

## **Army Civilian Voluntary Leave Transfer Program – Waiving the Limitation on Donating Annual Leave**

Section 630.908 of Title 5, Code of Federal Regulations, limits the amount of annual leave than an employee may donate under the Voluntary Leave Transfer Program (VLTP). The limitations under paragraphs (a) and (b) of Section 630.908 may be waived under criteria established by the agency.

Department of Army (SAMR-HR) memorandum dated 3 March 2006, Subject: Army Civilian Voluntary Leave Transfer Program – Waiving the Limitation on Donating Annual Leave Army establishes the criteria for granting a waiver.

### **APPROVAL LEVEL FOR WAIVER REQUEST:**

The Secretary of the Army has delegated to Army Commanders, Commanders of ASCCs, and the AASA the authority to waive limitations on donating annual leave under paragraphs (a) and (b) of Section 630.908. Waivers must be granted in accordance with the criteria and procedures outlined below. This authority may be further delegated to the lowest practical level, but no lower than the second level supervisor of the leave donor. This delegation is effective immediately and expires 3 March 2008 unless earlier revoked or suspended.

### **CRITERIA FOR GRANTING A WAIVER:**

- Waivers should only be granted when there are very compelling and/or exceptional circumstances, to be considered on a case-by-case basis.
- When the waiver is granted, the donor must have at least sixteen (16) hours remaining after the proposed donation.'
- Waivers are not to be granted solely to avoid the forfeiture of annual leave.

### **PROCEDURES TO FOLLOW WHEN GRANTING A WAIVER:**

- Waiver requests must be submitted through the donor's supervisor, in writing, and must indicate the number of excess hours requested for donation.
- The intended leave recipient, identified in the request, must be an approved VLTP recipient.
- Upon receipt of the written request for waiver, with the assistance of the servicing personnel office, the donor's supervisor will verify that the donor has sufficient leave to cover the proposed donation and will verify that the recipient is an approved VLTP recipient. Annual leave donated must have already been earned (accrued) and be available at the date of donation.
- The request for waiver will be forwarded to the appropriate approving official along with the supervisor's recommendation.
- All waivers granted must be in writing.