

## **Employee Questions and Answers On Leave Bank Program, Time and Attendance Coding, Federal Personnel Payroll System (FPPS)**

**Employees may also reference Approving Official FAQs for additional information.**

1. [If I donate leave, will there be anything on my Leave and Earning Statement that lets me know the donation has been processed?](#)
2. [What happened to my annual leave accrual in the first pay period of the leave year?](#)
3. [Where will I be able to see my donated leave?](#)
4. [Will additional donations be processed by my agency?](#)  
[Note: If donations are retroactive they need to be entered in retroactively.](#)
5. [Will I still accrue leave if I am using donated leave for the entire pay period?](#)
6. [Will I accrue leave if I am working for part of the pay period and on donated leave for the rest of the pay period?](#)
7. [Must I use up my annual and sick leave before I use my donated leave?](#)
8. [If I have not used up my earned leave and the time card is posted as using donated leave \(FPPS codes LM1 self-emergency & LF1 family emergency\), will I be allowed to use the donated leave?](#)
9. [What if I am retroactively approved as a leave bank recipient and receive donated leave; can I be paid for any leave without pay?](#)
10. [I have leave bank donation hours, why was I not paid?](#)
11. [What should I do if I receive a debt during the period of time I was using donated leave?](#)
12. [What if I received advance leave prior to either being approved as a recipient and/or prior to receiving donated leave. Can my donations be used to pay off my advance leave?](#)
13. [Can my donations be used to pay off my advance leave after the emergency begin date?](#)
14. [Do I get to keep my leave donations when my medical emergency ends?](#)
15. [What happens to the special set aside accruals displayed on my Leave and Earnings Statement?](#)
16. [Where do I go for help if I want to donate leave or apply to be a leave recipient?](#)
17. [What is the Leave Conversion Matrix for Leave Bank?](#)

**1. If I donate leave, will there be anything on my Leave and Earning Statement that lets me know the donation has been processed?**

Yes. Your Leave and Earning Statement (LES) will display any contribution to the bank. You will see an increase in the used year-to-date portion for the type of leave donated, e.g. annual, restored annual, with a corresponding reduction in your available leave balance. The return of donated leave will also be reflected as a reduction to the used year-to-date for annual leave with an increase in your available balance.

[Back to top](#)

**2. What happened to my annual leave accrual in the first pay period of the leave year?**

In the first full pay period of the leave year, employees that participate in the Leave Bank will be contributing their first leave year accrual to the leave bank.

[Back to top](#)

**3. Where will I be able to see my donated leave?**

The LES will display donated leave separately from the employee's annual leave balance and will be displayed as either:

- a) Leave Bank Medical (LVBNKM) if the employee is an approved leave recipient for his/her own illness.
- b) Leave Bank Family (LVBKNF) if the employee is an approved leave recipient due to the illness of a family member.

[Back to top](#)

**4. Will additional donations be processed by my agency?**

Note: If donations are retroactive they need to be entered in retroactively.

Yes. Your agency's staff will enter new donations into FPPS. These donations will appear as available leave identified as LVBKMK and LVBKMF on the LES, as stated in question 1.

[Back to top](#)

**5. Will I still accrue leave if I am using donated leave for the entire pay period?**

Maybe. While using donated leave, a leave bank recipient may accrue no more than 40 hours of annual leave and 40 hours of sick leave per emergency which are placed in "special set-aside accounts" for use after the medical emergency ends or when the employee exhausts all donated leave. You will continue to accrue leave until you reach the 40 maximum. Hours over the 40 maximum for annual leave can reduce the decrement of the advanced annual leave.

5 CFR 630.1008 (a) (1) and (d)(2)

[Back to top](#)

**6. Will I accrue leave if I am working for part of the pay period and on donated leave for the rest of the pay period?**

Yes. Leave accruals will be prorated for both regular annual and sick leave or special set aside accounts, based on hours in a pay period not related to donated leave used.

[Back to top](#)

**7. Must I use up my annual and sick leave before I use my donated leave?**

Yes. After all earned annual, sick, and restored annual leave is used; an employee may use the donated leave. The leave will be used in the following order: sick leave and annual leave first. The timesheet will need to have all leave taken for the emergency coded to Leave Bank. Generally, time and attendance reports should be coded when applicable as emergency leave used and FPPS will ensure other available leave balances are exhausted first. (see #8)

[Back to top](#)

**8. If I have not used up my earned leave and the time card is posted as using donated leave (FPPS codes LM1 self-emergency & LF1 family emergency), will I be allowed to use the donated leave?**

No. If the individual is an approved leave bank recipient, by properly coding of the Time Reporting Codes (TRC) for the emergency Time Not Worked Code, FPPS will automatically exhaust sick leave, annual leave, and restored annual leave balances before using donated leave.

