

DOE F 3630.1  
(07-89)  
Replaces DOE F (3660.1)

U.S. DEPARTMENT OF ENERGY  
**LEAVE DONATION**

*(Submit completed and signed original form to your timekeeper)*

Donor's Name <i>(Last, First, M.I.)</i>	SSN	Donor's Organization
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Recipient's Name	Recipient's Organization
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For Non-DOE Recipient, Enter Mailing Address of Recipient's Payroll Office

I hereby authorize the transfer of \_\_\_\_\_ hours of my annual leave to the above named leave recipient, I certify that I am scheduled to work at least that many hours before the end of the leave year, and that the leave recipient is not my supervisor.

\_\_\_\_\_  
Donor's Signature Date

Check here to donate restored leave. (If the donation is greater than the amount of restored leave to your credit, the remainder will be deducted from your regular leave account). \_\_\_\_\_

**FOR PAYROLL USE**

_____ hours of leave has been deducted from donor's account	Name of Payroll Clerk	FTS Phone No.
_____ Signature of Payroll Clerk		_____ Date

_____ hours of leave has been deducted from donor's account	Name of Payroll Clerk	FTS Phone No.
_____ Signature of Payroll Clerk		_____ Date

Acceptance of this donation is necessary to avoid placing the recipient on leave without pay, and the limitations imposed by 5 CFR 630.908 are therefore waived.

\_\_\_\_\_  
Signature of Payroll Clerk Date

**Privacy Act Statement**  
5 U.S.C. 6311 authorizes collection of this information. It will be used to transfer leave from your account to the recipient's account in accordance with your instructions on the form. Your social security number is requested solely for the purpose of positively identifying leave donors so that donated leave can be charged to the proper account.