

memorandum

DATE: January 25, 2006

REPLY TO
ATTN OF: AD-442:Barker

SUBJECT: **LEAVE DONATION SOLICITATION FOR JACQUELINE R. BISHOP**

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

Ms. Jacqueline R. Bishop, a Budget Technician in the Defense and Research Branch, Planning and Budget Division, Oak Ridge Office, has been approved as a leave recipient under the Voluntary Leave Transfer Program.

In the Summer of 2005, Ms. Bishop was diagnosed with Amyotrophic Lateral Sclerosis (ALS), often referred to as "Lou Gehrig's disease." As a result of her condition, she has been unable to work full-time and her absences are expected to continue for an unspecified period of time.

Employees who wish to donate earned annual leave to Ms. Bishop 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 including 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
Federal Human Resources Branch

Attachment