

DC DEPARTMENT OF HUMAN RESOURCES

Voluntary Leave Transfer Program Quick Guide

Need leave? Ask your Coworkers!

The Voluntary Leave Transfer Program (VLTP) allows employees to donate their accrued annual or universal leave to another eligible employee.

How do I Receive Leave?**1. First, see if you qualify:**

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- You have exhausted all annual, universal, sick, and advanced leave.
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- You are eligible to accrue annual or universal leave
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- You will be absent for at least 10 consecutive workdays.
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You will be absent for at least one of the following reasons:

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- The birth of a child
 - The adoption of a child
 - Your own serious health condition
 - The responsibility to provide personal care to an immediate relative

If you checked all four boxes, you qualify to receive donated leave.

2. Contact your HR representative to let your coworkers know you need leave.**3. When someone donates their leave to you, the hours will be loaded into PeopleSoft for use.****Leave**

Feeling generous? If you are eligible to accrue leave, you may donate your leave to someone in need.

[PeopleSoft Instructions link inserted]