

VOLUNTARY LEAVE TRANSFER PROGRAM

Last Update: 03/23/2020

[First-Time Registration with MAX.gov \(using a PIV/CAC Card\)](#)

[First-Time Registration with MAX.gov \(using a User ID and Password\)](#)

[Logging In with a PIV/CAC Card \(Already Registered with MAX.gov\)](#)

[Logging In with a User ID and Password \(Already Registered with MAX.gov\)](#)

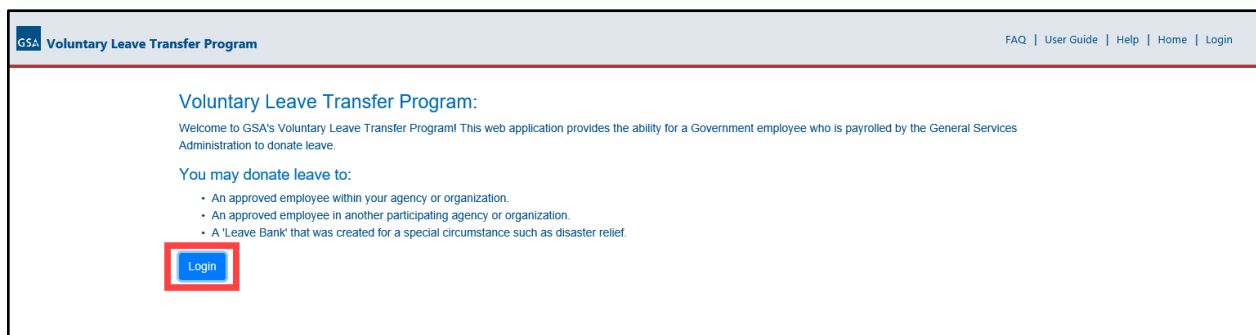
[Donating Leave to an Individual](#)

[Donating Leave to an Emergency Fund](#)

[User Support Contact Information \(MAX.gov\)](#)

First-Time Registration with MAX.gov (using a PIV/CAC Card)

1. Before accessing the **Voluntary Leave Transfer Program (VLTP)**, you will need to **register your .gov (or .mil) email address via MAX.gov**.
2. Go to <https://vltp.gsa.gov/> to access the application, and select the **Login** button.



3. The MAX.gov login page will appear. Select the **Continue with PIV/CAC** button.

MAX.GOV LOGIN

Register For A MAX Account Manage Password Contact Us

MAX.gov Application uses MAX.gov for authentication. Please sign in using your MAX.gov account to continue.

Trouble signing in? Use the links above, or [contact MAX Support](#) for assistance.

We require authentication at the **Standard** Security Level to continue.

SIGN IN USING ...

PIV OR CAC CARD

PLUG IN YOUR PIV/CAC CARD

Continue with PIV/CAC

MAX.GOV USER ID

User ID
User ID (your email address)

Password:
Your MAX.gov Password

☐ Use MAX Secure+ SMS Two-Factor

Continue with User ID

[Forgot, Set, or Change Your Password](#)

4. **Confirm the certificate** in the dialogue box that appears. Select the **OK** button.

Note: If there is more than one certificate available, choose any of the certificates listed and then select the **OK** button. Two examples are listed below.

Example: Internet Explorer browser with only one certificate available

MAX.GOV LOGIN

Register For A MAX Account Manage Password Contact Us

MAX.gov Application uses MAX.gov for authentication. Please sign in using your MAX.gov account to continue.

Trouble signing in? Use the links above, or [contact MAX Support](#) for assistance.

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SIGN IN USING ...

PIV OR CAC CARD

PLUG IN YOUR PIV/CAC CARD

Continue with PIV/CAC

MAX.GOV USER ID

User ID
User ID (your email address)

Password:
Your MAX.gov Password

☐ Use MAX Secure+ SMS Two-Factor

Continue with User ID

[Forgot, Set, or Change Your Password](#)

Windows Security

Confirm Certificate

Site: .gov needs your credentials:

Authentication - (Affiliate)

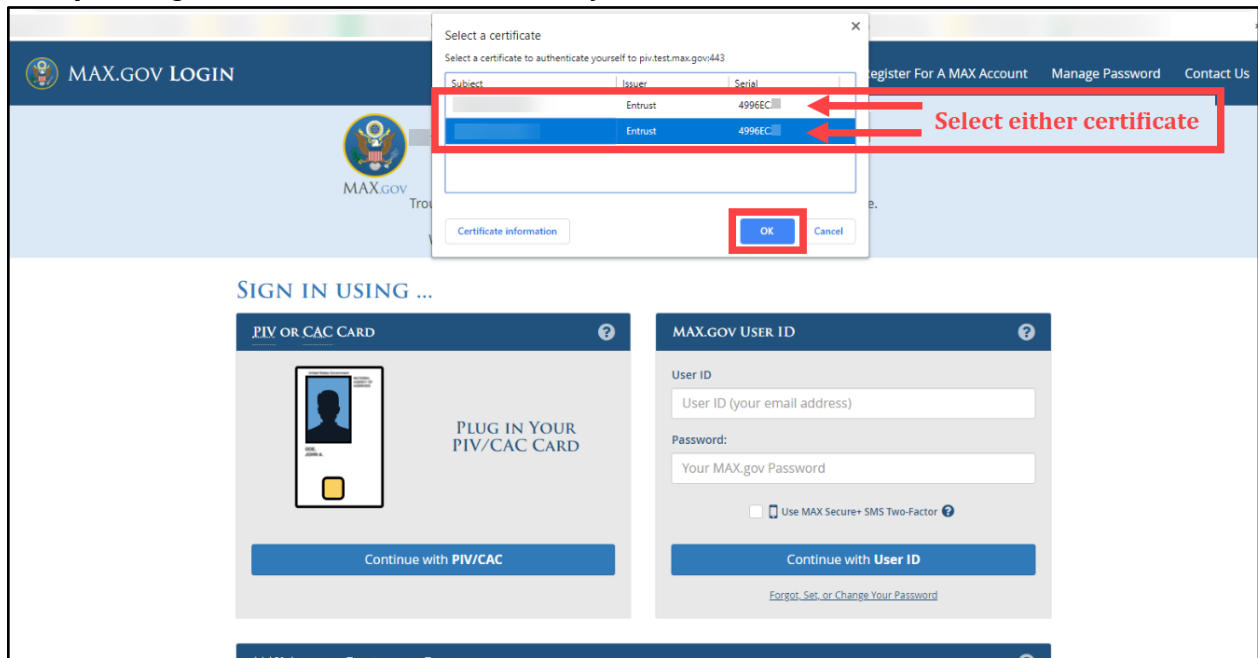
Issuer: Entrust Managed Services SSP CA

Valid From: 2/21/2017 to 2/20/2020

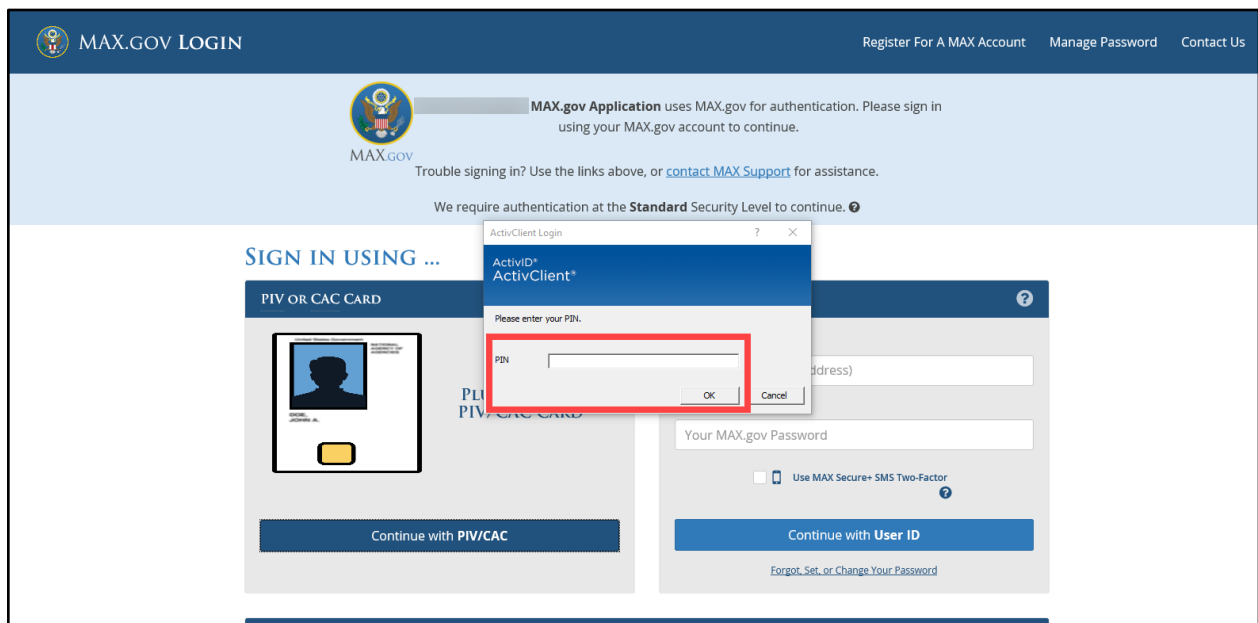
[Click here to view certificate properties](#)

