

United States Government

Department of Energy
Oak Ridge Office

memorandum

DATE: October 3, 2011

REPLY TO
ATTN OF: AD-442:Aytes

SUBJECT: **LEAVE DONATION SOLICITATION**

TO: All ORO and OSTI Employees

The leave year ends December 31, 2011, and any "use or lose" annual leave that is not taken or donated by the end of the leave year will be lost. As a reminder, the following employees, listed alphabetically, continue to be approved leave recipients under the Voluntary Leave Transfer Program (VLTP):

- Ms. Marlene Sherbine, Office of the Assistant Manager for Security and Emergency Management, Oak Ridge Office, has been diagnosed with a stage II glioma brain tumor and is undergoing treatment.
- Ms. Angela R. Threat, Office of the Chief Financial Officer, Oak Ridge Office, has been diagnosed with carcinoma breast cancer and is undergoing treatments.

Employees may donate leave by following the process described in item 1. or 2. below:

1. **Employee Self Service website.** Go to the "Time/Leave" drop-down menu and select "Leave Donation Process – Within Agency." This will take you to a leave donation request screen where you can donate hours to fellow Department of Energy employees in need. A confirmation email will be sent to the donor. The recipient will also receive an email to let them know a donation has been made and the number of hours donated. The donor's identity will NOT be disclosed to the recipient.
2. **Leave Donation Form.** Complete and print Office of Personnel Management Form 630-A found at http://www.opm.gov/forms/pdf_fill/opm630a.pdf. Once completed, this form should be given to your time and attendance representative for forwarding to the Payroll Office in the Oak Ridge Financial Service Center. Please be sure to include the name of the employee to whom you are making a donation in Block 9 on the donation form. Note: If you wish to donate "use or lose" leave, you must indicate in Block 8 of the donation form that the leave is "use or lose."

Your attention is called to the following requirements of the VLTP:

1. Only earned annual leave may be donated which includes any "carryover" hours and "restored" hours.