



**NWSEO Member Ashley Helmetag Needs Medical Leave Donations
You Can Help with the Voluntary Leave Transfer Program**

(March 10, 2016) Ashley Helmetag, a long-time NWSEO member and meteorologist at the Fremont, CA CWSU, is in need of medical leave donations for double-jaw surgery after an initial surgery resulted in severe complications.

NWSEO Members have always been generous with annual leave donations for co-workers in need. If you are interested in donating leave for Ashley Helmetag, you may complete the 630A Form at this link:

http://www.opm.gov/Forms/pdf_fill/opm630a.pdf

Please make sure the form is signed by you and Ashley Helmetag is named as the recipient when you submit it to your ASA.

Here are a few facts about donated medical leave and the Voluntary Leave Transfer Program that you might find beneficial if you are considering donating leave or if you are in need of donated leave time:

OPM regulates that only annual leave may be donated. You cannot donate sick leave. Leave donors can specify a member of the Leave Donor Program whom they'd like to receive their donated leave time by completing form complete form [OPM-630A](#).

Any leave that is not used is returned back to the donor.

A person does not have to wait until their leave is exhausted before applying to be a recipient of the Leave Transfer Program. They must present medical documentation showing they anticipate that they will be on unpaid status for at least 24 hours.

Before a person can accept any donated leave, they must complete the required paperwork, have it processed, and receive notification that they are accepted as a recipient of the Leave Transfer Program. It can take two weeks to process the paperwork, so applicants should apply as soon as they realize the condition is expected to exhaust their leave.

Department of Commerce leave rules come straight from OPM. There are no agency specific rules.

If you would like to learn more about the Leave Transfer Program, including a full list of participants, visit: http://www.wfm.noaa.gov/payroll/leavedonor_info.html

If you know of an NWSEO member in need of a medical leave donation and would like us to inform members on the NWSEO.org website, please have them contact NWSEO at mediarelations@nwseo.org.

NWSEO thanks you for your generosity and care!

For additional information, please visit:

http://hr.commerce.gov/Practitioners/CompensationAndLeave/DEV01_006149

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