of annual leave contributed under this program.**

(a) The annual leave credited to the account of an eligible returnee may be used in the same manner and for the purposes as if the leave had accrued under 5 U.S.C. 6303.

(b) An eligible returnee who has returned to Federal employment may use the leave credited under § 630.1107 of this subpart immediately, subject to supervisory approval.

(c) Annual leave creditable to an eligible returnee who has not yet returned to Federal employment shall be held in abeyance by the employing agency that identified such employee until his or her return.

(d) Annual leave held in abeyance for an eligible returnee who does not return to Federal employment shall be forfeited.

**§ 630.1109 Records and reports.**

(a) Each agency shall maintain records and report pertinent information concerning the administration of the reservist leave bank program.

(b) Each agency shall maintain the following information:

(1) The grade or pay level of each leave contributor and the amount of leave contributed by leave contributors at each grade or pay level (Each agency is required to report to OPM the aggregate amount of annual leave contributed to the reservist leave bank under § 630.1104(c) of this subpart.);

(2) The grade or pay level of each eligible returnee;

(3) The number of eligible returnees to whom the contributed annual leave was credited immediately;

(4) The number of eligible returnees for whom the contributed annual leave was held in abeyance;

(5) The estimated direct and indirect costs of administering the reservist leave bank program; and

(6) Any additional information OPM may require.

(c) Each agency shall report the information specified in paragraph (b) of this section to OPM.

(d) OPM shall identify the dates by which each agency shall report the information gathered pursuant to §§ 630.1103(b) and 630.1104(c) of this subpart and paragraph (b) of this section.

[FR Doc. 91-10638 Filed 5-3-91; 8:45 am]

BILLING CODE 6325-01-M



U.S. Department  
of Transportation  
**Federal Aviation  
Administration**

# Memorandum

Distribution Code "U"

Subject: INFORMATION: Reservist Leave Bank Program

Date: MAY 22 1991

From: Manager, Consolidated Uniform Payroll  
System Operations Branch, AAC-25

Reply to  
Attn. of:

To: All Supervisors and T&A Clerks

During the period June 2 to July 13, all DOT employees may donate a portion of their unused accrued annual leave to the Reservist Leave Bank Program for employees who were activated during the Persian Gulf War. The following procedures apply to all DOT Time and Attendance Clerks:

- (1) Receive SF-71, Leave Application, from donor during the contribution period (June 2 to July 13);
- (2) Ensure the donor has included all the necessary information shown on the SF-71 (sample attached) and that the donated leave is not less than 1 hour; and
- (3) Provide copy of any SF-71's to the servicing payroll office bi-weekly during the contribution period, but no later than the date for submission of DOT 2740.2 (T&A's) by mail or ETAMS (each pay period).

SF-71's for the donation of annual leave should not be included with the mailing of T&A's. They must be mailed independently of all other payroll documents to the payroll office by overnight mail.

SF-71's for all employees paid by the Aeronautical Center Payroll Branch must be mailed to: FEDERAL AVIATION ADMINISTRATION, PAYROLL BRANCH-ATTN: MADONNA, AAC-24E, 6500 S MACARTHUR BLVD, OKLAHOMA CITY OK 73125.

SF-71's for all employees paid by the Southern Region Payroll Branch must be mailed to: FEDERAL AVIATION ADMINISTRATION, PAYROLL BRANCH - ASO-26C, 1777 PHOENIX PARKWAY BLDG, COLLEGE PARK GA 30349.

If you have questions concerning this procedure, please contact Carol Howland of my office at FTS 747-3667 or (405) 680-3667.

  
John W. Roberts

Attachment

SAMPLE FORM TO CAPTURE  
DONATED ANNUAL LEAVE TO  
RESERVIST LEAVE BANK PROGRAM

SF 71  
Revised 3/79  
OFFICE OF PERSONNEL MANAGEMENT  
PMA Supply, Reg. 2, 5 2-9

## APPLICATION FOR LEAVE

**INSTRUCTIONS:** Please complete Items 1-8 after reading the Privacy Act Statement shown below.

1. Name (Print or type—Last, First, M.I.)		2. Employee I.D. Number			
NAME AND GRADE/PAY LEVEL		SOCIAL SECURITY NUMBER			
3. Organizational Unit		4-A	Month	Day	Hour
AGENCY/REGION/DUTY LOCATION		FROM: N/A	N/A	N/A	A.M.
5. I hereby request (If more than one box is checked, explain in Item 6, Remarks.)		4-B	Month	Day	P.M.
<input checked="" type="checkbox"/> Annual Leave. (Annual leave requested may not exceed the amount available for use during the leave year.) Remarks: Donated for RESERVIST LEAVE BANK PROGRAM		TO: N/A	N/A	N/A	A.M.
<input type="checkbox"/> Sick Leave. (Complete reverse side of form.) <input type="checkbox"/> Leave Without Pay. <input type="checkbox"/> Compensatory Time. <input type="checkbox"/> Other. (Specify)		6. Remarks Donated for RESERVIST LEAVE BANK PROGRAM			
		7. Employee's Signature			
		SIGN			
		8. Date (Month, Day, Year)			
		DATE			
		Total Number of Hours DONATED			

