INSTRUCTIONS FOR APPLYING TO BECOME A LEAVE RECIPIENT

To qualify for the Leave Transfer Program:

1. You must be absent from duty for a prolonged period of time due to your medical condition or the medical condition of a family member.

2. You must already have been absent or expected to be absent from duty without pay for at least 24 hours. You must already have used or expect to use all of your own accrued annual and sick leave. (Note: sick leave need not be exhausted if the medical emergency is that of a family member.)

3. Your absence from work must have been approved by your supervisor, (i.e., you must have applied for and been approved to be in some sort of approved leave status, such as advanced leave or leave without pay status).

To apply for the Leave Transfer Program:

1. Complete Part I of the Form AD-1046, Leave Transfer Program - Recipient Application only.

2. Attach a brief statement to the Form AD-1046 describing the medical emergency, including the nature and severity of the emergency, and expected duration. On this attachment, please explain what your current leave status is and let us know if you have applied for a disability retirement or worker's compensation benefits relating to this medical condition. In addition, please include a signed leave audit (HRO-717) for the current leave year. http://www.aphis.usda.gov/mrpbs/forms/mrp.shtml This leave audit needs to be completed by your timekeeper.

3. Attach a copy of the appropriate FMLA form, WH-380-E, WH-380-F, or WH-385. The form must be signed by a medical professional. http://www.aphis.usda.gov/mrpbs/publications/hr_desk_guide/4630/index.shtml#app

4. Submit the completed application to your immediate supervisor for concurrence. This is required because the supervisor is the leave approving official.

5. Mail, fax, or e-mail scanned copies of the application and attachments to:

6.

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