

APPLICATION TO BECOME A LEAVE RECIPIENT

INSTRUCTIONS

Supplemental documentations are required for eligibility determination to be a leave recipient. Please submit documentations listed below along with [OPM 630](#) to HRO Code N133 for determination and process. At its discretion, an agency may advance annual leave and/or advance sick leave to the limitations. To request advance leave, follow your command procedures and request in writing in advance to receive credit before you become LWOP. Advance leave will not be approved when it is known that the employee will not return to duty.

REQUIRED DOCUMENTATIONS:

- ▶ OPM Form 71, Approved Leave Request, **copy of**
- ▶ Latest Leave and Earnings Statement, **copy of**
- ▶ Documentation of Medical Emergency (to include diagnosis, prognosis, and duration of the medical emergency)

Supplemental Information for Applicants: Documentation must be provided to your supervisor on at least a monthly basis to support your medical emergency. Approval as leave recipient does not constitute approval of leave. You must still request leave from your supervisor. Eligibility for leave transfer terminates:

- (a) when you are able to return to duty,
- (b) when your employment is terminated with your present activity,
- (c) at the end of the pay period when it is determined by the approving official that you are no longer affected by a medical emergency, or
- (d) at the end of the pay period in which notification of your application for disability retirement has been approved.

NOTE) When medical emergency ends, leave recipient or personal representative must notify supervisor, and submit written notice to HRO Code N133.

The Supervisor's Responsibilities: If the Leave Recipient Application is approved, the recipient must provide you with documentation on at least a monthly basis to support the continuation of the medical emergency. If disapproval is recommended, attach your written reason and forward the request to the next level for consideration.

Additionally, you must make sure HRO Code N133 is notified when the employee's medical emergency terminates.

Obtain Application to Become a Leave Recipient – [OPM 630](#)