### OFFICIAL ACTION ON APPLICATION

<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved (If disapproved, give reason. If annual leave, initiate action to reschedule.)
N/A	N/A
Date (Month, Day, Year)	
N/A	

NSN 7540-00-753-5067

Consolidated Uniform Payroll System  
Procedures for Processing And Reporting  
Donated Annual Leave to Employees Activated  
During the Persian Gulf War

I. Statutory Authority. Public Law 102-25 authorizes the Office of Personnel Management (OPM) to establish a leave bank for returning Federal employees who were called to active duty in the U. S. Armed Forces during the Persian Gulf War. Federal agencies are required to (1) identify eligible returnees, (2) identify qualified leave contributors, (3) accept contributed annual leave (4) report to OPM, and (5) credit the annual leave accounts of recipients.

II. Purpose and Scope. The purpose of these procedures is to provide uniform instructions to the Office of Personnel (M-10), Payroll Systems Branch (AAA-110), Aeronautical Center Payroll Office (AAC- 24), Southern Region Payroll Office (ASO-26), and all Department of Transportation's (DOT) Time and Attendance (T&A) clerks. These procedures provide guidelines for the processing, recording, and reporting of donated annual leave to reservist activated during the Persian Gulf War.

III. Responsibilities and Procedures.

A. OST Office of Personnel (M-10).

M-10 is the designated office for receiving, publicizing, and reporting the required information to OPM. M-10 will also perform the following:

- (1) Identify all employee reservists who have been members of the U. S. Armed Forces serving on orders issued during the Persian Gulf War, and who have returned, or will return to Federal employment.
- (2) Establish a list of individuals identified in (1) above and include the social security number, agency, operating administration, and region for FAA employees and whether the employee has returned to Federal employment with his/her agency.
- (3) Provide to OPM the aggregate total of donated annual leave hours for DOT and any other required reporting information.
- (4) Provide to the Payroll Systems Branch (AAA-110) the established list in (2) above and the number of hours each employee's annual leave account should be credited.

B. Payroll Systems Branch (AAA-110).

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AAA-110 will perform the following:

- (1) Establish uniform instructions for processing donated annual leave to employees activated during the Persian Gulf War.

- (2) Provide instructions to all DOT T&A clerks via the Consolidated Uniform Payroll Systems Branch, using the same mail out process used for distributing employees' Leave and Earnings Statement.
- (3) Provide instruction to both payroll offices, AAC-24 & ASO-26 for adjusting the donor's annual leave, preparing required reports, and adjusting the recipient's annual leave account.
- (4) Receive list of employees who are eligible to receive donated annual leave with the amount of authorized hours to be credited. Sort list by the recipient's servicing payroll office and provide to the appropriate office.

C. All Time and Attendance (T&A) Clerks.

All T&A clerks will perform the following:

- (1) Receive SF 71, Leave Application, from donor during the contribution period (June 2 to July 13).
- (2) Ensure that the donor has included all the necessary information shown on the SF 71 (sample attached) and donated leave is not less than 1 hour.
- (3) Provide copies of the SF 71's to the servicing payroll office bi-weekly during the contribution period, but no later than the date for submission of T&A reports. SF 71's for the donation of annual leave should not be included with the mailing of T&A reports. They must be mailed independently of all other payroll documents to the payroll office. SF-71's will be forwarded to the servicing payroll office using overnight mail.
- (4) The donation of leave has no effect on the employee's T&A report (no entry is made on the employee's T&A report).

D. Aeronautical Center and Southern Region Payroll Offices.

The payroll offices will perform the following:

- (1) Designate an individual responsible for collecting and tracking donated annual leave. Information that shall be collected:
    - a. Donor's name/operating administration/pay grade/pay level/number of hours donated.
-

- b. Total number of hours donated at each pay grade/pay level.
  - c. List of eligible employees who have returned to their Federal employment with the number of hours each is authorized to receive.
  - d. List of eligible employees who have not returned to their Federal employment with the number of hours each is authorized to receive.
  - e. Estimated payroll costs for administering program.
- (2) Verify that the donor contributes:
- a. Only accrued unused annual leave.
  - b. The donation is not less than 1 hour of annual leave, nor more than the lesser of:
    - (1) One-half the amount of annual leave he/she would be entitled to accrue during the leave year in which the contribution is made; or
    - (2) One-half his/her annual leave balance at the time the contribution is made.
- (3) Adjust the donor's annual leave account during the pay period in which it is contributed.
- (4) Receive from AAA-110 list of employees entitled to receive donated hours.
- a. Credit only the annual leave accounts of eligible returnees who have returned to Federal employment as soon as possible, but not later than the end of the second pay period beginning on or after the date the agency is notified of the amount of leave each eligible returnee is to receive.
  - b. Establish a suspense folder for employees who are authorized to receive donated leave but have not returned to employment with their agency. These employees' annual leave account will be credit with the appropriate hours upon reinstatement of Federal employment. Should the employee fail to return to Federal employment, the leave is forfeited and is not considered as part of any lump sum pay out for unused annual leave.
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- (5) Prepare required reports and submit to AAA-110 in established time frames.