

# Leave Approving Officials Fact Sheet

## NIH Leave Bank (LB)

### What role do I play in the LB recipient approval process?

- A LB Applicant's LAO is responsible for approving/disapproving his or her time-off request by completing Section B of [NIH Form 2940: NIH LB Recipient Application Form](#).

### How do I complete Section B of NIH Form 2940?

- Carefully read all [instructions](#).
- Select **one** option in Box 12 to indicate if you approve/disapprove all or some leave.
- Select **one** option in Box 13 to indicate the employee's level of physical exertion.
- Sign and date.

### Will the applicant's medical emergency be shared with me?

- No – Medical information is kept confidential.

### Do I have to approve the leave request?

- No – as with any leave request, the LAO has final say on whether or not the requested time-off is approved.

### Who do I contact if I disapprove the leave request?

- If you disapprove a LB leave request, please contact your [Employee Relations specialist](#).

### What do I do after approval?

- Like with any leave, you are responsible for making the final determination as to the scheduling and amount of LB leave granted. You may set up a meeting/contact your [IC's LB Coordinators](#) with questions about the process following approval.

### Who do I contact with questions?

- Please contact the NIH Leave Bank Office at (301) 443-8393 or [LeaveBank@od.nih.gov](mailto:LeaveBank@od.nih.gov).

**Need more information?**

Visit [The NIH Leave Bank Website](#)