TM-39 VSL Quick Reference

Purpose

The purpose of this job aid is to provide a quick reference plus tips and reminders for Voluntary Shared Leave (VSL).

Recipient and Donor Transactions

Important Note: The recipient record must be created before attempting to create any Donor records.

Recipient

- PA61, enter Recipient's personnel #
- IT0696, subtype Foreign
- Enter From and To Dates ('From date' is start of recipient's confinement or disability. 'End date' per agency policy)
- Click Create button
- Select Voluntary Shared Leave in Absence Pool ID field

Donor

- PA61, enter Donor's personnel #
- Enter today's date or a future date in both the From and To date fields
- IT0613, subtype 001

- Click Create button
- Select Quota type for donated hours
- Enter # of hours donated
- Enter Recipient’s personnel #
- Press Enter
- Select ‘Received Shared Leave’ from the Target Abs Quota drop-down list
- Click Save

Tips & Reminders

- Recipient cannot use VSL until the day after the Donor’s shared leave donation is entered (after Time Evaluation runs overnight).
- Use PT50 (Quota Overview) to check Recipient’s total available VSL hours on ‘Received Shared Leave’ line and Donor’s total number of hours donated under the ‘Compens.’ column of the Absence Quota tab.
- Active Donors are eligible to receive a prorated portion of any unused donated hours.
    - You will handle returns within your agency. Refer to the TM-38 Voluntary Shared Leave Refund Calculator located on the OSC website to determine the amount of leave to be returned.
    - BEST handles VSL returns to employees from other Integrated HR/Payroll System agencies.

Additional References for Voluntary Shared Leave

OSHR Voluntary Shared Leave Policy
B0211 VSL Eligibility by Start Date
B0212 VSL by Receiver
B0214 VSL by Donor
B0216 VSL Estimated Cost Summary by Agency
TM-51 PA61 Received Shared Leave Donor

TM-52 PA61 Received Shared Leave Recipient

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