# Emergency Leave Transfer Program

**TO:** All IBC Employees

**FROM:** Melody Jameson, Chief, Human Resources Operations Division

**SUBJECT:** Emergency Leave Transfer Program – Colorado Wildfires and Midwest and Southern Tornado Outbreak

**In accordance with OPM’s** [**memorandum**](https://chcoc.gov/content/emergency-leave-transfer-federal-employees-adversely-affected-midwest-and-southern-tornado) **approving emergency leave transfers for federal employees adversely affected by the destruction caused by the 2021 Colorado Wildfires and Midwest and Southern Tornado Outbreak, DOI has authorized the establishment of an Emergency Leave Transfer Program (ELTP).**

## About the Emergency Leave Transfer Program (ELTP)

* The ELTP allows employees to donate unused annual leave to the program for use by employees who have been adversely affected by a disaster or emergency.
* An employee is considered to be adversely affected if the disaster or emergency has caused severe hardship to such a degree that the employee’s absence from work is required.
* In addition, an employee may use donated leave under the ELTP to assist a family member who has been adversely affected by a disaster or emergency, provided such family member has no reasonable access to other forms of assistance.

## How to Participate in the Emergency Leave Transfer Program (ELTP)

* Employees who believe they have been adversely affected and would like to become emergency leave recipients must coordinate with their supervisor and the servicing HR Benefits Specialist before applying to become an emergency leave recipient. The application must be submitted using [OPM Form 1637](https://www.opm.gov/forms/pdf_fill/opm1637.pdf).
* Employees who wish to donate annual leave to the ELTP must use [OPM Form 1638](https://www.opm.gov/forms/pdf_fill/opm1638.pdf).
* The deadline to submit these forms (ELTP recipients and donors) to your [servicing HR (Benefits) Specialist](https://ibc.doi.gov/HRD/hr-services-contacts) is **February 18, 2022.**

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## Resources

* [OPM Memo authorizing the ELTP for the 2021 Colorado Wildfires and Midwest and Southern Tornado Outbreak](https://chcoc.gov/content/emergency-leave-transfer-federal-employees-adversely-affected-midwest-and-southern-tornado)
* [OPM Form 1637 – Application to Become a Leave Recipient under the ELTP](https://www.opm.gov/forms/pdf_fill/opm1637.pdf)
* [OPM Form 1638 – Request to Donate Annual Leave Under the ELTP](https://www.opm.gov/forms/pdf_fill/opm1638.pdf)

## Questions?

* For questions related to this ELTP, please contact your [servicing HR (Benefits) Specialist](https://ibc.doi.gov/HRD/hr-services-contacts).