



## **Payroll Services Letter**

Number: PS05-31  
Date: August 2, 2010  
Subject: Leave Bank  
Category: Leave

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### **Purpose**

The purpose of this letter is to provide procedures for HHS Human Resource (HR) Centers when creating a leave bank, adding and/or removing employees as members of the leave bank, and processing documentation pertaining to the donation of hours to the leave bank and/or the use of hours from the leave bank.

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### **Establish New Leave Bank**

The DFAS Defense Civilian Pay System (DCPS) is programmed to accept the creation of a leave bank for the entire HHS database or each HHS Operating Division (OPDIV). Currently, a leave bank has not been created for HHS; therefore, each OPDIV must create a leave bank for its individual area.

When an OPDIV decides to establish a leave bank, written policy guidance must be prepared in accordance with 5 C.F.R., Part 630, Subpart J – Voluntary Leave Bank Program.

Once a leave bank program has been established, a copy of the written policy guidance must be provided to the Payroll Services Division (PSD). The OPDIV representative will forward the written policy to the PSD using the Peregrine System. Use Peregrine classification:

Category: LEAVE  
Subcategory: LEAVE ADJUSTMENT  
First Name: Leave  
Last Name: Bank

The following information should be included in the DESCRIPTION field:  
(OPDIV Name) Leave Bank activation

Upon receipt of the written policy guidance, the PSD representative will contact the DFAS customer service help desk and provide the information required to establish the leave bank in the DCPS.

A leave bank can only be established in the DCPS with an effective date of the beginning of the next leave year. The Agency code and Major Claimant code must be provided when the leave bank request is sent to DFAS. The Agency code for Health and Human Services (HHS) is HE and each OPDIV has a different Major Claimant code.

The Major Claimant codes assigned to HHS are as follows:

- 10 Office of the Secretary
- 11 PSC Public Health Service
- 12 Administration on Aging
- 31 Office of the Assistant Secretary of Health
- 32 Substance Abuse and Mental Health Services
- 33 Healthcare Research and Quality
- 34 Health Resources and Services Administration
- 35 Toxic Substances and Disease Registry
- 36 Food and Drug Administration
- 37 Indian Health Service
- 38 National Institutes of Health
- 39 Centers for Disease Control and Prevention
- 70 Centers for Medicare and Medicaid Services
- 90 Administration for Children and Families

**Add or Remove Member(s)**

The OPDIV representative will notify the PSD when an employee has been approved to become a leave bank member or withdraws from the leave bank. The OPDIV representative will forward the information electronically to the PSD using the Peregrine system. Use Peregrine classification:

Category: LEAVE

Subcategory: LEAVE ADJUSTMENT

The following information should be included in the DESCRIPTION field:

“LEAVE BANK” should be entered on the first line

A statement indicating the employee’s status change (new member or withdrawing) and the effective date

**Note:** Employees may be added as members of the leave bank during the open season established by the leave bank board. Employees may also be added to the leave bank by submitting applications within 30 days of the employee’s enter on duty date.

**Leave Bank Donations by Members and Non-Members**

The DCPS will automatically deduct the designated hours from leave bank members the pay period after the end of the designated open enrollment season and add the hours deducted to the leave bank. If an employee does not have sufficient available accrued annual leave to his or her credit to make the full minimum contribution required, he or she shall be deemed to have made the minimum contribution. Leave bank donations from non-members, and additional hours donated by leave bank members, require additional processing. These donations will be processed according to the instructions provided in Payroll Services Letter 05-27.2 Voluntary Leave Transfer Program.

