



# United States Department of the Interior

OFFICE OF THE SECRETARY  
WASHINGTON, D.C. 20240

March 23, 1994

**PERSONNEL MANAGEMENT LETTER NO. 94-6 (630)**

**SUBJECT: Voluntary Leave Transfer Program Amendments**

The Federal Employees Leave Sharing Amendments Act of 1993 (Public Law 103-103) made the Voluntary Leave Transfer Program a permanent Federal program as well as provided for some significant changes. The changes are as follows:

1. Qualifying to become a leave recipient. In order to make it easier to qualify to become a leave recipient, any advanced leave that an employee has to his or her credit may not be considered when determining whether a medical emergency is likely to result in a substantial loss of income. In addition, the number of hours of unpaid absence that constitutes a substantial loss of income is being reduced from 80 hours to 24 hours.

2. Use of Annual and Sick Leave. If the medical emergency continues after the leave recipient exhausts all transferred leave, the employee may now use any annual or sick leave (as appropriate) that was earned while the employee was in a transferred leave status. Leave earned while in a transferred leave status must continue to be credited to separate accounts until the leave recipient exhausts all donated leave or the medical emergency terminates.

Personnel Management Letter 89-1, dated May 2, 1989, Subject: Voluntary Leave Transfer Program, provides the Department of the Interior guidelines for the program. In order to incorporate the above outlined changes resulting from P. L. 103-103, the following adjustments should be made to the PML:

A. Page 11, Paragraph 18 (Termination of voluntary leave transfer program) should be deleted.

B Page 3, Paragraph 5(a)(3) (Approval of application to become a leave recipient) should be changed to read "for full-time employees, whether the absence from duty without available paid leave, excluding advanced leave, because of the medical emergency will last or is expected to last at least 24 hours. In the case of part-time employees with an uncommon tour of duty, the absence from duty without available paid leave, excluding advanced leave, must be at least the average number of hours of work in the employee's biweekly scheduled tour of duty."

INQUIRIES: Ann Meroney, Division of Employee Relations  
MS 5203 MIB, Telephone (202) 208-5284


C. Page 5, 2nd paragraph of Paragraph 7 (Accrual of annual and sick leave) should read, "Any annual or sick leave accrued while the employee is in a transferred leave status will be credited to a separate account from the employee's regular annual and sick leave account. Annual leave or sick leave (as appropriate) held in the separate account will only be available for use if the employee has exhausted all transferred leave, or the medical emergency has been terminated. Any remaining annual and sick leave will be transferred to the employee's regular leave account effective as of the beginning of the first pay period after the date on which the employee's medical emergency terminates. No leave can be credited if the employee's Federal service terminates."

D. Grammatical and technical corrections:

(1) Page 4, Paragraph 5(d), 3rd line should read, "requests as specified under 8(a) below."

(2) Page 6, Paragraph 9, 8th line should read, "be required by paragraph 8e of this issuance."

(3) Page 7, Paragraph 11, 2nd sentence (Use of transferred leave) should read, "However, annual leave that accrues to the account of the leave recipient (prior to the date the application was approved to become a leave recipient) shall be exhausted before any transferred annual leave may be used."

  
Patricia J. Hastings  
Acting Director of Personnel



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**PML# 94-5  
not issued -  
canceled**



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FEB , 8 1994

PERSONNEL MANAGEMENT LETTER NO. 94-4 (581)

SUBJECT: Recent Garnishment Legislation

This is to notify you of a recent change in the garnishment law affecting Federal employees' pay. In the past, employee pay could only be garnished in instances of failure to make child support and alimony payments. However, Public Law 103-94, dated October 6, 1993, expands the coverage of the garnishment law to include any legal debt owed by a Federal employee. This law became effective February 3, 1994.

The Office of Personnel Management has indicated that it will be developing guidance for agencies on the new law, but no date has been set for issuance. We will transmit this guidance to you as soon as we receive it. Until this information is received, bureau personnel offices should handle garnishment orders in accordance with the procedures outlined in 5 CFR 581. Appendix A of 5 CFR 581 lists the addresses of the agents designated by each bureau to accept garnishment orders.

  
Patricia Hastings  
Acting Director of Personnel

INQUIRIES: Division of Employee Relations, Mail Stop 5203