OK Cancel

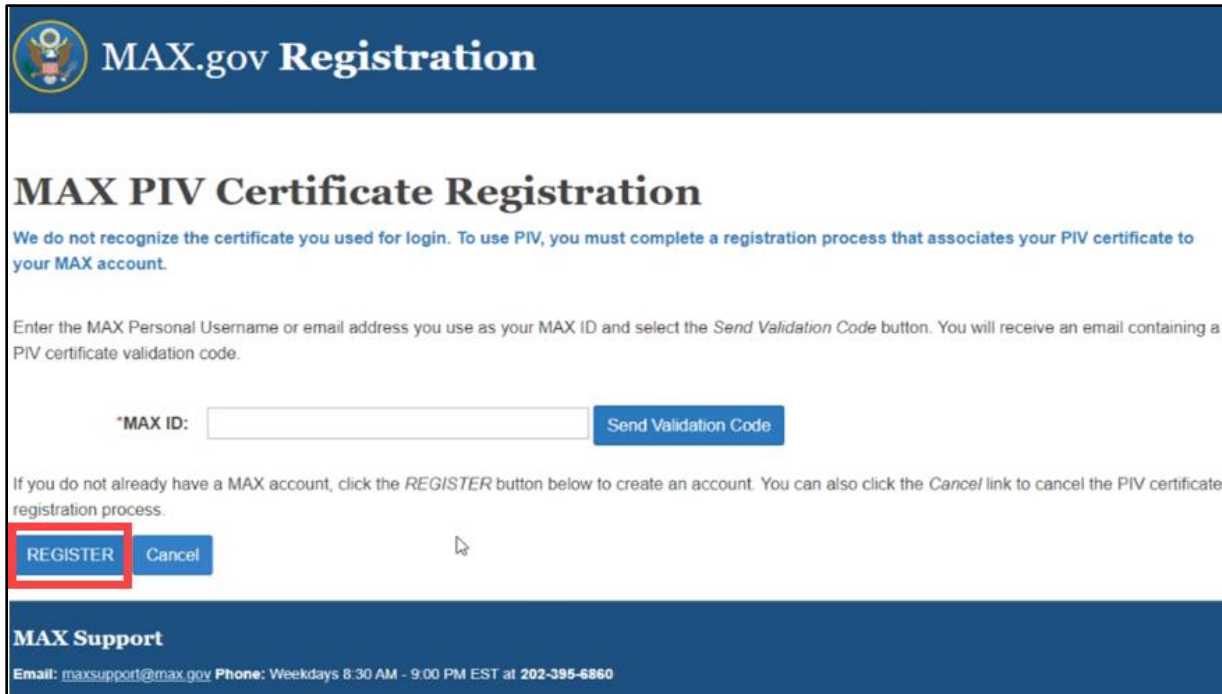
Example: Google Chrome browser with two certificates available



5. Enter the PIN number associated with your PIV card, and select the **OK** button.



6. You will receive a message stating that you will need to complete the registration process that associates your PIV certificate with your MAX account. Select the **Register** button to continue.



The image shows the MAX.gov Registration page. At the top is a blue header with the MAX.gov logo and the text "MAX.gov Registration". Below the header is a white section titled "MAX PIV Certificate Registration". A message states: "We do not recognize the certificate you used for login. To use PIV, you must complete a registration process that associates your PIV certificate to your MAX account." Below this, instructions say: "Enter the MAX Personal Username or email address you use as your MAX ID and select the Send Validation Code button. You will receive an email containing a PIV certificate validation code." There is a text input field labeled "*MAX ID:" and a blue button labeled "Send Validation Code". Below this, a message says: "If you do not already have a MAX account, click the REGISTER button below to create an account. You can also click the Cancel link to cancel the PIV certificate registration process." There are two buttons: "REGISTER" (highlighted with a red box) and "Cancel". At the bottom is a blue footer with the text "MAX Support" and contact information: "Email: maxsupport@max.gov Phone: Weekdays 8:30 AM - 9:00 PM EST at 202-395-6860".

7. On the *Registration with My PIV/CAC Card* page, fill in the required fields to register your email address and PIV card with MAX.gov. Select the **Continue** button at the bottom of the page.



The image shows the "Registration with My PIV/CAC Card" page. At the top is a blue header with the MAX.gov logo and the text "MAX.gov Registration". Below the header is a white section titled "Registration with My PIV/CAC Card". A message states: "Step 1 of 4". Below this is a sub-header "User Information". A checkbox labeled "Contractor?" is present. Below this are several text input fields: "*First Name", "M.I.", "*Last Name", "*E-Mail", "*Confirm E-Mail", "Organization", and "*Work Phone Number". The asterisk (*) indicates required fields. At the bottom of the page is a blue button labeled "Continue".

E-Mail

*Confirm E-Mail

Organization

*Work Phone Number

Work Address

*Address - Line 1

Address - Line 2

*City *State

*ZIP Code *Country

8. Review the User Agreement, select the **I AGREE** checkbox, and select the **Register** button.

MAX.gov Registration

Step 2 of 4

User Agreement

Please read the user agreement below and agree to the terms of use to continue your registration to MAX.gov.

This agreement is issued under the authority of the Federal Information Security Management Act of 2002 (Pub. L. No. 107-347, Title III).

By checking the "I ACCEPT" check boxes and clicking on the "REGISTER" button, I signify my understanding and acceptance of these policies and practices concerning access to the MAX systems and that I will be held accountable for any breach of these policies and practices.

