

SPECIAL ORDER



Subject Voluntary Leave Transfer Program		
Topic	Series	Number
SO	11	03
Effective Date April 6, 2011		
Related to: Special Order 88-20 (Catastrophic Illness/Injury Donation Program) Effective Date June 6, 1988		

DISTRICT OF COLUMBIA

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I. BACKGROUND

The Metropolitan Police Department (MPD) has established the Voluntary Leave Transfer Program (VLTP) to allow civilian employees and sworn members the rank of lieutenant and above to transfer accrued annual leave to the annual leave account of any other employee in the same agency, who is confronted with a serious health condition or with the responsibility to provide personal care to an immediate relative.

Special Order 88-20 (Catastrophic Illness/Injury Donation Program), is specifically in place for sworn Fraternal Order of Police (FOP) union members only.

II. AUTHORITY

District of Columbia Official Code § 1-612.32 (Voluntary Leave Transfer Program) provides that each agency shall establish a voluntary leave transfer program for its employees. The statutory authority for the Voluntary Leave Transfer Program (VLTP) for the Government of the District of Columbia is District of Columbia Official Code § 1-612.31 (Voluntary Leave Transfer Program).

District Personnel Manual (DPM) Instruction No. 12-23, "*Voluntary Leave Transfer Program*," dated March 5, 2004, repeats the provisions for the Voluntary Leave Transfer Program for the District government contained in the statute as reference for agency officials and employees in general.

III. DEFINITIONS

When used in this directive, the following terms shall have the meaning designated:

1. Committed Relationship – Familial relationship between two (2) individuals characterized by mutual caring and the sharing of a mutual residence.
2. Covered Member – Civilian employees of the Metropolitan Police Department and sworn members at the rank of Lieutenant and above.
3. DCHR – District of Columbia Department of Human Resources.
4. Domestic Partner – Committed relationship between two (2) persons who become domestic partners by registering the domestic partnership by executing a declaration of domestic partnership to be filed with the Mayor, per District of Columbia Official Code § 32-702 (Domestic Partnership Registration and Termination Process).
5. Eligible Employee – MPD civilian employee or sworn member at the rank of lieutenant and above, who receives compensation for the performance of duties, is eligible to accrue annual leave, and has been employed with the District government for at least 1 year without a break in service.
6. Immediate Relative – Individual related by blood or marriage to an MPD recipient employee as father, mother, child, husband, or wife; an individual for whom the MPD recipient employee is the legal guardian; or a domestic partner of a MPD employee.
7. Leave Contributor – Civilian employee or sworn member at the rank of lieutenant and above who contributes annual leave from his or her leave account to be transferred to a designated MPD recipient employee.
8. Personal Care – Custodial or primary assistance that helps immediate relatives of MPD recipient employees with activities of daily living, including bathing, eating, dressing, and continence. This definition includes personal care related to the recent adoption of a child and care of a newborn child by the MPD recipient employee.
9. Recipient Employee – Covered civilian employee or sworn member at the rank of lieutenant and above, who has been employed with the District government for a minimum of 1 year without a break in service who is designated to receive annual leave transferred from a MPD leave contributor.
10. Prolonged Absence – Eligible MPD employee's absence from duty for

at least ten (10) consecutive workdays resulting in a substantial loss of income to the eligible employee as a result of unavailability of paid leave.

11. Serious Health Condition – Pregnancy or a physical or mental illness, injury, or impairment that involves a hospital, hospice, or residential health care facility or continuing treatment at home by a competent health care provider or other individual.
12. Universal Leave – Leave granted to an employee appointed on or after January 2, 1999 without a break in service from another position in the District government to serve in an acting or interim capacity in an Executive Service pursuant to the District Personnel Manual (DPM), Chapter 10.

IV. PROCEDURES

- A. Annual leave transfers under the Program are made on an hour-for-hour basis.
- B. A recipient employee is eligible to receive a maximum of three-hundred and twenty (320) hours of transferred annual leave during any twelve (12) month period.
- C. A recipient employee may apply under the program when they have reached a combined low balance of sick leave, annual leave and compensatory leave in the amount of eighty (80) hours.
- D. The Director, Human Resource Management Division (HRMD) shall have the authority to grant or deny all requests to participate under the VLTP. This includes the approval or denial of requests from both recipients and contributors as defined in Parts V and VI of this order.

