Leave Transfer Program

Purpose

This guide is for administering the Voluntary Leave Transfer Program.

Definition

The Leave Transfer Program allows an employee to donate annual leave to another employee who requires the leave because of a medical emergency. The medical emergency may be the employee's own or a family member's emergency.

Employee Procedures to Become a Leave Recipient

Step	Action
1	Fill out Leave Transfer Program Recipient Request Form PD F 5283 E (found on the Mint customer page). The program guidelines are outlined on the recipient request form. Indicate on the application form whether assistance is requested in soliciting leave donations. For additional information/clarification, contact ARC's Pay and Leave Services Branch at (304) 480-8266 (Headquarters and West Point) or (304) 480-8263 (all other Mint locations).
2	Fax request to the attention of the Leave Transfer Coordinator at (304) 480-8282 along with medical documentation pertinent to the medical emergency.

ARC Procedures

Step	Action
3	If the employee requests assistance with soliciting donations, ARC will prepare a notice for all Mint employees outlining the leave recipient's request for donated annual leave. The notice will be posted on the Mint customer page.
4	When the information is posted on the Mint customer page, ARC will notify all Mint HR liaisons via email of the new leave recipient. The notice will include a link to the leave recipient's information on the Mint customer page. (If the employee requests no solicitation, this step and the previous step are omitted.) Mint HR liaisons are as follows: Headquarters: Pat Hoffman San Francisco: Valerie Poydras Denver/Fort Knox: Carla Goltz Philadelphia: Ruth Cosby West Point: Karen Willis
5	ARC will send employee a letter to notify him/her of the approval or disapproval of the application.

6	ARC will add employee into webTA as an approved leave recipient and monitor donations, leave use, and/or necessary correction cards to ensure leave is used in the appropriate manner.

Mint HR Liaison Procedures

Step	Action
7	Upon receipt of the email notification in step 4 above, the Mint HR liaison will forward the notification to all Mint employees.

Employee Procedures to Donate Leave

Step	Action
8	**Employees inputting their own information in webTA** may donate leave through the Leave and Premium Pay Request module in webTA. **Employees who do not input their own information in webTA** must complete Leave Donor Request Form, PD F 5284 E found on the Mint customer page. The completed form can be faxed to the Leave Transfer Program Coordinator at 304-480-8282.

Employee Procedures when Medical Emergency has Ended

Step	Action
9	Notify Leave Transfer Coordinator at Payroll@bpd.treas.gov or 304-480-8263 when the medical emergency is over and/or if additional hours of donated annual leave are needed.

ARC Procedures

Step	Action
10	When notified by employee that the medical emergency is over, ARC will: • Remove the employee as an approved leave recipient in webTA. • Remove the employee as an approved leave recipient from the Mint customer page (if applicable). • Pro-rate any unused donations annual leave back to the leave donors.

For more information

Email Payroll@bpd.treas.gov or call one of the contacts listed below:

- Headquarters and West Point: Theresa Sayger, 304-480-8266
- All other Mint locations: Terri Walker, 304-480-8263