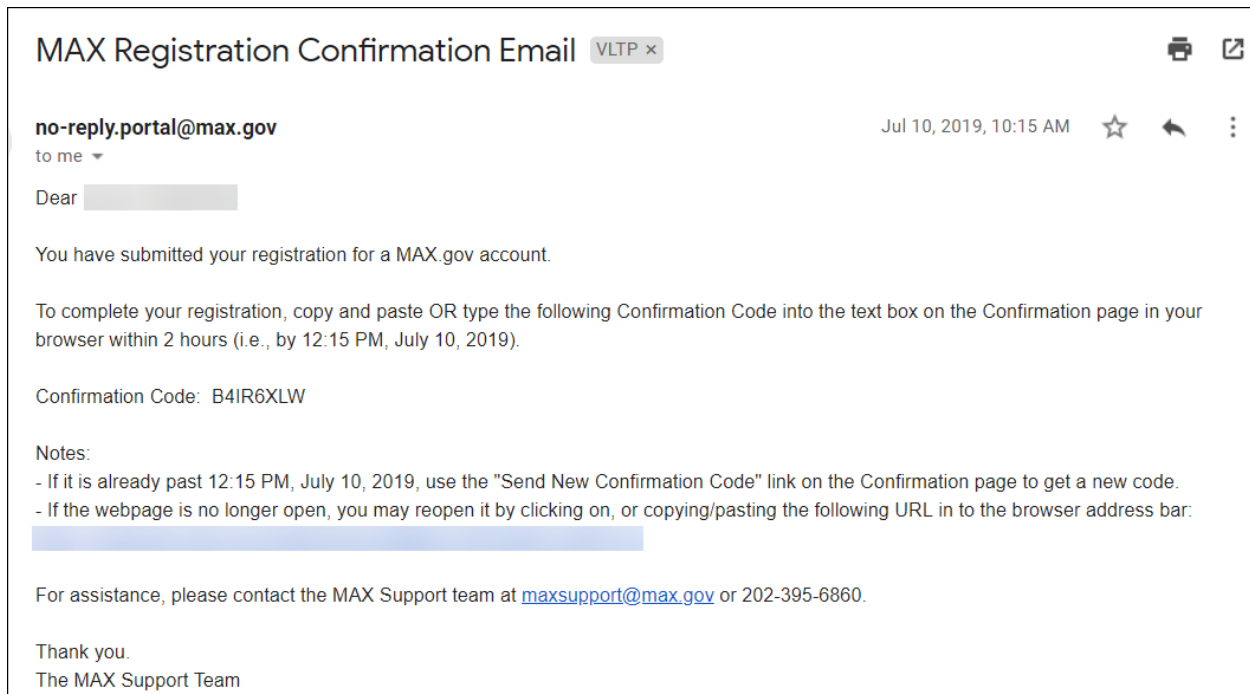
MAX is a U.S. Government computer system used to conduct official government business. Business conducted on MAX shall be conducted in a manner above reproach and in accordance with the highest ethical standards to ensure the public's confidence in the integrity of the Government, its employees, and systems.

1. I understand that the MAX systems are U.S. Government systems for the purposes of conducting official Government business, and that the MAX User ID and any other information related to access and use of the MAX systems are considered sensitive and critical.
2. I will NOT enter classified information into the MAX systems.
3. I will protect my personal password from disclosure.
4. I will log off of or otherwise restrict access to any MAX System session when I am not personally attending to it.
5. Upon completion of my government-related duties that involve using the MAX systems, I will contact the MAX Data Management Team to ensure my User ID is properly disabled.
6. If I suspect someone else has tried to learn my password or fraudulently gain access to the MAX systems I will immediately report the incident to a MAX representative.

I acknowledge that with my MAX ID I may have access to government information of a sensitive or critical nature that is the sole property of the U.S. Government and I hereby agree to protect that information in the strictest confidence and to use it only to support Government purposes.

☒ **I AGREE**

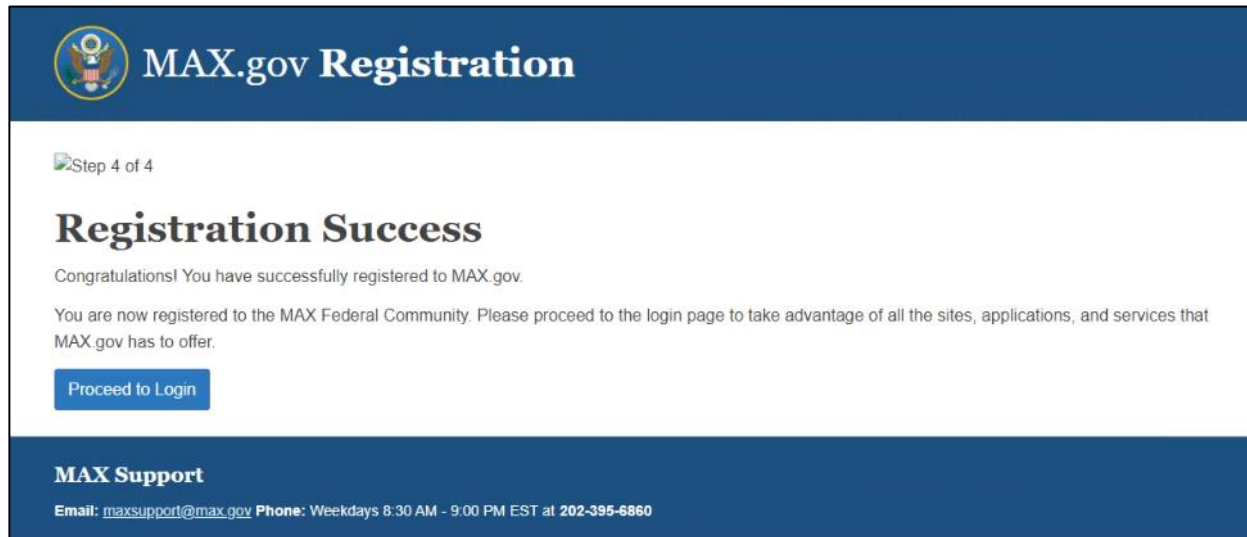
9. An email will be sent to you with a confirmation code.



10. After clicking the **Register** button in Step 8, enter the confirmation code from your email on the MAX.gov Confirmation Code page, and select the **Confirm** button.

This is a screenshot of the "MAX.gov Registration" Confirmation Code page. The page has a blue header with the MAX.gov logo and the text "MAX.gov Registration". Below the header, it says "Step 3 of 4". The main heading is "Confirmation Code". The text explains that an email with a confirmation code has been sent and that the code is valid for 2 hours. It includes a link to "Send New Confirmation Code". A red box highlights the "Enter Confirmation Code" section, which contains a text input field and "Confirm" and "Cancel" buttons. Above this section, a message states: "System successfully saved user agreement acceptance for [redacted] using email = [redacted]". The footer of the page contains "MAX Support" information, including the email "maxsupport@max.gov" and phone number "202-395-6860".

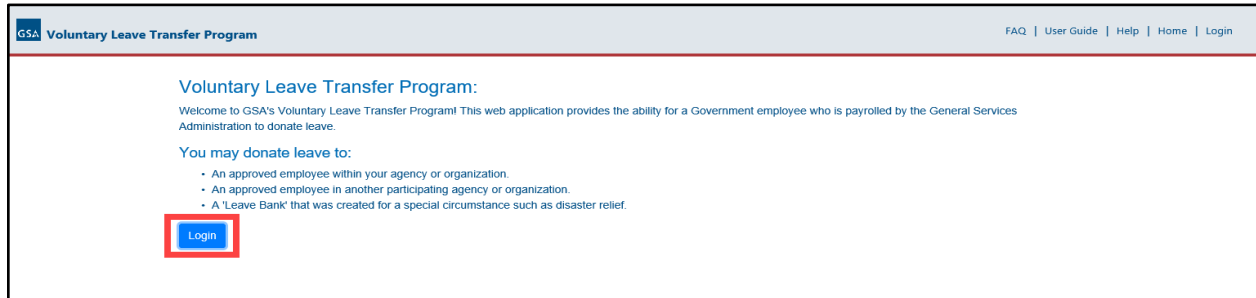
11. A confirmation message will appear, stating that you have successfully registered to MAX.gov.



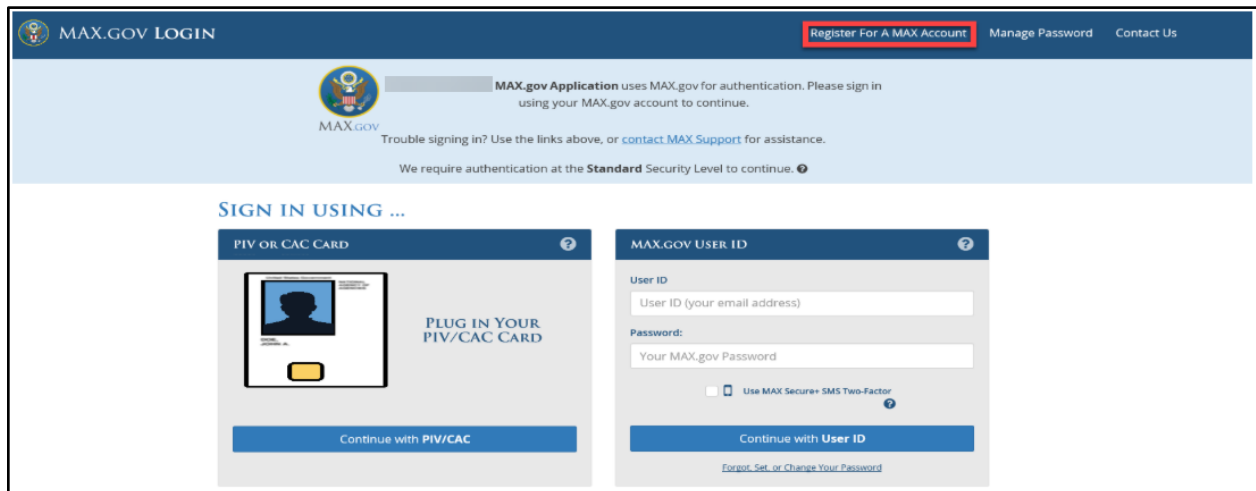
12. Once you have successfully registered to MAX.gov, go to <https://vltp.gsa.gov/> to access the Voluntary Leave Transfer Program application. Proceed to the *Logging In with a PIV/CAC Card (Already Registered with MAX.gov)* section of the user guide.

