



2020 ENVIRONMENTAL PROTECTION AGENCY VOLUNTARY LEAVE BANK PROGRAM ANNUAL SUMMARY

DEVELOPED FOR:
VOLUNTARY LEAVE BANK PROGRAM MANAGEMENT

By:
Tamara Griffin

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Introduction

The 2020 annual summary for the Voluntary Leave Bank Program is designed to inform the Voluntary Leave Bank Program Management Team's decision making. The information is gathered in accordance with Title 5 of the Code of Federal Regulations Subpart J, Section 630.1003, which requires the Leave Bank Board to monitor the amount of leave in the bank and maintain an adequate annual leave bank balance. Specifically, 5 CFR Subpart J, Section 630.1012 requires agencies to maintain records concerning the administration of the Voluntary Leave Bank Program including:

- The number of leave bank members at the end of leave year 2020;
- The number of active members by leave bank member type;
- The number of total Contributions & Donations;
- The current number of leave bank hours in the bank;
- The number of new employees for the year;
- The number of members enrolled during the open season period;
- The data for the 2020 Open season period;
- The number of leave bank medical emergency applications approved for employee related medical emergencies;
- The number of hours allocated, used and returned by emergency type;
- The number of hours compared by leave year.

Overview

The data in this annual summary represents start of EPA's 2020 Tax Year to current date. This information was generated from the Oracle Business Intelligence Enterprise Edition (OBIEE) reporting system of record hosted at the Interior Business Center and the records of the Leave Bank Program.

The Voluntary Leave Bank Report is designed to quantify the Leave Bank Year to Date aggregate totals for all the Leave Bank components. The high-level results include the following metrics:

Member Participation

Minimum Annual Contributions is an required amount of leave each Leave Member must donate to be able to participate in the Leave Bank Program. The number of hours contributed is determined by the amount of years of Federal Service of which an employee accrues leave. Contributions are deducted when the an employee enrolls as a leave bank member and annually each leave year thereafter until the employee withdraws during the open season period.

VOLUNTARY LEAVE BANK PROGRAM OVERVIEW	
Member Count	7,379
Contributions	54,510 Hours
Donations	4,454 Hours
Total Leave Bank Balance	306,561 Hours

MEMBER TYPE DESCRIPTION	LEAVE BANK MEMBER COUNT
New Employee	478
Open Season	259
Current Members as of 01.26.21	7,379

CONTRIBUTION LEAVE ACCRUALS	CONTRIBUTION LEAVE HOURS
4	2,192
6	12,534
8	54,510
Grand Total	69,236

Open Enrollment

Open Enrollment is an annual enrollment period in which EPA employees can either enroll or withdraw from the Voluntary Leave Bank Program. There is currently one Open Enrollment period which takes place in November in concurrence with the annual benefit enrollment process.

Donations are annual leave hours, voluntarily transferred to the Voluntary Leave Bank Program by individual employees. The employees can be either Leave Bank Members or non-members.

OPEN SEASON	COUNT	DONATED HOURS
Enrollments	259	N/A
Donations	141	4,454 Hours
Withdrawals	106	N/A

Voluntary Leave Bank Cases

When an employee requests to be a recipient of the Voluntary Leave Bank Program, their case is reviewed by the Leave Bank Board for approval.

This section quantifies the approved Leave Bank Board cases and the usage of hours for those cases. The maximum number of hours allowed is 280 hours per leave year.

Contributing factors of returned hours include:

- Death of the employee
- Concurring leave transfer cases with normal donated hours and or leave transfer cases with donated hours of use or lose during the open season period.
- Employee returning early from medical emergency

APPROVED CASE DETAILS	
Cases Approved	112
Hours Allocated	26,641
Hours Used	23,090

CASE TYPE	APPROVED CASES TOTAL	DENIED CASES	HOURS ALLOCATED	HOURS USED	HOURS RETURNED
Employee	98	1	22,806	20,196	2,610
Family	14	0	3,835	2,894	941
Grand Totals	112	1	26,641	23,090	3,551

Allocations by Emergency Type

EMERGENCY TYPE OCC DESC	ALLOCATIONS HOURS YTD	LEAVE USED HOURS YTD	RETURNED HOURS YTD
Family Emergency	3,835	2,894	941
Medical Emergency	22,806	20,196	2,610
Grand Totals	26,641	23,090	3,551

Comparison of prior leave years

The Voluntary Leave Bank Program should continue to monitor the relationship between allocated hours to used hours, as this may help predict the outcome of raising the maximum allocation.

BEGINNING OF LEAVE YEAR	ALLOCATED HOURS	USED HOURS	HOURS RETURNED
201702	44,142	35,938	8,204
201802	41,359	32,867	8,492
201902	27,326	21,777	5,549

Summary

The results of the 2020 data analysis indicate a surplus of hours in the leave bank which continues to grow each year. Further analysis should be completed to determine the optimal number of hours to maintain in the health of the Voluntary Leave Bank Program. If needed, to reduce this surplus, the Leave Bank Board should consider the following actions:

- 1) Increase the maximum amount of leave per recipient per leave year; currently 280 hours.
- 2) Decrease the minimum annual contributions; currently 4, 6, or 8 hours, based on the leave category of the individual contributors.

Record Maintenance Data (Regulatory, 5 CFR Section 630.1012)

- The number of leave bank members for the leave year **7,379**
 - The number of applicants approved for medical emergency (employee) **98**
 - The number of applicants approved for medical emergencies (employee's family member) **14**
- 2020 Leave Bank Hours Contributions **23,090**
 - 2020 Leave Bank hours Allocated **26,641**
 - 2020 Total Leave Bank Hours Returned **3,551**
 - 2020 Total Leave Bank Hours Balance **306,561**
 - 2020 Total Case Deaths **7**
 - 2020 Total Denied Cases **1**.
 - not facing at least 24 hours of leave without pay.