

memorandum

DATE: May 3, 2004

REPLY TO

ATTN OF: AD-442:Stotelmyer

SUBJECT: **LEAVE DONATION SOLICITATION FOR MILES DIONISIO**

TO: All ORO, YSO, OSTI, and PNSO Employees

Ms. Miles Dionisio, General Engineer, Office of Program and Project Management, Chicago Operations Office, has been approved as a leave recipient under the Voluntary Leave Transfer Program.

Ms. Dionisio was involved in an automobile accident in October 2003 that caused her significant back and neck pain as well as headaches. She has exhausted all of her annual and sick leave due to recovery from this accident. Ms. Dionisio has now been diagnosed with a degenerative disc disorder and will be undergoing anterior lumbar spinal surgery. The surgery will require 6 to 8 weeks of recovery time at home.

Employees who wish to donate earned annual leave to Ms. Dionisio may do so by completing the "Leave Donation Form" on the reverse side of this announcement. When completed, please forward to your timekeeper for submittal 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."

Your attention is called to 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).

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



Melanie M. Kent, Chief
Personnel and Management
Analysis Branch

Attachment

