



# Newsflash!!!

## NIH Leave Bank 2017

### What do you need to know about The NIH Leave Bank?

#### What is a Leave Bank?

- The Leave Bank is a pooled fund of donated leave.

#### How can the LB benefit me?

- The LB works like an insurance policy for your paycheck in case you have a personal or a family medical emergency. It can cover your LWOP timeoff so you don't miss any paychecks or lose any income.

#### How much leave do I contribute?

- One pay period's worth of leave to join: **4, 6, or 8 hours**. This is a once-a-year contribution!

#### How do I enroll?

- Integrated Time and Attendance System (ITAS)

#### Do I have to enroll each year?

- You will automatically be re-enrolled each year until you choose to "Opt Out" using ITAS.

Check out the NIH Leave Bank website for more [Frequently Asked Questions!](#)  
**Open Enrollment will run from November 14 – December 12, 2016! Enroll via [ITAS!](#)**



### Questions?

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