



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

Employee Services

Thursday, November 2, 2017
CPM 2017-16

MEMORANDUM FOR: HUMAN RESOURCES DIRECTORS

FROM: MARK D. REINHOLD, ASSOCIATE DIRECTOR, EMPLOYEE SERVICES

Subject: Guidance on Multiple Emergency Leave Transfer Programs

As a result of this very active hurricane season and the recent wildfires in California, the U.S. Office of Personnel Management (OPM) has recently established four emergency leave transfer programs (ELTPs)—for Hurricanes Harvey ([CPM-2017-10](#)), Irma ([CPM-2017-12](#)), Maria ([CPM-2017-13](#)), and the California wildfires ([CPM-2017-15](#)). Given this unprecedented situation, OPM is providing guidance to agencies on how best to administer multiple, concurrent ELTPs to ensure that emergency leave recipients receive sufficient amounts of donated annual leave.

Under the ELTP statute at 5 U.S.C. 6391(b), an ELTP must be established for a specific disaster or emergency, and employees' donations of annual leave must be directed to a specific, established ELTP. While donated annual leave cannot be combined into one overarching ELTP for distribution to an agency's emergency leave recipients, we are providing guidance on the administration of the multiple ELTPs that agencies may consider in order to provide the maximum assistance to their affected employees. This guidance applies not only to the current situation where there are three concurrent ELTPs, but would also apply to any future situation where there are concurrent ELTPs.

Additional Information

Agency headquarters-level human resources offices may contact Pay and Leave at OPM at pay-leave-policy@opm.gov. Because emergency leave transfer programs are administered by the agencies, employees who wish to donate annual leave **must contact their own agencies, not OPM**, to determine if there are any affected employees in their agency and how to donate annual leave to them, or for further information on the emergency leave transfer program.

Attachment (see 508-compliant PDF below)

cc: Chief Human Capital Officers, and Deputy Chief Human Capital Officers