

UNITED STATES DEPARTMENT OF AGRICULTURE
FOOD SAFETY AND INSPECTION SERVICE
WASHINGTON, DC

FSIS NOTICE

15-23

4/5/23

LEAVE BANK PROGRAM – ADDITIONAL OPEN ENROLLMENT PERIOD

I. PURPOSE

A. This notice announces the Leave Bank Program's (LBP) additional Open Enrollment Period (OEP) from May 1, 2023 to June 16, 2023 for the 2023 leave year. Employees who enroll during this OEP will become members effective the first day of the pay period after their membership request is approved through the last day of pay period 27, 2023. New members are required to make an annual minimum contribution of annual leave of 8, 12, or 16 hours depending on their annual leave accrual category of 4, 6, or 8 hours, respectively.

B. Interested employees are to submit [FSIS Form 4630-6](#), Leave Bank Program – Membership/Donation Application, by email to FSISHR1@usda.gov with the subject, "Leave Bank Program 2023" no later than June 16, 2023.

II. DONATIONS

A. Any FSIS employee can donate annual leave at any time during the year directly to the LBP or an approved recipient by completing and submitting [FSIS Form 4630-6](#) to FSISHR1@usda.gov with the subject, "Leave Bank Program Donation." Employees can donate up to half of the leave they earn in the leave year. Employees with use-or-lose leave can donate up to half of the leave they earn in the leave year or up to the number of hours remaining in the leave year (as of the date of the donation) for which the leave donor is scheduled to work and receive pay, whichever is less.

B. For example, Joe is a full-time employee in the 8-hour annual leave earning category, which means that the maximum amount of annual leave he may donate is 104 hours. Joe is projected to have 80 hours of use or lose leave, so the LBP would have to cap Joe's donation at whichever is less, 104 hours or the number of hours remaining in the leave year during which Joe is expected to work and receive pay. It is the end of pay period 25, and Joe wants to donate 40 hours of annual leave. Although most pay periods have 10 workdays, there is one holiday (8 hours) in pay period 26, which means that there are only 72 work hours. If Joe did not have any leave scheduled for pay period 26, he could donate up to 72 hours of annual leave. However, Joe has 40 hours of leave scheduled, so that means he is only expected to work and receive pay for 32 hours. So, Joe can donate no more than 32 hours of annual leave ([5 CFR 630.908](#)).

NOTE: Recipient names are confidential and are not published; therefore, to donate directly to an individual recipient, the donor would need to have personal knowledge that the employee is an approved recipient.

DISTRIBUTION: Electronic

NOTICE EXPIRES: 4/1/24

OPI: OPPD

III. QUESTIONS

For more information, e-mail FSISHR1@usda.gov with the subject, "Leave Bank Program" or call 877-FSIS-HR1 (877-374-7471), option 4, then option 2.

A handwritten signature in black ink, appearing to read "Rachel A. Edelstein". The signature is fluid and cursive, with the first name "Rachel" being the most prominent part.

Assistant Administrator
Office of Policy and Program Development