

AFGE SSA General Committee

Representing Social Security Employees in Headquarters, Regional Offices, ODAR, OQP, PSCs, Wilkes Barre DOC, Field Offices and TSCs across the Nation including Puerto Rico,

Hurricane Harvey and Irma How You Can Help Effected SSA Employees

Dear SSA Colleagues,

As you might know, about 150 SSA offices and hundreds of employees and their families were effected by the recent Hurricanes, Harvey and Irma. Many offices remain closed due to extensive damage, loss of power, standing curfews and evacuation orders.

We have learned that many of our fellow SSA employees have been severely impacted. Many have lost their homes entirely or have extensive damage from wind and flooding. Either situation is devastating as the emotional trauma of losing everything, while meeting the needs of your family, your employer, the insurance companies, FEMA and contractors is very overwhelming.

SSA has received approval by OPM to activate the Hurricane Harvey Emergency Leave Transfer Program (ELTP). SSA is seeking approval to activate a Hurricane Irma ELTP. These ELTPs are put in place so that SSA employees can donate annual leave for the use of effected SSA employees who need leave. Unfortunately, the window to donate is small. **ALL LEAVE DONATIONS MUST BE MADE BY SEPTEMBER 22, 2017.**

In hurricanes Katrina and Sandy, there were many effected employees who needed leave for 2-6 weeks.

AFGE is reaching out to all SSA employees to participate if you can. Small amounts add up, so please consider making a donation today! The process is painless and takes less than 5 minutes.

Employees who wish to donate annual leave to the ELTP must:

- ◆ Complete form [OPM-1638, Request to Donate Leave Under the ELTP](#) . Item 8 should indicate "Hurricane Harvey."
- ◆ Forward the form by **September 22, 2017** to their first-line supervisor for approval. Firstline supervisors should approve the OPM-1638 by signing their name below the employee's signature in block 9a.

Please note: Employees may donate a minimum of 1 hour and a maximum of 104 hours of accrued annual leave in a leave year unless the first-line supervisor has granted a waiver. Donations over 1 hour may be made in 15-minute increments. Employees may not donate to a specific employee.

- ◆ Employees should not enter any information in the agency's automated time and attendance system (webTA). DOI, SSA's payroll provider, will make the necessary adjustments.

Please consult your first-line supervisor if you have any questions regarding the ELTP.

AFGE SSA GENERAL COMMITTEE, AFL-CIO

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