

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)?

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, unless you are eligible for a waiver.
- Medical information is confidential.

<https://hr.nih.gov/benefits/leave/leave-sharing-comparisons>

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.

For more information: <https://hr.nih.gov/benefits/leave/leave-bank>

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. If you enroll within your first two weeks, you will receive a waiver of your membership contribution for the current leave year.

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 yearly Caps?

- 480 hours for personal medical emergencies
- 480 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.

For more information: <https://hr.nih.gov/benefits/leave/leave-bank>