Department of Energy

Oak Ridge Office
P.O. Box 2001
Oak Ridge, Tennessee 37831

May 24, 2013

MEMORANDUM FOR DISTRIBUTION

FROM: MELANIE M. KENT
ACTING DIRECTOR
HUMAN RESOURCES DIVISION, AD-44

SUBJECT: LEAVE DONATION SOLICITATION

The following Oak Ridge Office employees remain approved for receipt of leave donations under the Voluntary Leave Transfer Program (VLTP):

- Ms. Linda M. Dodson, Office of the Manager, is continuing on the path to recovery from major spinal surgery.
- Ms. Sharon C. Moore, Office of Assistant Manager for Financial Management and Contracts, is continuing to provide care for her teenage daughter who suffered severe injuries in an automobile accident.

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 you have designated to receive your 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."

LEAVE DONATION SOLICITATION

Please 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.

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