

LEAVE BANK FREQUENTLY ASKED QUESTIONS

The following frequently asked questions are provided to give you general information on the leave bank:

Who can join the leave bank? All DIA civilian employees who earn annual and sick leave are eligible to join the leave bank. Participation is voluntary.

When can I join the leave bank? You may join the leave bank during the open season. Open season normally runs from mid-November through the end of December each year. Employees new to DIA may enroll within 60 days of their hire date.

May I receive leave from the bank if I am not a member? No. Only members of the leave bank may apply to become a recipient.

What does it cost to be a member? The required contribution for membership is 4, 6, or 8 hours (depending on your leave category) of annual leave per year.

How do I become a member? During open season, use eZHR to enroll in the DIA Leave Bank. To enroll, login to My Civilian eZHR Self Service, click on Benefits Information > Enroll in Leave Bank. If you do not have access to JWICS, or you are enrolling outside of the open season, you will need to complete DIA Form 213, Leave Bank Registration Request, check box "a" in Section 2 to apply for membership, and submit completed form to HCH-1B.

When will my membership leave be deducted? Leave will be deducted (if available) from your annual leave account during the first full pay period in January if membership is elected during open season. New employees enrolling will have leave deducted during the first full pay period following receipt of membership registration form.

Once I have joined the DIA Leave Bank, must I re-enroll each year? No, once you become a member of the leave bank, membership continues automatically through subsequent leave years. Leave will continue to be deducted during the first full pay period in January each year.

May I contribute additional leave to the leave bank? Yes, additional annual leave hours can be contributed to the leave bank at any time during the year. To contribute additional leave, specify the number of hours you would like to contribute in Section 2 b. on DIA Form 213, Leave Bank Registration Request, and submit the form to HCH-1B.

May I contribute annual leave if I'm not a member of the leave bank? Yes, all DIA civilian employees who earn annual and sick leave can contribute annual leave to the leave bank. To contribute leave, specify the number of hours you would like to contribute in Section 2 b. on DIA Form 213, Leave Bank Registration Request, and submit the form to HCH-1B.

May I contribute some of my sick leave to the DIA Leave Bank? No. The law governing federal leave banks states that only annual leave may be contributed.

When will I be eligible to apply to receive leave from the bank? Employees with a personal or family medical emergency are eligible to apply after making the required contribution of leave (4, 6, or 8 hours) to the bank. Leave bank application form along with required medical documentation should be submitted to HCH-1C.

If leave abuse is documented, the leave bank board has the authority to disapprove a leave bank withdrawal request. Documented leave abuse includes attendance infractions resulting in disciplinary action; or time and attendance documentation that demonstrates unacceptable work attendance or failure to comply with leave policy.

Additional information on the DIA Leave Bank is provided in DIAI 1424.001 – Leave.

POC: Benefits and Services Branch, HCH-1C, 202-231-8601.