**Emergency Leave Transfer Program (Hurricane Ian)**

In support of OPM’s [memorandum](https://chcoc.gov/content/emergency-leave-transfer-federal-employees-adversely-affected-hurricane-ian-2022) approving emergency leave transfers for federal employees affected by the destruction caused by Hurricane Ian, 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://ibcnet.bc.doi.net/content/ibc-hr-operations-servicing-assignments-main) is **November 25, 2022.**

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## Resources

* [OPM Memo authorizing the ELTP for Hurricane Ian](https://chcoc.gov/content/emergency-leave-transfer-federal-employees-adversely-affected-hurricane-ian-2022)
* [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).