First-Time Registration with MAX.gov (using a User ID and Password)

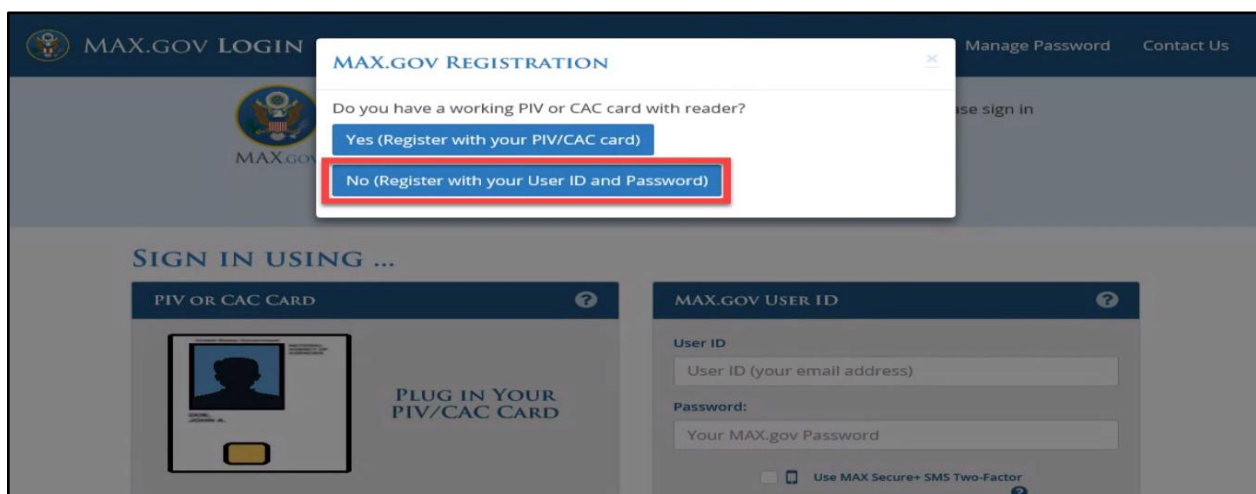
1. Before accessing the **Voluntary Leave Transfer Program (VLTP)**, you will need to **register your .gov (or .mil) email address via MAX.gov**.
2. Go to <https://vltp.gsa.gov/> to access the application, and select the **Login** button.



3. The MAX.gov login page will appear. Click the **Register for a MAX Account** link at the top of the page.



4. You will receive a message asking if you have a working PIV or CAC card with reader. Select the **No (Register with your User ID and Password)** button.



5. On the *Registration with My Email Address* page, fill in the required fields to register your email address with MAX.gov. Select the **Continue** button at the bottom of the page.

Registration with My Email Address

Please fill out the registration form below and select the "Continue" button.

Self-registration is available to Federal Government employees and contractors with a Federal Government email address. Federal employees/contractors with a non-government email address as well as non-federal employees performing Federal activities should contact MAXSupport@max.gov or 202-395-6860.

*indicates required fields

User Information

☐ Contractor?

*First Name	M.I.	*Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

*E-Mail

*Confirm E-Mail

Work Address


*Address - Line 1

Address - Line 2

*City <input type="text"/>	*State Select a State ▼
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*ZIP Code <input type="text"/>	*Country United States of America ▼
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6. Review the User Agreement, select the **I AGREE** checkbox, and select the **Register** button.



MAX.gov Registration

User Agreement

Please read the user agreement below and agree to the terms of use to continue your registration to MAX.gov.

This agreement is issued under the authority of the Federal Information Security Management Act of 2002 (Pub. L. No. 107-347, Title III).

By checking the "I ACCEPT" check boxes and clicking on the "REGISTER" button, I signify my understanding and acceptance of these policies and practices concerning access to the MAX systems and that I will be held accountable for any breach of these policies and practices.

MAX is a U.S. Government computer system used to conduct official government business. Business conducted on MAX shall be conducted in a manner above reproach and in accordance with the highest ethical standards to ensure the public's confidence in the integrity of the Government, its employees, and systems.

1. I understand that the MAX systems are U.S. Government systems for the purposes of conducting official Government business, and that the MAX User ID and any other information related to access and use of the MAX systems are considered sensitive and critical.
2. I will NOT enter classified information into the MAX systems.

3. I will protect my personal password from disclosure.
4. I will log off of or otherwise restrict access to any MAX System session when I am not personally attending to it.
5. Upon completion of my government-related duties that involve using the MAX systems, I will contact the MAX Data Management Team to ensure my User ID is properly disabled.
6. If I suspect someone else has tried to learn my password or fraudulently gain access to the MAX systems I will immediately report the incident to a MAX representative.

I acknowledge that with my MAX ID I may have access to government information of a sensitive or critical nature that is the sole property of the U.S. Government and I hereby agree to protect that information in the strictest confidence and to use it only to support Government purposes.

☒ **I AGREE**

Register

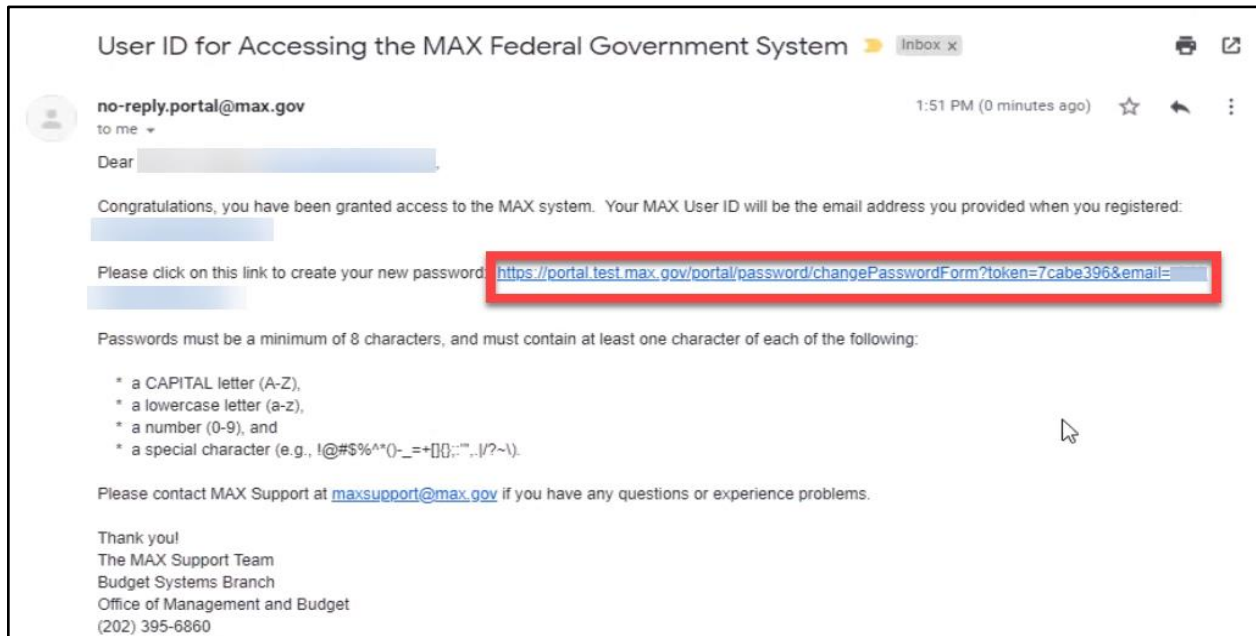
Go Back

Cancel

MAX Support

Email: maxsupport@max.gov Phone: Weekdays 8:30 AM - 9:00 PM EST at 202-395-6860

7. An email will be sent to you with a link to create a password for your MAX.gov account. Click on the link in the email.



