



DEPARTMENT OF HEALTH & HUMAN SERVICES

Public Health Service

National Institutes of Health  
Bethesda, Maryland 20892  
<http://www.nih.gov>

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TO: NIH Staff

FROM: Acting Director, Office of Human Resources

SUBJECT: Annual Leave – Use It or Donate It!

Have you accrued annual leave this year that you are unable use? If you aren't able to use it, don't let it go to waste. Employees unable to take that time off could donate it to co-workers in need of paid time off due to personal or family medical emergencies. Check you leave balance in [ITAS](#) or on your [leave and earnings statement \(LES\)](#) now! If you have excess annual leave this year, don't lose it - use it or donate it! Last year, the NIH community **lost over 88,000 hours** of excess annual leave – that is 11,000 work days!

**Use It!**

Annual leave in excess of the carryover limitation of 240 hours\* must be used before the end of the leave year (**Saturday, January 7, 2017**) to avoid forfeiture (\* for non-SES members). Therefore, you must schedule annual leave in excess of the carryover limitation no later than **Saturday, November 26, 2016**. You are encouraged to work with your supervisor to plan and schedule the use of annual leave during the entire leave year. If circumstances arise which prevent you from taking previously approved leave due the exigency of public business, sickness or an administrative error, your excess leave may be restored. In order for leave to be considered for restoration, the leave **must** be: 1) requested and approved in ITAS before the start of the third biweekly pay period prior to the end of the leave year; 2) cancelled by the supervisor; and 3) cannot be rescheduled prior to the end of the leave year.

**Donate It!**

If you don't plan to use your excess annual leave balance, you should consider a donation to others in need of paid leave. If donated, the 88,000 hours lost last year would have funded the NIH Leave Bank through 2018! Employees have two options for donating leave to colleagues who have exhausted their own leave and have a medical emergency that prevents them from working:

- The NIH Leave Bank, which was launched NIH-wide in 2014. This program provides a pool of leave from which leave bank members can request leave during a personal or family medical emergency. Donations of annual leave to the Leave Bank may either be made to the general pool, or designated for a specific member. You can learn more on the [NIH Leave Bank](#) webpage.
- The Voluntary Leave Transfer Program (VLTP) allows you to donate accrued annual leave to others who are faced with a personal or family medical emergency. VLTP donations are made to specific individuals. For more information, please visit the [NIH Voluntary Leave Transfer Program](#) webpage.

Please consider a donation if you have annual leave above the carryover limitation that you don't plan to use this year. Should you have questions regarding any of the above information, please contact your Administrative Officer or VLTP Coordinator. Remember to use it or donate it... but don't lose it!

/s/

Julie Broussard Berko