



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

The Director

September 3, 2021
CPM 2021-19

Memorandum for Heads of Executive Departments and Agencies

From: Kiran A. Ahuja
Director

Subject: Emergency Leave Transfer for Federal Employees Adversely Affected by
Hurricane Ida

In the event of a major disaster or emergency as declared by the President that results in severe adverse effects for a substantial number of Federal employees, the U.S. Office of Personnel Management (OPM), in consultation with the Office of Management and Budget (OMB), may establish an emergency leave transfer program (ELTP). After coordinating with Federal agencies to assess the impact on employees adversely affected by Hurricane Ida in the disaster areas, OPM, in consultation with OMB, has determined that the establishment of an ELTP is warranted.

An ELTP permits employees in the executive and judicial branches, or agency leave banks established under 5 U.S.C. 6363, to donate unused annual leave for transfer to employees of the same or other agencies (or the judicial branch) who are adversely affected by a major disaster or emergency, either directly or through adversely affected family members, and who need additional time off from work without having to use their own paid leave. Employees who are adversely affected and seek to become emergency leave recipients must apply in writing to their agencies. An employee who is unable to do so on their own may apply through a personal representative (5 CFR 630.1105). The ELTP will be in place to assist approved leave recipients as the need for donated annual leave becomes known.

Agencies with employees adversely affected by Hurricane Ida are in the best position to determine whether, and how much, donated annual leave is needed by their employees and which of their employees have been adversely affected by the emergency within the meaning of OPM regulations. They are also in the best position to quickly facilitate the transfer of donated annual leave within their agencies. Therefore, OPM is authorizing agency and department heads (or their designees) to do the following:

- (1) Determine which employees are affected and whether, and how much, donated annual leave they need;
- (2) Determine the period of time for which donated annual leave may be accepted for distribution to approved leave recipients;
- (3) As appropriate, approve leave donors and/or leave recipients in their agencies;
- (4) Facilitate the distribution of donated annual leave from approved leave donors or (with the concurrence of an agency leave bank board) from an agency leave bank to approved leave recipients within their agencies; and

(5) Educate adversely affected employees that, dependent on agency policy, they may request advanced annual or sick leave, as appropriate (even if they have available annual and sick leave) or leave without pay, so that they are not forced to use accrued leave before donated annual leave becomes available. This is necessary since donated annual leave may only be substituted retroactively for any period of leave without pay or advanced annual or sick leave used because of the emergency; it may not be retroactively substituted for accrued annual or sick leave used because of the emergency.

Agencies are responsible for administering the ELTP for their own affected employees. Therefore, 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.

Agencies should contact OPM for assistance in receiving additional donated annual leave from other agencies only if several internal solicitations for leave donations do not result in sufficient amounts of donated annual leave to meet the needs of emergency leave recipients within the agency. Based on the demand for donated leave, OPM will solicit and coordinate the transfer of donated annual leave among Federal agencies. OPM will notify each agency of the cumulative amount of donated annual leave that will be credited to it for transfer to its approved emergency leave recipients. The agency will determine the amount of donated annual leave to be transferred to each emergency leave recipient.

Guidance

- [Human Resources Flexibilities and Procedures for Disasters and Other Emergency Situations](#)
- [Emergency Leave Transfer Program regulations, 5 CFR Part 630, Subpart K](#)
- [Emergency Leave Transfer Program fact sheet](#)
- The [supplementary information to the final 2008 Emergency Leave Transfer Program regulations](#) provides helpful background information.

Louisiana Hurricane Ida

- [\(DR-4611-LA\)](#)
- Incident Period: Aug 26, 2021 and continuing
- Declaration Date: Aug 29, 2021
- Designated Area: Entire state
- [Map of affected areas in Louisiana](#)

Mississippi Hurricane Ida

- [\(EM-3569-MS\)](#)
- Incident Period: Aug 28, 2021 and continuing
- Declaration Date: Aug 28, 2021
- Designated Area: Entire state
- [Map of affected areas in Mississippi](#)

New York Remnants of Hurricane Ida

- [\(EM-3572-NY\)](#)
- Incident Period: September 1, 2021 and continuing
- Declaration Date: September 2, 2021
- Designated Counties: Bronx, Dutchess, Kings, Nassau, New York, Orange, Putnam, Queens, Richmond, Rockland, Suffolk, Sullivan, Ulster, and Westchester
- [Map of affected areas in New York](#)

New Jersey Remnants of Hurricane Ida

- [\(EM-3573-NJ\)](#)
- Incident Period: September 1, 2021 and continuing
- Declaration Date: September 2, 2021
- Designated Area: Entire state
- [Map of affected areas in New Jersey](#)

Additional Information

Agency headquarters-level human resources offices may contact OPM at pay-leave-policy@opm.gov. Component-level human resources offices must contact their agency headquarters for assistance. Because the emergency leave transfer program will be administered by the agencies, employees must contact their agency human resources for further information on the emergency leave transfer program.

cc: Chief Human Capital Officers, Deputy CHCOs, Human Resources Directors, and Work-Life Coordinators