
Please see below.

ARTICLE 41

Department of Labor Regional Leave Bank Program

Section 1 – Purpose

To establish procedures and requirements for a single Voluntary Leave Bank Program (VLBP) for all regions under which the unused accrued annual leave of an employee may be contributed to a leave bank member who needs such leave because of a medical emergency.

Section 2 – Administration

The VLBP will be administered in accordance with 5 U.S.C. 63, 5 C.F.R. 630 (2006) and D.P.R. 630 (October 1, 2005).

The Department and the NCFLL agree to develop and maintain a VLBP. The Regional Leave Bank Program will be administered by a Leave Bank Board. The Leave Bank Board will be comprised of one management-designated official, one NCFLL-designated official, and

one employee mutually agreed to by both management and NCFLL. The Board shall not discriminate in violation of any Federal law, including but not limited to Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act, the Rehabilitation Act of 1973, and the Pregnancy Discrimination Act.

Section 3 – Procedures

- A. The Leave Bank Board will have at least one open season per year that will last at least thirty days. The Board may initiate “emergency” open seasons if it determines that available leave is not sufficient to meet the needs of members. Employees will be advised annually of the open season.
- B. Employees who join the Leave Bank will have their membership automatically rolled over each year and the minimum leave donation will be automatically deducted. Employees will be given notice of the opportunity to opt out prior to the end of the year.
- C. Employee contributions to become a leave bank member for a leave year are based upon the employee’s current leave category.
- D. When applying to receive leave, employees must submit required documentation as stipulated by 5 C.F.R. 630.
- E. The Board shall act on leave bank applications within ten work days of their receipt of the completed form.
- F. A recipient may receive no more than 160 hours of leave from the Leave Bank per Bank year. The Board may establish a time limit in which leave must be used. Thirty days after the end of each open season period, a limit per recipient will be established that is equal to one percent of leave in the Bank as of that date. In any Bank year, approved recipients may be granted total Bank leave up to the lesser of 160 hours or the limit so established.
- G. Recipients who need more leave than the established limit may apply for and receive additional leave via the Leave Transfer program.
- H. Before using any leave from the Leave Bank, an employee is required to exhaust any leave received from the Leave Transfer Program.
- I. The employee is responsible for advising the supervisor of the intent to apply for the Leave Bank, completing an application, and

advising the Board or Department upon termination of the need for donated leave.

- J. The employee's supervisor is responsible for monitoring use of donated leave, ensuring that it is used in an appropriate manner, denying use of donated leave for other than an acceptable use, and advising the Board or Department of any concerns.
- K. The Board, subject to approval of the Director of Human Resources, may change the established cap on the number of hours recipients may receive from the Leave Bank per Bank year.

Section 4 – Publicity

The Department, in coordination with the NCFLL, will develop and maintain a VLBP handbook; advise employees of the program to promote membership, and notify members periodically of the Leave Bank status and activities, rules, etc.

Additional guidance is available in the VLBP handbook which can be accessed through LaborNet.