NOTE: The Director, HRMD, may, at his/her discretion, deny applications for the VLTP for reasons including, but not limited to, the probability the requesting employee may separate from service during leave or operational concerns.

V. APPLICATION TO BECOME A LEAVE RECIPIENT

- A. A MPD employee who is eligible to participate in the Program and who anticipates experiencing a prolonged absence due to a serious health condition, or to provide personal care to an immediate relative, may submit a written application to the HRMD Director, through channels, to become a leave recipient under the Program. The requesting recipient shall complete Attachment A (PD Form VLTP-10-19, “*Application to Become a Leave Recipient*”), and required documentation”)
- B. In accordance with District of Columbia Official Code § 1-612.33 (Application

to Receive Transferred Leave), if the eligible employee is not capable of submitting an application on his/her own behalf, another employee may submit the written application on the employee's behalf.

- C. Except as provided in Part IV.D below, requests to become a leave recipient under the Program are to be submitted to the HRMD Director, through channels, and are subject to approval by the HRMD Director (or designee). Such requests will be considered and a determination should be made by the HRMD Director (or designee) within fifteen (15) calendar days of receipt of the application.
- D. The information contained in the employee's application shall only be used to make a determination with regard to the application. All sensitive information contained in and accompanying the application shall be kept confidential.
- E. All applications to become a leave recipient shall include the following documents, as applicable:
 - 1. An affidavit attesting that the individual requiring personal care is an immediate relative, or that the need to provide personal care is due to the recent adoption of a child or to care for a newborn child; or
 - 2. A certificate from a physician or other licensed health care professional that the eligible employee has experienced a serious health condition or that an immediate relative requires personal care, except that such a certification shall not be required in cases of pregnancy, the recent adoption of a child, or care of a newborn child.
- F. Applications to become a leave recipient shall be acted upon as expeditiously as possible.

VI. APPLICATION TO DONATE ANNUAL/UNIVERSAL LEAVE

- A. An MPD employee may transfer (donate) annual or universal leave to the Program by completing Attachment B (PD Form VLTP-10-20, "*Application to Donate Annual Leave*"), and submitting the application, through the chain of command, to the HRMD Director.
 - 1. The application shall specify the number of hours of annual leave to be transferred.
 - 2. In the case involving the Director, HRMD, the application shall be submitted through the chain of command to the Chief of Police.
- B. A leave contributor shall not contribute more than one-half (½) of the amount of annual leave he or she would have been entitled to accrue during the leave year; however, a leave contributor may contribute restored leave without limitation.

VII. PROCESS FOR THE APPROVAL OF APPLICATIONS SUBMITTED FOR THE PROGRAM

- A. After an eligible MPD employee completes the PD Form VLTP-10-19 and required documentation, the employee's timekeeper shall verify that the employment information is correct and that all leave has been exhausted. This is done by the timekeeper completing the "Timekeeper's Certification Section" on the PD Form VLTP-10-19. In addition, for every employee who wishes to contribute to the leave bank, the timekeeper of the contributing employee must complete the "Timekeeper's Certification Section" on the PD Form VLTP-10-19.
- B. Applications to become a leave recipient shall be reviewed to determine if the request to become a leave recipient under the Program is necessitated by a prolonged absence due to the employee's serious health condition or the employee's responsibility to provide personal care to an immediate relative.
- C. As part of the approval process, the employee's leave records shall be reviewed to determine the probability that the eligible employee may separate from service during the period that the transferred leave would be taken; and any exigency or disruption in service that the agency may experience.
- D. Annual leave transferred under the Program shall be deducted from the leave contributor's account effective the first (1st) pay period following approval of the transfer. Once the leave transfer is deemed approved the MPD HRMD Director shall:
 1. Prepare and forward to the Office of Pay and Retirement Services (OPRS), Office of the Chief Financial Officer, a *Leave Used Prior Pay Periods Form* (leave adjustment form) to reduce the leave contributor's annual leave balance in the PeopleSoft automated leave system by the number of hours of leave contributed, with the following notation in the "Remarks" section of the form:

"Contribution of (annual) leave to the MPD Voluntary Leave Transfer Program."
 2. Make the following notation under the "Voluntary Leave Received" (VLR) section in PeopleSoft for the pay period in which the annual leave contribution is effective:

"Employee's (annual) leave balance reduced by contribution of (number of hours) hours to the MPD Voluntary Leave Transfer Program."

