

memorandum

DATE: September 24, 2003

REPLY TO
ATTN OF: AD-442:Barker

SUBJECT: **LEAVE DONATION SOLICITATION FOR SHERRY STOTELMYER**

TO: All ORO, YSO, and OSTI Employees

Mrs. Sherry Stotelmyer, Human Resources Division, Oak Ridge Operations, has been approved as a leave recipient under the Voluntary Leave Transfer Program.

Mrs. Stotelmyer suffered a fall resulting in a triple fracture and dislocation of the right ankle. It is anticipated that her recovery period may take as long as four months. Mrs. Stotelmyer has been unable to return to work since the accident. Her absence is expected to continue for at least another week, and she will require physical therapy for several months after returning to the workplace.

Employees who wish to donate earned annual leave to Mrs. Stotelmyer may do so by completing the "Leave Donation Form" on the reverse side of this announcement. When completed, the form should be given to your time and attendance representative for forwarding to the Payroll Office. Note: If you wish to donate "use or lose" leave, you must indicate on the donation form that the leave is "use or lose."

You should be aware of the following requirements of the program:

1. Only earned annual leave may be donated which includes any "carryover" hours and "restored" hours.
2. The maximum annual leave donation by an employee is limited to one half the number of hours the donating employee will earn in the current leave year (26-day category - 104 hours; 20-day category - 80 hours; 13-day category - 52 hours).
3. An employee may not donate annual leave to his/her immediate supervisor.

If you should have any questions, please contact your Human Resources Specialist.


Melanie M. Kent, Chief
Personnel and Management
Analysis Branch

Attachment