Employee requests that have been approved to donate leave hours to the leave bank should be sent from HHS timekeepers to Payroll Liaisons (if applicable). Payroll liaisons will forward the information electronically to PSD using the Peregrine system. Use Peregrine classification:

Category: LEAVE

Subcategory: LEAVE ADJUSTMENT

The following information should be included in the DESCRIPTION field:

Donor Name

Donor SSN

Specific OPDIV leave bank

Hours donated

Type of hours donated (annual, restored 1, restored 2, and/or restored 3)

### **Donation of Hours from the Leave Bank to a Member(s)**

Approved employee requests to receive donated leave hours from the leave bank should be sent from the leave bank board to Payroll Liaisons (if applicable). Payroll liaisons will forward the information electronically to PSD using the Peregrine system. User Peregrine classification:

Category: LEAVE

Subcategory: LEAVE ADJUSTMENT

The following information should be included in the DESCRIPTION field:

Recipient Name

Recipient SSN

Number of hours donated

Type of medical emergency – Self or Family

Begin date of emergency

### **Participation in the VLTP and the Leave Bank program**

An employee is authorized to simultaneously be a recipient of a leave bank and participate in the Voluntary Leave Transfer Program (VLTP) for the same injury/illness.

**Note:** If an employee is using hours donated from a leave bank and the VLTP the hours donated to the employee from the leave bank will be used first.

### **T&A System Input**

The OPDIV's T&A system input for leave usage for employees participating in the leave bank will be the same as employees participating in the VLTP. Guidance for entering T&A data for VLTP can be found in the HHS Guide to Timekeeping.

### **Removing Leave Recipients from the Leave Bank**

The OPDIV representative will notify the PSD when an employee's medical emergency has terminated. The OPDIV representative will forward the information electronically to PSD using the Peregrine system. Use Peregrine classification:

Category: LEAVE

Subcategory: LEAVE ADJUSTMENT

The following information should be included in the DESCRIPTION field:

“LEAVE BANK” should be entered on the first line

A statement indicating the employee's medical emergency is terminated.

Effective date that the employee's medical emergency ended

### **Employee(s) transferring between OPDIVs when both OPDIVs have an established Leave Bank**

When an employee transfers from one HHS OPDIV operating a leave bank to another HHS OPDIV also operating a leave bank, the employee shall become subject to the policies and procedures of the leave bank for the new OPDIV. The employee must submit an application to become a member of the new OPDIV's leave bank within 30 days of employment.

According to the 5 U.S. 630.1014 “Nothing in 5 U.S. 6301010(a)(2) or (b) shall interfere with the employee's right to submit an application to become a leave bank contributor or leave recipient in accordance with the policies and procedures of the voluntary leave bank program of the new agency or organizational subunit.”

### **Terminating a Leave Bank**

When an OPDIV decides to terminate an established leave bank the OPDIV must notify each leave bank member in writing a minimum of 30 days prior to the termination of the leave bank.

The OPDIV must provide a copy of the termination document to the PSD. The OPDIV representative will forward the written policy to the PSD using the Peregrine System. Use Peregrine classification:

Category: LEAVE

Subcategory: LEAVE ADJUSTMENT  
First Name: Leave  
Last Name: Bank

The following information should be included in the DESCRIPTION field:  
(OPDIV Name) Leave Bank termination  
Effective date leave bank is to be terminated

Upon receipt of the notification the PSD will contact the DFAS customer service help desk and provide the information required to terminate the leave bank in the DCPS.

If there are any donated hours remaining in the leave bank at the time of termination the OPDIV must determine if the remaining hours will be returned to donors, distributed to leave recipients, or a combination of both. The OPDIV may distribute the hours remaining in the leave bank immediately after the leave bank is terminated or at the beginning of the next leave year.

Once the OPDIV decides how the remaining hours will be distributed, the OPDIV representative must notify the PSD using the Peregrine system.

A separate Peregrine ticket must be submitted for each employee who is receiving additional donated hours according the instructions above titled **Donation of Hours from the Leave Bank to a Member(s)**.

A separate Peregrine ticket must be submitted for each employee that donated hours and is receiving a return of donated hours. Use Peregrine classification:

Category: LEAVE  
Subcategory: LEAVE ADJUSTMENT

The following information should be included in the DESCRIPTION field:

Donor Name  
Donor SSN  
Number of hours to be returned to the donor employee  
Whether the hours should be returned in the current leave year or the next leave year.