



NIH Leave Bank ■ Quick Facts II

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Frequently Asked Questions

About the NIH Leave Bank

✚ What is the Leave Bank?

- The Leave Bank is a pooled fund of donated annual and restored leave. Eligible members draw leave from the Leave Bank to cover time out of the office due to a personal or family medical emergency.

✚ What are the differences between the Leave Bank and the Voluntary Leave Transfer Program (VLTP)?

<http://hr.od.nih.gov/benefits/leave/vlbp/leave.htm>

- The Leave Bank will not replace the NIH VLTP. Instead, members can utilize both leave sharing programs concurrently to receive maximum benefits.
- Under Leave Bank:
 - All recipients will receive leave upon approval
 - You must be a member in order to become a recipient
 - A membership contribution of one pay period worth of annual leave is required to become a member
 - Medical information is confidential

Membership

✚ Who is eligible to become a member of the Leave Bank?

- All NIH Federal civilian employees.

✚ How much leave will I need to contribute to join the Leave Bank?

- To join the Leave Bank, there will be a minimum annual leave contribution amount required. The yearly contribution amount will be one pay period's worth of annual leave based on the employee's annual leave category as follows: 4 hours if you have less than 3 years of Federal service; 6 hours if you have 3 or more, but less than 15 years of Federal service; 8 hours if you have 15 or more years of Federal service. This minimum contribution requirement also applies to part-time employees.

✚ Can I join the Leave Bank if I am currently an approved leave recipient in VLTP?

- Yes

✚ Can I still become a member of the Leave Bank if I have no leave accrued to contribute for my membership?

- Yes, employees who cannot cover their membership contributions will receive a waiver.



New Employees

- ✚ **Will I be eligible to join the NIH Leave Bank after the open enrollment period or do I have to wait until next year's open enrollment?**
 - Yes, new employees have up to 60 days after becoming an NIH employee to join the Leave Bank.

Leave Donations

- ✚ **When I donate my "use or lose" leave, when will it be deducted from my leave balance?**
 - The leave will be deducted within 2 pay periods. Leave deductions may take longer at the end of the leave year.
- ✚ **Can I donate sick leave to the Leave Bank?**
 - No. By law, sick leave cannot be donated to a Leave Bank or a recipient in the VLTP.
- ✚ **Do I have to join the Leave Bank in order to make a donation?**
 - No, all Federal civilian employees may donate to the NIH Leave Bank at any time.

Recipient Information

- ✚ **Can I apply to be a recipient in both the Leave Bank and the VLTP?**
 - Yes, but since the Leave Bank provides 100% of the medical need up to the caps, the only time a recipient would need the leave under VLTP in addition to the Leave Bank is if he/she exceeds one of the caps. See next fact.
- ✚ **What are the 2016 and 2017 Caps?**
 - 480 hours for personal medical emergencies
 - 240 hours for family medical emergencies
 - 720 hours for combined medical emergencies
- ✚ **As a Leave Bank recipient, what happens if I do not use all the hours donated to me from the Leave Bank?**
 - Any unused hours must be returned to the Leave Bank
- ✚ **What happens to my Leave Bank membership if I resign, retire, or transfer, etc.?**
 - Membership is automatically cancelled when an employee resigns, retires, transfers to another Federal agency or if there is a death in service. The cancellation is effective on the date of action or approval. There are no refunds of hours donated to the Leave Bank.
- ✚ **What can I do if I have additional questions?**
 - Send questions to LeaveBank@od.nih.gov or call (301) 443-8393