8. Create your password, following the password requirements provided, and enter it in the **New Password** field. Re-enter your password in the **Confirm New Password** field. Click on **Submit**.

MAX.gov Login

Home Manage Password Contact Us

Change Password

Please complete the form below and select the Submit button. When creating your password please note the following password requirements.

NOTE: You cannot re-use any of the last 16 passwords.

- Password must contain at least 8 characters (minimum) and no more than 32 characters (maximum)
- Password must contain at least one each of the following four character types:
 1. Uppercase alpha (A-Z),
 2. Lowercase alpha (a-z),
 3. Numeric (0-9), and
 4. Special non-alphanumeric characters (i.e., !@#\$%^&*()-_+=+[]{};:'",./?~\).
- Password must not include greater than (>) or less than (<) characters

Email Address: [pre-filled]

New Password: [empty]

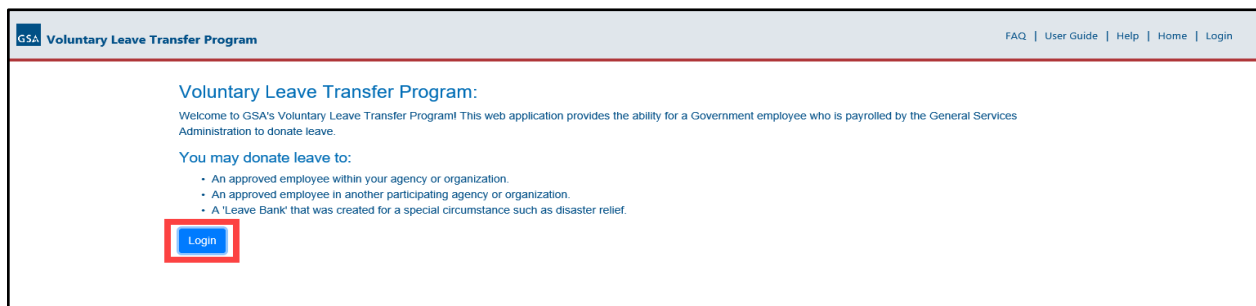
Confirm New Password: [empty]

Submit

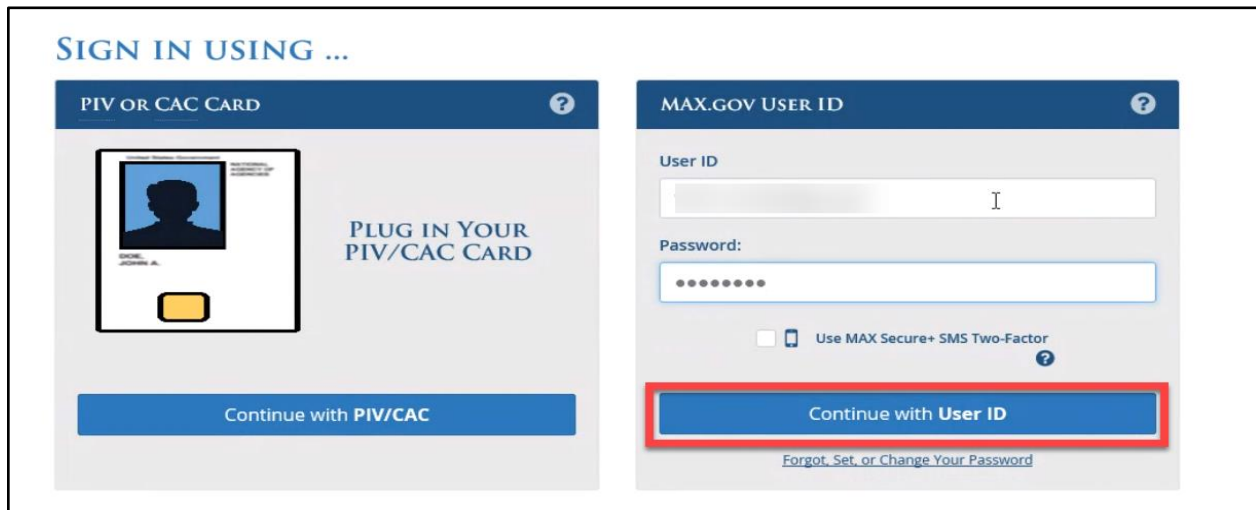
9. A confirmation message will appear, stating that your MAX password was changed successfully.



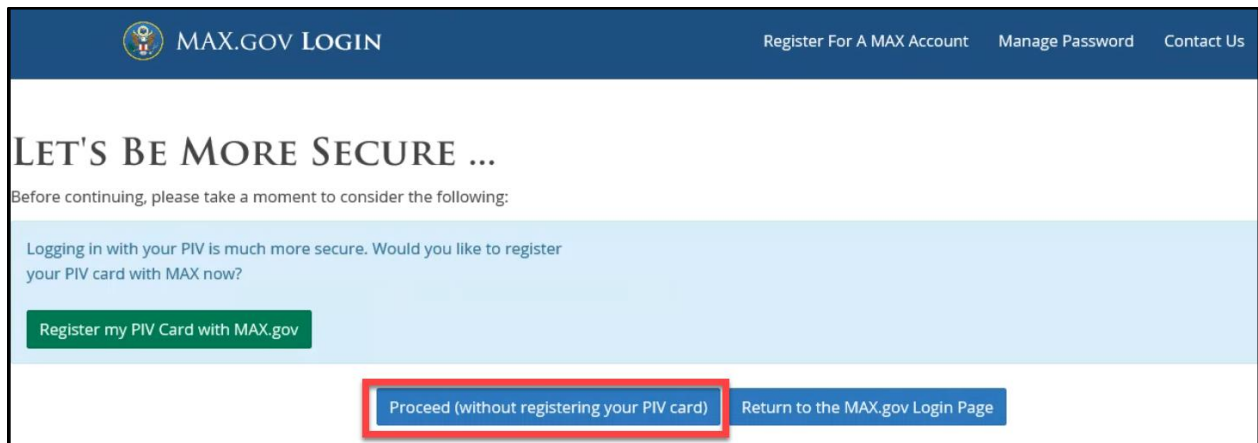
10. Go to <https://vltp.gsa.gov/> to access the Voluntary Leave Transfer Program application and click on Login.



11. Enter your User ID and password combination and click on **Continue with User ID**.



12. You will be asked if you want to register a PIV Card with MAX.gov. To continue logging in with your User ID and password, click on the **Proceed (without registering your PIV card)** button.



The image shows the MAX.GOV LOGIN page. At the top, there is a dark blue header with the MAX.GOV LOGIN logo on the left and links for 'Register For A MAX Account', 'Manage Password', and 'Contact Us' on the right. Below the header, the main content area has a white background. It starts with the heading 'LET'S BE MORE SECURE ...' followed by the text 'Before continuing, please take a moment to consider the following:'. Below this, a light blue box contains the text 'Logging in with your PIV is much more secure. Would you like to register your PIV card with MAX now?'. There are three buttons: a green button labeled 'Register my PIV Card with MAX.gov', a blue button labeled 'Proceed (without registering your PIV card)' which is highlighted with a red rectangular border, and another blue button labeled 'Return to the MAX.gov Login Page'.

13. Now that you have logged into the Voluntary Leave Transfer Program application, you will be able to continue with the donation process.