Note: There are different TRC codes for multiple occurrences.

[Back to top](#)

**9. What if I am retroactively approved as a leave bank recipient and receive donated leave; can I be paid for any leave without pay?**

Yes. FPPS has 52 pay periods of retroactive recomputation for pay and leave. If an employee is approved retroactively as a leave bank recipient prior to the most 52 pay periods the timekeeper and/or HR must prepare manual corrected time cards, changing time reported to leave bank emergency used codes, and fax them to the Payroll Operations Branch.

If the effective date is within 52 pay periods those amendments can be entered directly into your Time and Attendance (T&A) system. The employee will be paid for any leave without pay up to the amount of donated leave that has currently been received as long as the donations were also entered retroactively.

[Back to top](#)

**10. I have leave bank donation hours, why was I not paid?**

Timesheets should be coded specifically to reflect the proper donated leave codes (FPPS codes LM1 self-emergency & LF1 family emergency) and should only be used for absences relating to the emergency. Absences not related to the approved emergency should be coded to other leave as applicable.

Input of the proper codes on a T&A indicates that you are a donated leave recipient and the Shared leave regulations are now applicable during processing.

[Back to top](#)

**11. What should I do if I receive a debt during the period of time I was using donated leave?**

Most debts are created due to invalid TRC coding. Check with your servicing HR office to ensure that your T&A was properly coded. If improperly coded a corrected T&A will be required to resolve the debt.

[Back to top](#)

**12. What if I received advance leave prior to either being approved as a recipient and/or prior to receiving donated leave. Can my donations be used to pay off my advance leave?**

No. Donations can only be used to pay off advance leave from the effective date of the emergency forward.

[Back to top](#)

**13. Can my donations be used to pay off my advance leave after the emergency begin date?**

Yes, by submitting a corrected T&A changing advance leave used to the medical emergency (FPPS codes LM1 self-emergency & LF1 family emergency). In addition the agency must also request a reversal of the previously advanced leave.

If approved retroactively T&A amendments will be needed from the start of the Leave Bank case going forward.

[Back to top](#)

**14. Do I get to keep my leave donations when my medical emergency ends?**

No. When the medical emergency ends, donations will automatically be sent back to your agency leave bank.

[Back to top](#)

**15. What happens to the special set aside accruals displayed on my Leave and Earning Statements?**

The special set aside accruals move to the regular annual and sick leave balances for active employees. If the employee has separated from the agency the special set aside accruals are forfeited.

[Back to top](#)

**16. Where do I go for help if I want to donate leave or apply to be a leave recipient?**

Contact your servicing HR office.

[Back to top](#)

**17. What is the Leave Conversion Matrix for Leave Bank?**

Any leave converted to another type of leave is assigned to the cost structure of the leave originally reported. Regulations state that certain types of leave must be exhausted before Leave Bank hours can be used. Timekeepers code the timesheet using the appropriate Leave Bank pay code and FPPS converts the hours to the appropriate leave pay code in order to exhaust all required leave balances as indicated by the following matrices. Note: Pay Codes 02F and 03F are not used by DOT.

**LEAVE CONVERSION MATRIX**  
**Leave Bank – Medical Self**

Pay Code	Description
030	Sick Leave
020	Annual Leave
081	Restored Annual Leave
LM*/LB*	Leave Bank
BMT	Special Sick LV BNK
BAT	Special Annual LV BNK
03F	Advanced Sick Leave
02F	Advanced Annual Leave
101	Leave Without Pay

FPPS T&A codes LM\*/LB\* 3 character includes varying codes for multiple occurrences

Special sick and annual accruals are set aside accounts which may accumulate up to 40 hours per emergency when donated hours are used.

Advance Sick and Annual leave FPPS codes 03F and 02F are to be used for absences unrelated to the emergency.

**LEAVE CONVERSION MATRIX**  
**Leave Bank – Family**

Pay Code	Description
030	Sick Leave
03F	Advanced Sick Leave
020	Annual Leave
081	Restored Annual Leave
LF*/LB*/IB*	Leave Bank
BST	Special Sick LV BNK
BFT	Special Annual LV BNK
02F	Advanced Annual Leave
101	Leave Without Pay