VIII. VOLUNTARY LEAVE TRANSFER PROGRAM REPORT

The MPD HRMD Director shall provide a Program report to the Chief of Police and the Director of DCHR on or before January 1st of each year. The report shall include:

1. A comprehensive list of all voluntary leave bank contributors and transfer of leave recipients;
2. Documentation demonstrating that proper deductions have been taken from the contributor's leave accrual; and
3. Documentation demonstrating the actual transfer of leave to the recipient employee.

IX. UNUSED TRANSFERRED LEAVE

- A. In accordance with District of Columbia Official Code § 1-612.32 (Voluntary Leave Transfer Program), unused transferred leave shall be forfeited (i.e., lost), by the contributor and at the discretion of the Director, HRMD transferred to the District of Columbia Annual Leave Bank Program.
- B. In accordance with District of Columbia Official Code § 1-612.36 (Receipt and Use of Transferred Leave), unused transferred leave shall not be subject to any form of lump-sum leave payment upon the recipient's separation from District government service.

X. PROHIBITION OF COERCION

A MPD employee shall not directly or indirectly intimidate, threaten, or coerce any other MPD employee for the purpose of interfering with any right that the employee may exercise to contribute, receive, or use annual leave under the Program.

XI. CROSS REFERENCES

- A. District of Columbia Official Code § 1-612.31 (Voluntary Leave Transfer Program)
- B. District of Columbia Official Code § 1-612.32 (Voluntary Leave Transfer Program)
- C. District of Columbia Official Code § 1-612.33 (Application to Receive Transferred Leave)
- D. District of Columbia Official Code § 1-612.36 (Receipt and Use of Transferred Leave)
- E. District of Columbia Official Code § 32-702 (Domestic Partnership Registration and Termination Process)
- F. District Personnel Manual (DPM) Instruction No. 12-23, "*Voluntary Leave Transfer Program*," dated March 5, 2004
- G. Special Order 88-20 (Catastrophic Illness/Injury Donation Program), effective date June 6, 1988

XII. ATTACHMENTS

Attachment A: PD Form VLTP 10-19 (Application to Become a Leave Recipient)

Attachment B: PD Form VLTP 10-20 (Application to Donate Annual/Universal Leave)

A handwritten signature in black ink that reads "Cathy L. Lanier". The signature is written in a cursive, flowing style.

Cathy L. Lanier
Chief of Police

CLL:PH:MOC:CC:PHC



GOVERNMENT OF THE DISTRICT OF COLUMBIA
METROPOLITAN POLICE DEPARTMENT



MPD VOLUNTARY LEAVE TRANSFER PROGRAM
APPLICATION TO DONATE ANNUAL/UNIVERSAL LEAVE

TO BE COMPLETED BY THE EMPLOYEE DONATING LEAVE

Leave Contributor's Name: (Last) (First) (Middle Initial)

Social Security Number:

Title/Series/Grade/Step:

Division:

AMOUNT OF DONATION AND NAME OF RECIPIENT

a. I hereby make application to donate ___ hours of annual or universal leave to the MPD Voluntary Leave Transfer Program. I understand that I cannot donate more than 1/2 of the amount of annual leave that I am entitled to accrue during the leave year, and that I may contribute restored leave without limitation.

b. I request that the leave donation be transferred into the account of: (Name of Recipient)

Employee's Signature: Date:

TIMEKEEPER CERTIFICATION

Employment information is correct. YES NO

Annual or universal leave donation for the leave year does not total more than 1/2 of the amount of annual leave that the employee would be entitled to accrue during the leave year. YES NO

Annual or universal leave donation is restored leave. YES NO

Name: Title:

Signature: Date:

TO BE COMPLETED BY MPD HRMD Director

Date application received:

I, (MPD HRMD Director) recommend that this application be: Approved Disapproved

Signature: Date: