

United States Government

Department of Energy
Oak Ridge Office

memorandum

DATE: November 15, 2012

REPLY TO
ATTN OF: AD-442:Dube

SUBJECT: **LEAVE DONATION SOLICITATION FOR LINDA M. DODSON**

TO: All ORO, EM-OR, NE-OR, and OSTI Employees

Ms. Linda M. Dodson, Oak Ridge Office, Office of the Manager, has been approved as a recipient in the Voluntary Leave Transfer Program. Ms. Dodson underwent spinal surgery on August 22, 2012 and continues to experience complications which require her absence from the workplace.

Employees may donate annual 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 him/her know a donation has been made and the number of hours donated. The donor's identify will NOT be disclosed to the recipient.
2. **Leave Donation Form:** Complete and print the 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."

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.
3. An employee may not donate annual leave to his/her immediate supervisor.

Questions should be directed to your Human Resources Specialist.


Melanie M. Kent, Chief
Federal Human Resources Branch