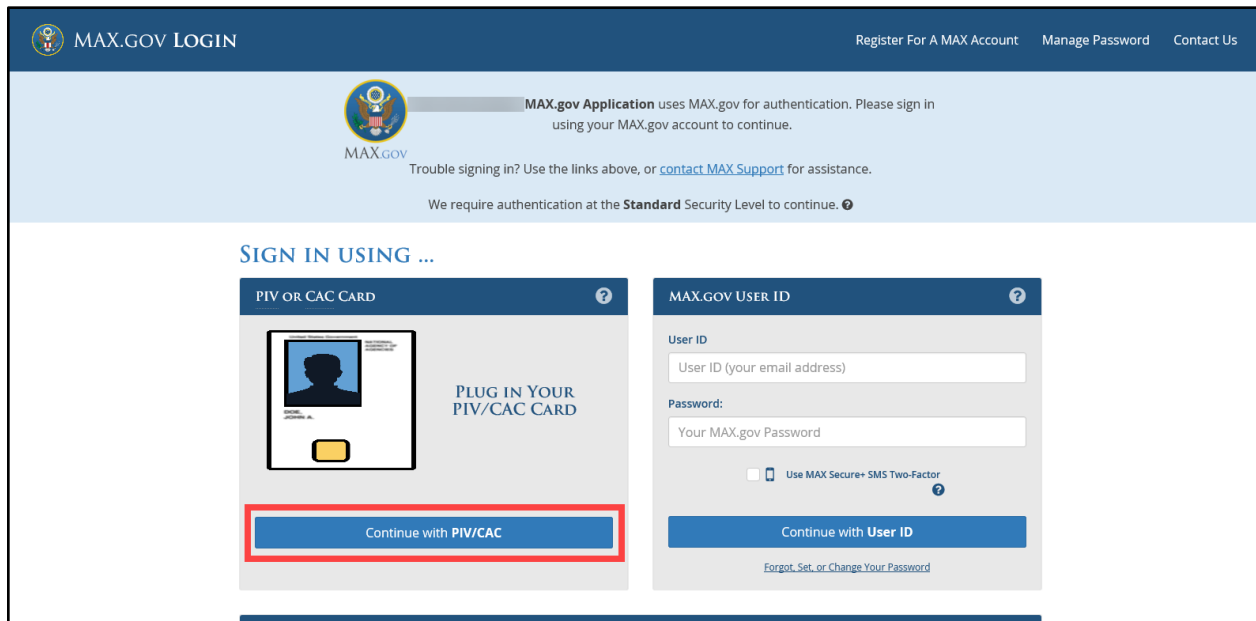
Logging In with a PIV/CAC Card (Already Registered with MAX.gov)

{Due to compatibility issues, only the use of the Internet Explorer web browser is supported for the VLTP application}

1. Go to <https://vltp.gsa.gov/> to access the Voluntary Leave Transfer Program application, and select the **Login** button.



2. The MAX.gov login page will appear. Select the **Continue with PIV/CAC** button.



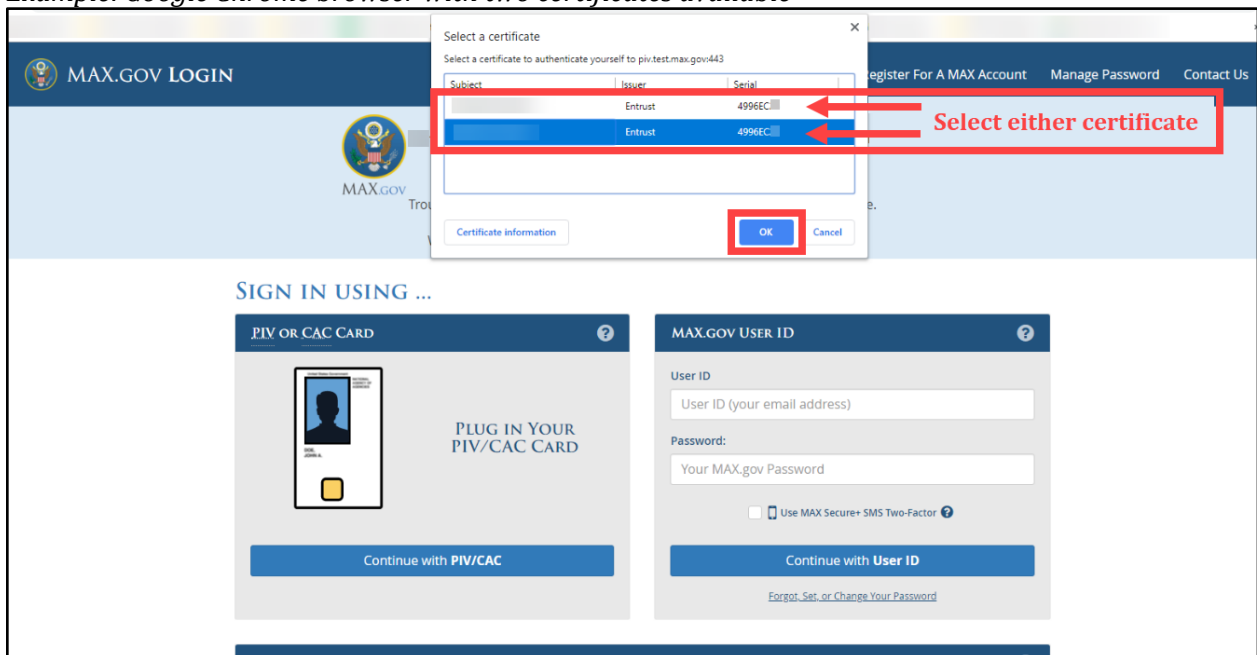
3. **Confirm the certificate** in the dialogue box that appears. Select the **OK** button.

Note: If there is more than one certificate available, choose any of the certificates listed and then select the **OK** button. Two examples are listed below.

Example: Internet Explorer browser with only one certificate available



Example: Google Chrome browser with two certificates available



4. Enter the PIN number associated with your PIV card, and select the **OK** button.

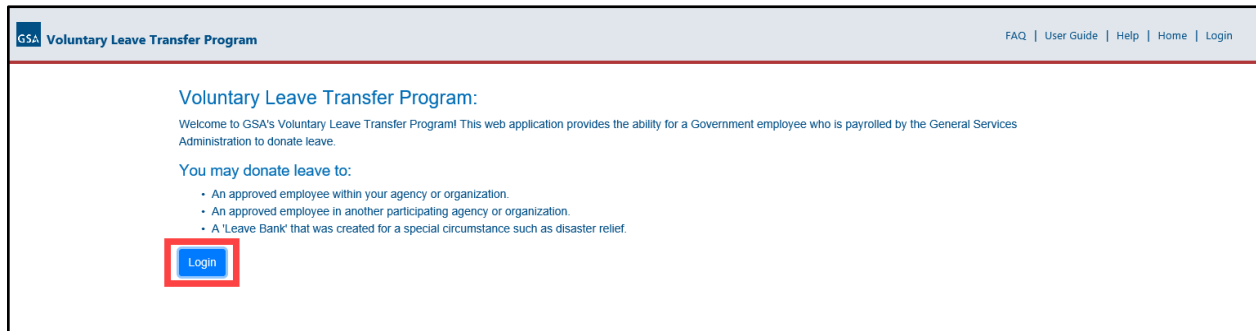
The screenshot shows the MAX.GOV LOGIN interface. At the top, there is a navigation bar with the MAX.GOV LOGIN logo and links for Register For A MAX Account, Manage Password, and Contact Us. Below the navigation bar, a message states: "MAX.gov Application uses MAX.gov for authentication. Please sign in using your MAX.gov account to continue." A link for "contact MAX Support" is provided for assistance. A security notice indicates: "We require authentication at the Standard Security Level to continue." The main content area is titled "SIGN IN USING ..." and features two primary options: "PIV OR CAC CARD" and "Continue with User ID". The "PIV OR CAC CARD" option is highlighted with a blue button labeled "Continue with PIV/CAC". An "ActiveClient Login" dialog box is overlaid on the screen, prompting the user to "Please enter your PIN." The dialog box includes a "PIN" input field, which is highlighted with a red rectangle, and "OK" and "Cancel" buttons. The "Continue with User ID" option is also visible, with a blue button labeled "Continue with User ID" and a link for "Forgot, Set, or Change Your Password".

5. Now that you have logged into the Voluntary Leave Transfer Program application, you will be able to continue with the donation process.

