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Cc:	Doolan, Stephanie; Patterson, Nicole; Cunningham, Bisa
Subject:	NOTICE: Leave Bank Election Form automation
Date:	Friday, December 22, 2017 9:12:00 AM

Good Morning,

The National Voluntary Leave Bank Program (VLBP) in the Office of Human Resources (OHR) has been working to automate the existing paper-based Leave Bank Election Form. Currently, employees who are interested in enrolling, withdrawing, or donating hours to the VLBP are required to manually complete the enrollment form and submit it via email or in person to their Leave Bank Coordinator who then sends it to the National VLBP for processing. OHR has developed an electronic form which contains the same fields and instructions as the current paper form. Once completed and submitted by the employee, the system will automatically route the electronic form to the appropriate reviewers and approvers. Automating the process, including enabling electronic signature, will prevent the loss of forms, enable faster processing, and reduce the strain and uncertainty experienced by employees when they do not know the correct person to whom they should provide the form.

OHR anticipates going live with this form in January 2018. We have provided instructions below for you to access, review, and test the automated form.

To access form:

- Click link: https://forms.epa.gov
- Login with EPA credentials
- Select "New Form" next to EPA-3160-6v5, Leave Bank Election Form
- Review the fields and drop-down menus

Please contact Nicole Patterson (LERD) if you have any questions. She can be reached at (202) 564-4839 or patterson.nicole@epa.gov.

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