

FEDERAL BENEFITS AT THE NATIONAL INSTITUTES OF HEALTH

Information For Transfer Employees



NIH LEAVE BANK PROGRAM

Leave, Payroll and Workforce Support Branch



Leave Bank Overview

Why Should I Join?

- Acts as insurance policy for your paycheck!
- Covers personal and family medical emergencies
- Your membership contribution helps others!

"If I had not been a member of the Leave Bank, the likely consequences would have been shattering. Certainly, I would have incurred serious debt, or I might have even lost my home. It's too horrible to even imagine what might have happened but for the Leave Bank."

Membership Details

- Annual membership contribution requirement that is equal to your annual leave accrual category (4,6,8 hours)
- Join within 60 days of employment, contribution waived if you enroll within first 2 weeks
- Enroll in the Integrated Time and Attendance System (ITAS) or with Paper Form
- Membership automatically rolls over each year

Recipient Details

- Recipients must exhaust annual and sick leave
- Recipients can receive up to 480 hours for personal or family medical emergencies and up to 960 hours total on an annual basis
- Application are available on website or contact Leave Bank Office
- Medical documentation may be required. Kept confidential

Join to protect yourself & your income in the event of a medical emergency

Who Do I Contact?

contact us!



LeaveBank@od.nih.gov



301-443-8393



hr.nih.gov/leavebank

The Leave, Payroll, and Workforce Support Branch within NIH's Office of Human Resources interprets, develops, and advises on policies related to leave and workplace flexibilities.

What Happens to my Federal Benefits?

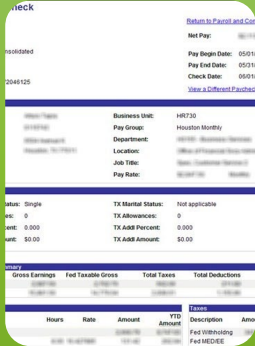
Benefits, leave and payroll deductions will continue the same as with your prior agency, but may require you to provide information.



Documents to Submit to Benefits Office

Leave and Earnings Statement (LES)

Submit final LES from prior agency.



The image shows a screenshot of a Leave and Earnings Statement (LES) form. It includes fields for Business Unit (HRT73), Pay Group (Houston Monthly), Department (HRT73 - Houston General), Location (HRT73 - Houston General), Job Title (HRT73 - Houston General), and Pay Rate (\$2,000.00). It also shows marital status (Single), TX marital status (Not applicable), and various tax and deduction amounts.

Hours	Rate	Amount	YTD Amount	Description
160.00	\$2,000.00	\$320,000.00	\$320,000.00	Fed Withholding
				Fed MEDICAL

TSP Loan Document(s)

Submit TSP Loan documents, if applicable.



Military Deposit Documents

If making military deposit, submit appropriate documents.

- *Leave and Earning Statement,*
- *Letter from previous payroll system*



Health Benefits Election Form (SF-2809)

If you were enrolled in an HMO plan and moved outside of the service area due to your transfer, you must submit an SF-2809 form to elect a new plan in your new servicing area.



Submit to: AskBenefits@nih.gov

Other Benefit Actions



Dental/Vision Insurance

Contact [BENEFEDS](#), if enrolled

Phone: 1-877-888-3337

***Will need PON 97-38-1500**



Flexible Spending Account (FSA)

Contact [FSAFEDS](#), if enrolled

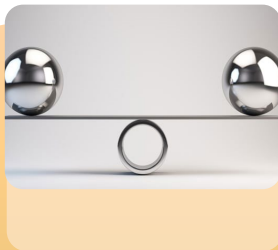
Phone: 1-877-372-3337

***Will need PON 97-38-1500**



Court Order Allotment

- Provide document(s) to DFAS, Client Service Division/Final Authorizer's Unit.



Current NIH Leave and Earnings Statement

- When your NIH LES reflects your prior agency leave balance, provide a copy to your timekeeper.

Benefits Points of Contact

First 60 Days of Employment



301-496-2404



AskBenefits@NIH.gov



<https://hr.nih.gov/working-nih/onboarding/new-employee-benefits-enrollment>



After First 60 days

OHR Webpage: <https://hr.nih.gov/about/hr-contacts?ic=All>

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HR Contacts

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Find your contacts

Select your Institute or Center from the list below. Contacts that apply to all ICs and general information are listed separately.

Institute or Center

OHR

Office of Human Resources

Department	Title	Contact	Phone
Benefits and Retirement		Wanda Williams	(301) 402-8777
Leave Bank	Case Manager	Alexandra Ratie	(301) 402-4181
Recruitment, Staffing, and Classification	Branch Chief	Edward Langford	(301) 402-4723
Recruitment, Staffing, and Classification	HR Specialist	Chantill Morris	(301) 594-9039
Recruitment, Staffing, and Classification	HR Specialist	Chelsea Day	(301) 594-3929
Recruitment, Staffing, and Classification	Team Lead	Sharde Grinder	(301) 435-4752

For More Information...

Benefits Newsletter

Subject Line: ***NIH Benefits Information – Did You Know?***

What's New?

Topics of Interest

Where Do I Go If I have Questions About My Benefits

Benefits Website for Transfers

The Benefits Website contains helpful links and information about retirement and federal benefits.

GRB Platform – Employee View

The GRB Platform provides information about retirement and benefits. It offers a self-service tool that allows you to view a personalized statement of your benefits and it has a retirement calculator that you may use to perform “what-if” scenarios. It also provides access to a comprehensive reference library and informational seminars on topics related to benefits, retirement, and financial planning.



REBB is a branch within NIH's Office of Human Resources that supports employees with Health Insurance, Life Insurance, Thrift Savings Plan, and Retirement.

Disclaimer: When emailing, you are encouraged to send items containing PII from your NIH email address using encryption.

Retirement Employee Benefits Branch (REBB)



31 Center Drive 1B37
Bethesda, MD 20892



301-496-2404



AskBenefits@nih.gov

hr.nih.gov/benefits

**NO WALK-INS PERMITTED AT THIS TIME.
EMPLOYEES MUST MAKE APPOINTMENTS
FOR SERVICES!**