Logging In with a User ID and Password (Already Registered with MAX.gov)

{Due to compatibility issues, only the use of the Internet Explorer web browser is supported for the VLTP application}

1. Go to <https://vltp.gsa.gov/> to access the Voluntary Leave Transfer Program application, and select the **Login** button.



The screenshot shows the 'Voluntary Leave Transfer Program' page. At the top, there is a header with the GSA logo and the text 'Voluntary Leave Transfer Program'. On the right side of the header, there are links for 'FAQ', 'User Guide', 'Help', 'Home', and 'Login'. The main content area has a heading 'Voluntary Leave Transfer Program:' followed by a welcome message: 'Welcome to GSA's Voluntary Leave Transfer Program! This web application provides the ability for a Government employee who is payrolled by the General Services Administration to donate leave.' Below this, it says 'You may donate leave to:' followed by a bulleted list: 'An approved employee within your agency or organization.', 'An approved employee in another participating agency or organization.', and 'A 'Leave Bank' that was created for a special circumstance such as disaster relief.' At the bottom left of the main content area, there is a blue button labeled 'Login' which is highlighted with a red rectangular box.

2. You will see the MAX.gov login page. Enter your User ID and password, and select the **Continue with User ID** button.



The screenshot shows the 'MAX.GOV LOGIN' page. At the top, there is a header with the MAX.GOV logo and the text 'MAX.GOV LOGIN'. On the right side of the header, there are links for 'Register For A MAX Account', 'Manage Password', and 'Contact Us'. The main content area has a heading 'MAX.gov Application' followed by the text: 'MAX.gov Application uses MAX.gov for authentication. Please sign in using your MAX.gov account to continue.' Below this, it says 'Trouble signing in? Use the links above, or contact MAX Support for assistance.' and 'We require authentication at the Standard Security Level to continue.' Below this, there is a section titled 'SIGN IN USING ...' with two options: 'PIV OR CAC CARD' and 'MAX.GOV USER ID'. The 'PIV OR CAC CARD' option shows a PIV/CAC card and a button labeled 'Continue with PIV/CAC'. The 'MAX.GOV USER ID' option shows a form with fields for 'User ID' and 'Password', a checkbox for 'Use MAX Secure+ SMS Two-Factor', and a button labeled 'Continue with User ID' which is highlighted with a red rectangular box. Below the 'Continue with User ID' button, there is a link that says 'Forgot ID, or Change Your Password'.

3. Now that you have logged into the Voluntary Leave Transfer Program application, you will be able to continue with the donation process.

Donating Leave to an Individual

{Due to compatibility issues, only the use of the Internet Explorer web browser is supported for the VLTP application}

1. Once you log into the Voluntary Leave Transfer Program application, you will see a screen displaying your leave balances. A leave type displays only if you have a balance for it.
2. Select the button for the type of leave you wish to donate. There will be a button only if you have a balance for that leave type.

Shared Leave Donor Information					
The Shared Leave Donor Information reflects hours of leave you have previously donated to an approved SHARED leave recipient or emergency leave event.					
Donor Agency	Recipient/Event Agency	Recipient/Event Name	Type of Hours Donated	Hours Donated	Hours Returned
GS	GS		Annual Leave	15	0
GS	GS		Restored Leave Acct.#2	1	0
GS	GS		Restored Leave Acct.#1	2	0

Restored Leave Information				
The Restored Leave Information reflects restored leave hours available for use in addition to your regular annual leave hours. The donation of leave from a restored leave account is subject to the same limits as that from a regular annual leave account.				
Agency	Expire Date	Account No.	Hours Balance	Hours Donated
GS	01/01/2021	44	78.0	2
GS	01/01/2022	45	103.0	1
GS	01/01/2023	89	80.0	0

Annual Leave Information			
The Annual Leave Information reflects annual leave hours available for use. It shows your balance, Use-Or-Lose hours, and SHARED leave donated hours.			
Agency	Use/Lose Hours	Hours Balance	Hours Donated
GS	0	37	15

Donate Restored Leave Code 44 Hours To A Shared Leave Recipient

Donate Restored Leave Code 45 Hours To A Shared Leave Recipient

Donate Restored Leave Code 89 Hours To A Shared Leave Recipient

Donate Annual Leave Hours To A Shared Leave Recipient

Print Page

Exit

3. Choose the radio button for **Voluntary Leave Transfer Program**, and select the **Submit** button to continue.

GSA Payroll System

Voluntary Leave Transfer Program

Select the type of leave donation program you would like to donate TO.

☒ Voluntary Leave Transfer Program

☐ Emergency Leave Transfer Program

Submit

Exit

4. Select the recipient's agency from the drop-down menu, and select the **Submit** button.

GSA Payroll System
Voluntary Leave Transfer Program

What agency does the shared leave recipient work for?

Office Of Personnel Management

(Note: Selecting the "Unknown" option will retrieve all rows. Depending upon your connection this may take up TO 30 seconds TO load.)

Submit

Exit

5. Select the drop-down menu to display a list of employee names. Highlight the recipient's name, and choose the **Submit** button.

GSA Payroll System
Voluntary Leave Transfer Program

The agency you selected is: General Services Administration
The region you selected is: 0 - Central Office


What is the name of the shared leave recipient you would like to donate hours TO?
(If known, the shared leave recipient's medical condition will also be listed.)

Submit

Exit

6. Review the four sections on the page that appears.
- Step 1:** Verify that you are not donating leave to your immediate supervisor.
 - Step 2:** Indicate whether or not you are donating leave to a family member.
 - Step 3:** Enter the number of hours you would like to donate.
 - Step 4:** Note that when you select the Submit button, you cannot revoke the authorization to transfer leave to the individual.

7. Select the **Submit** button to authorize the transfer of leave to the individual.



GSA Payroll System
Voluntary Leave Transfer Program

Donate Annual Leave Hours
To The Voluntary Leave Transfer Program

Employee Name

In any one leave year your donation may not exceed the lesser of:
(1) One-half (1/2) of the amount of annual leave he or she would be entitled to accrue during the leave year in which the donation is made and that is available for use by the donor. (For example, for category 4: 52 hours, for category 6: 80 hours, and for category 8: 104 hours of annual leave.)
OR
(2) If the employee is projected to otherwise forfeit "use-or-lose" leave at the end of the year, the number of hours remaining in the leave year of the donation for which the employee is scheduled to work and receive pay. (You do not have to worry about this restriction if you donate before December.)
Example:
An employee who has an annual leave balance of 80 hours receives 6 hours of annual leave for each full biweekly pay period during the first half of the leave year. In May of that year the employee wants to donate 100 hours of annual leave. It is projected that halfway through the year the employee will begin to earn 8 hours of annual leave during that leave year. Therefore, it is projected that the employee will accrue 182 or (13*6) = (13*6) hours of annual leave during that leave year. Half of that amount, or 91 hours, may be donated during one leave year. However, since the employee has an annual leave balance of only 80 hours, that is the maximum donation possible at that time. Additional donations up to the maximum of 91 hours may be made during the rest of that leave year.

Donor Agency	Use/Lose Hrs	Hours Balance	Hours Donated
G5	\$2.4	274.4	0

STEP #1
No leave from a donor's leave account may be transferred to the leave account of the donor's immediate supervisor. The transfer of leave to a supervisor who does not directly supervise the donor is permissible. Please indicate you have read this statement and will not be donating hours to your immediate supervisor by selecting "Yes" below.
Yes, I have read the statement above and I am not donating leave to my immediate supervisor ☐

STEP #2
There are no limitations placed on the numbers of hours an employee may transfer to a family member. If you are transferring hours to a family member, please select "Yes". If you are not donating leave hours to a family member please select "No". The waiver of limits on donating to a family member is a provision of GSA policy which also allows conditional waiver when the supply of donated leave is not sufficient. Other client agencies may have a different agency policy. Contact your Human Resources Office for details.
Yes, I am donating leave to a family member ☐ No, I am not donating leave to a family member ☒

STEP #3
If you are not donating leave to a family member the maximum number of leave hours you have available to donate (annual leave hours + restored leave hours) is 104. If the maximum number of leave hours is greater than zero, you may continue with your leave donation request.
Enter the number of annual leave hours you would like to donate to (whole hours only):

STEP #4
When you press the "Submit" button you are authorizing the transfer of leave to the recipient. You may not revoke this authorization once it has been submitted.

