



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT  
Washington, DC 20415

The Director

Monday, November 10, 2008

CPM-2008-18

**MEMORANDUM FOR: Human Resources Directors**

FROM: Nancy H. Kichak, Associate Director, SHRP

Subject: Final Regulations on Emergency Leave Transfer Program

I am pleased to inform you the U.S. Office of Personnel Management (OPM) has issued final regulations concerning the Emergency Leave Transfer Program (ELTP). The regulations are available at <https://www.federalregister.gov/agencies/personnel-management-office>.

These final regulations support OPM's continuing efforts to provide alternative methods for agencies to assist their employees in the event of a pandemic health crisis or other major disaster or emergency as declared by the President. The final regulations allow donated annual leave in a voluntary leave bank administered by one agency to be transferred to an emergency leave transfer program administered by another agency, revise the rules for returning unused donated annual leave to emergency leave donors (including leave banks), and incorporate the inclusion of Judicial branch employees as eligible participants in the emergency leave transfer program, as provided by Public Law 109-229, now codified at 5 U.S.C. 6391(f). In addition, the final regulations have been reorganized and renumbered to aid in accessibility and enhance reader understanding.

For further information, you may contact your agency's assigned OPM Human Capital Officer. Employees should contact their agency's human resources offices for assistance.