



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

The Director

Monday, June 25, 2001
CPM 2001-07

MEMORANDUM FOR: Human Resources Directors

FROM: Doris Hausser, Acting Associate Director for Workforce Compensation and Performance

Subject: New Electronic Leave Forms

We are pleased to announce the issuance of eight new electronic leave forms. An index of the leave forms can be found at opm.gov/oca/leave/html/formindx.htm. In addition, you may visit our agency forms site at opm.gov/forms/index.htm.

OPM 71	Request for Leave or Approved Absence
OPM 630	Application to Become A Leave Recipient Under the Voluntary Leave Transfer Program
OPM 630-A	Request to Donate Annual Leave to Leave Recipient Under the Voluntary Leave Transfer Program [Within Agency]
OPM 630-B	Request to Donate Annual Leave to Leave Recipient Under the Voluntary Leave Transfer Program [Outside Agency]
OPM 630-C	Transfer of Leave Records for Leave Recipient Covered by the Voluntary Leave Transfer Program
OPM 1637	Application to Become a Leave Recipient Under the Emergency Leave Transfer Program
OPM 1638	Request to Donate Annual Leave Under the Emergency Leave Transfer Program

OPM 1639

Transfer of Donated Annual Leave To or
From the Emergency Leave
Transfer Program

To better serve our customers and in response to the Government Paperwork Elimination Act (GPEA) (Public Law 105-277, 10/21/98), we are issuing these leave forms in fillable Adobe Acrobat 5.0. Although hard copies of the leave forms will no longer be stocked by the General Services Administration, you can easily download the forms and print out hard-copies.

As shown in the [attached table](#), we have converted a number of standard and optional forms to OPM forms. This will enable us to make revisions in a more timely fashion and continue to permit agencies to alter the leave forms to meet their individual needs. For example, the new [OPM 71, Request for Leave or Approved Absence](#), is not all inclusive, and agencies may want to add additional categories of paid leave or approved absence that are authorized by law, such as court leave (5 U.S.C. 6322), military leave (5 U.S.C. 6323), and credit hours under flexible work schedules (5 U.S.C. 6126).

For further information, agencies may call (202) 606-2858 or email payleave@opm.gov.

Attachment to CPM 2001-07

The following table provides the old standard or optional leave form numbers and titles and the new OPM leave form numbers and titles.

OLD STANDARD OR OPTIONAL FORMS	NEW OPM FORMS
SF 71, Request for Leave or Approved Absence	OPM 71, Request for Leave or Approved Absence
OF 630, Leave Recipient Application Under the Voluntary Leave Transfer Program	OPM 630, Application to Become a Leave Recipient Under the Voluntary Leave Transfer Program
OF 630-A, Request to Donate Annual Leave to Leave Recipient (Within Agency) Under the Leave Transfer Program	OPM 630-A, Request to Donate Annual Leave to Leave Recipient Under the Voluntary Leave Transfer Program [Within Agency]
OF 630-B, Request to Donate Annual Leave to Leave Recipient (Outside Agency) Under the Leave Transfer Program	OPM 630-B, Request to Donate Annual Leave to Leave Recipient Under the Voluntary Leave Transfer Program [Outside Agency]
SF 1150-A, Transfer of Leave Records for Leave Recipient Covered by the Voluntary Leave Transfer Program (Addendum to SF 1150)	OPM 630-C, Transfer of Leave Records for Leave Recipient Covered by the Voluntary Leave Transfer Program
OPM 1637, Application to Become a Leave Recipient Under the Emergency Leave Transfer Program	Same number and title
OPM 1638, Request to Donate Annual Leave Under the Emergency Leave Transfer Program	Same number and title
OPM 1639, Transfer of Donated Annual Leave To or From the Emergency Leave Transfer Program	Same number and title