*** IMPORTANT REMINDERS ***
1) Please DO NOT submit a paper copy of your donation to the National Payroll Center as backup to the electronic donation. This will cause the system to duplicate your transaction in the payroll system.
2) You MUST also notify your timekeeper of the number of annual leave hours you have donated so they can update your Annual Attendance Record (GSA Form 873).

PRIVACY ACT AND PROHIBITION OF COERCION STATEMENT
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 right to donate leave. Pub. L. 100-566 and Section 6311 of Title 5 to the U.S. Code authorizes collection of this information. The primary use of this information is by management and your servicing personnel and payroll offices to approve and record your request to transfer leave. Additional disclosures of the information may be to: The Office of Personnel Management or the General Accounting Office when information is required for evaluation of leave administration; a Federal, State, or local law enforcement agency when your agency becomes aware of a violation or possible violation of civil or criminal law; a Federal agency when conducting an investigation on you for employment or security reasons; and the National Archives and Records Administration in connection with its responsibility for records management.

Submit

Exit

8. **You have successfully donated leave to an individual.** Select the **Continue** button.
9. Select the **Exit** button to leave the application.
10. The Payroll system will update your leave balance automatically to reflect the donation you have made.


Donating Leave to an Emergency Fund

{Due to compatibility issues, only the use of the Internet Explorer web browser is supported for the VLTP application}

1. Once you log into the Voluntary Leave Transfer Program, you will see a screen displaying your leave balances. A leave type displays only if you have a balance for it.
2. Select the button for the type of leave you wish to donate. There will be a button only if you have a balance for that leave type.

Shared Leave Donor Information					
The Shared Leave Donor Information reflects hours of leave you have previously donated to an approved SHARED leave recipient or emergency leave event.					
Donor Agency	Recipient/Event Agency	Recipient/Event Name	Type of Hours Donated	Hours Donated	Hours Returned
GS	GS		Annual Leave	15	0
GS	GS		Restored Leave Acct.#2	1	0
GS	GS		Restored Leave Acct.#1	2	0
Restored Leave Information					
The Restored Leave Information reflects restored leave hours available for use in addition to your regular annual leave hours. The donation of leave from a restored leave account is subject to the same limits as that from a regular annual leave account.					
Agency	Expire Date	Account No.	Hours Balance	Hours Donated	
GS	01/01/2021	44	78.0	2	
GS	01/01/2022	45	103.0	1	
GS	01/01/2023	89	80.0	0	
Annual Leave Information					
The Annual Leave Information reflects annual leave hours available for use. It shows your balance, Use-Or-Lose hours, and SHARED leave donated hours.					
Agency	Use/Lose Hours	Hours Balance		Hours Donated	
GS	0	37		15	
<div style="text-align: center;"> <div>Donate Restored Leave Code 44 Hours To A Shared Leave Recipient</div> <div>Donate Restored Leave Code 45 Hours To A Shared Leave Recipient</div> <div>Donate Restored Leave Code 89 Hours To A Shared Leave Recipient</div> <div>Donate Annual Leave Hours To A Shared Leave Recipient</div> </div>					
<div>Print Page</div> <div>Exit</div>					

3. Choose the radio button for **Emergency Leave Transfer Program**, and select the **Submit** button to continue.



GSA Payroll System

Voluntary Leave Transfer Program

Select the type of leave donation program you would like to donate TO.

☐ Voluntary Leave Transfer Program

☒ Emergency Leave Transfer Program

Submit

Exit

4. Select the drop-down menu to choose the emergency fund to which you want to donate leave, and choose the **Submit** button to continue.

GSA Payroll System
Voluntary Leave Transfer Program

The agency you are allowed to donate to is: General Services Administration

Which emergency fund are you donating to?

KATRINA EMERGENCY LEAVE ▼

Submit

Exit

5. Review the two sections on the page that appears.
 - a. **Step 1:** Enter the number of hours you would like to donate.
 - b. **Step 2:** Note that when you select the Submit button, you cannot revoke the authorization to transfer leave to the emergency fund.
6. Select the **Submit** button to authorize the transfer of leave to the emergency fund.

GSA Payroll System
Voluntary Leave Transfer Program

Donate Annual Leave Hours
To The Emergency Leave Transfer Program

Employee Name

In the event of major disasters or emergencies declared by the President, such as floods, earthquakes, tornadoes, bombings, etc., that result in severe adverse effects for a substantial number of employees, the President may direct the Office of Personnel Management (OPM) to establish an emergency leave transfer program. Under such a program, an employee in any Executive agency may donate annual leave for transfer to employees of his or her agency or to employees of other agencies who are adversely affected by the disaster or emergency. This program provides Federal employees with a special opportunity to help their fellow workers in times of need. Information on emergencies for which OPM has established an emergency leave transfer program may be accessed from OPM's website at <http://www.opm.gov/sca/compensation/leaving.htm>.

An emergency leave donor may not donate less than 1 hour nor more than 104 hours of leave (annual leave + restored leave) in a leave year. Hours donated under the Emergency Leave Transfer Program do not count against limits on donations under the Voluntary Leave Transfer Program.

The Emergency Leave Transfer (ELT) Program differs from the Voluntary Leave Transfer (VLT) Program in several ways:

1. ELT is limited to those who are adversely affected, either personally or through a family member, by the emergency situation.
2. ELT is not limited to medical emergencies.
3. ELT recipients are not required to exhaust annual or sick leave before using ELT.
4. ELT recipients may use transferred donated leave for personal needs, or to care for a family member adversely affected by the emergency situation.
5. Since excused absence may be appropriate for immediate needs, it may be used before ELT.
6. Donations under ELT are made to a common emergency account (in this case "Katrina Emergency Leave"), and divided among agency recipients.
7. Donations to ELT recipients in other agencies occur only when the recipient's agency identifies an ELT need that cannot be met internally; OPM will coordinate interagency ELT.

Similarities between the ELT and VLT Programs include:

1. "Family member" is defined in the same broad way (5 CFR 630.902).
2. Unused leave is refunded to donors.
3. ELT may be substituted retroactively for LWOP and for advanced leave.

Donor Agency	Use/Lose Hrs	Hours Balance	Hours Donated
GS	\$2.4	274.4	0

STEP #1

The maximum number of leave hours you have available to donate for Emergency Leave Transfer Program purposes (annual leave hours + restored leave hours) is 104. If the maximum number of leave hours is greater than zero, you may continue with your leave donation request.

Enter the number of annual leave hours you would like to donate to KATRINA EMERGENCY LEAVE. (whole hours only):

STEP #2

When you press the "Submit" button you are authorizing the transfer of leave to the recipient. You may not revoke this authorization once it has been submitted.

***** IMPORTANT REMINDERS *****

- 1) Please **DO NOT** submit a paper copy of your donation to the National Payroll Center as backup to the electronic donation. This will cause the system to duplicate your transaction in the payroll system.
- 2) You **MUST** also notify your timekeeper of the number of annual leave hours you have donated so they can update your Annual Attendance Record (GSA Form 873).

PRIVACY ACT AND PROHIBITION OF COERCION STATEMENT

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 right to donate leave. Pub. L. 100-566 and Section 6311 of Title 5 to the U.S. Code authorizes collection of this information. The primary use of this information is by management and your servicing personnel and payroll offices to approve and record your request to transfer leave. Additional disclosures of the information may be to: The Office of Personnel Management or the General Accounting Office when information is required for evaluation of leave administration; a Federal, State, or local law enforcement agency when your agency becomes aware of a violation or possible violation of civil or criminal law; a Federal agency when conducting an investigation on you for employment or security reasons; and the National Archives and Records Administration in connection with its responsibility for records management.

Submit

Exit

7. **You have successfully donated leave to an emergency fund.** Select the **Continue** button.
8. Select the **Exit** button to leave the application.
9. The Payroll system will update your leave balance automatically to reflect the donation you have made.

User Support Contact Information (MAX.gov)

MAX.gov support is available by email and phone:

maxsupport@omb.eop.gov

(202)395-6860