



# United States Department of the Interior

OFFICE OF THE SECRETARY  
WASHINGTON, D.C. 20240

June 23, 1989

PERSONNEL MANAGEMENT LETTER NO. 89-2 (630)

SUBJECT: Leave Transfer Program Clarification

Personnel Management Letter No. 89-1 (630) on the Voluntary Leave Transfer Program was issued on May 2, 1989. The following guidance is provided to clarify Subchapter 7 regarding the accrual of annual and sick leave while in a leave transfer status.

The law is very specific that while an employee is in a leave transfer status any leave accrued must be placed in a separate leave account. No more than 40 hours of sick leave and 40 hours of annual leave may accrue in this special account. In the case of a part-time employee or an employee with an uncommon tour of duty, the average number of hours of work in the employee's weekly scheduled tour of duty will be the maximum accrual in the special account.

Therefore, any leave accrued while in a leave transfer status goes into the special account; any leave accrued while the employee is in a pay status, or in an annual or sick leave or leave without pay status, goes into the employee's regular leave account. The employee must use any annual or sick leave accrued before transferred leave can be used.

In situations where the employee uses transferred leave during the entire pay period, the employee does not accrue his or her own leave but a special accrual which is placed in the special leave account.

However, in situations where the employee uses transferred leave intermittently, the employee accrues his or her own leave on the time actually worked (or in an annual, sick or LWOP status), uses this regular accrual, and then uses transferred leave. An accrual on the transferred leave is placed in the special account.

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As an example, a Category 8 employee works one week and is off one week on transferred leave.

1. 40 hours worked: Accrued 4 annual and 2 sick in regular account.
2. 40 hours on transferred leave: Used 4 annual and 2 sick accrued in regular account while on the week worked. Used 34 hours transferred leave. Accrued annual and sick leave based on the 34 hours is placed into the special account. (Fractions of accruals accumulate just as they do in the regular account and are credited when they reach a whole.)

The Division of Payroll Operations is responsible for calculating accrued leave and crediting it to the proper account.

In Subchapter 11 on the use of transferred leave in Personnel Management Letter No. 89-1 (630), the second sentence should read:

"However, annual leave that accrues to the account of the leave recipient (prior to the date the application to become a leave recipient was approved) shall be exhausted before any transferred annual leave may be used."



Director of Personnel