



# Newsflash!!!

## NIH Leave Bank 2017

**Open Enrollment for the 2017 Leave Bank Is Here and will run until December 12, 2016!!!**

Becoming a 2017 Leave Bank Member is easy using the [Integrated Time and Attendance System \(ITAS\)](#)! Simply log into ITAS and follow the instructions below. An annual contribution of one pay period's worth of leave is required to join\*. Once you become a member, you will have income protection if you face a qualifying medical emergency during the 2017 Leave Year! Already a 2016 member? You will automatically be re-enrolled for the 2017 Leave Year unless you opt out in ITAS.

### How to become a 2017 Leave Bank member using ITAS

- Click the "Leave Bank Membership" option in the side bar.
- Select "I want to become a Leave Bank member".
- Select the year or years for which you would like to become a member.
- Click the OK button (Reset button available to reset screen, no action taken).

I authorize NIH to deduct one pay period's annual leave accrual, equal to 6.0 hours of annual leave from my account for deposit into the Leave Bank.

I understand that this request will occur annually during each open enrollment period, unless I 'Opt Out' of the program. If I do not have sufficient annual leave to make a full contribution and/or if I am or become a current VLTP or Leave Bank recipient, I understand that NIH will automatically process a waiver request and a partial or full waiver may be granted.

NOTE: Once approved, this leave cannot be returned.

Agree Disagree

- Leave Bank Membership Agreement confirmation screen is displayed.
- Click the Agree button (Disagree will reset screen, no action taken).
- The Leave Bank Membership screen is displayed with the check boxes in read-only mode.

Check here to automatically save without displaying confirmation for the duration of the session.

\*Waivers will automatically be granted to employees who lack the needed annual leave accrual to make a membership contribution.



### Questions?

Contact the NIH Leave Bank Office: 301-443-8393 or

[LeaveBank@od.nih.gov](mailto:LeaveBank@od.nih.gov)