

DEPARTMENT OF TRANSPORTATION
OFFICE OF THE SECRETARY

DEPARTMENTAL PERSONNEL MANUAL SYSTEM

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SUBJECT: Departmental Voluntary Leave Transfer
Program Procedures

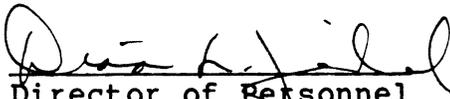
DATE: AUG 17 1966

Attached are the Departmental Voluntary Leave Transfer Program procedures. These procedures supplement and should be used in conjunction with the attached Office of Personnel Management regulations.

The Consolidated Uniform Payroll System (CUPS) will initially process leave transfers on a manual basis. Revisions to these procedures will be forwarded, at a later date, when the process is automated by CUPS.

OPM plans to issue in the very near future Governmentwide forms for use in this program. For this reason, the form contained in this DPM is a sample, intended for use only on an interim basis.

Questions may be directed to Gail Batt, of my staff, on 366-9448.


Director of Personnel

Attachment

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VOLUNTARY LEAVE TRANSFER PROGRAM PROCEDURES

The following Departmental procedures and guidelines are to be followed by operating administrations in developing administrative procedures to establish the voluntary leave transfer program within each administration. These supplement and should be used in conjunction with the Office of Personnel Management regulations, 5 CFR Part 630, Subpart I, Voluntary Leave Transfer Program, Attachment 1.

Section 630.902 - Definitions.

For the purpose of administering this program in the Department of Transportation, "agency" as defined in the regulations shall also mean "operating administration" unless specifically stated otherwise in this directive. Operating administration includes, for this purpose, the Office of the Secretary and the Office of Inspector General.

Section 630.903 - Administrative procedures.

1. Each operating administration shall develop administrative procedures for the establishment and operation of the voluntary leave transfer program in its organization. These procedures must be in accordance with Subpart I of Part 630 of Title 5 of the Code of Federal Regulations, and the instructions contained in this directive.
2. Leave recipients approved under the former Temporary Leave Transfer Program due to a "personal emergency" may continue to use leave donated through April 29, 1989 until such leave is exhausted or the personal emergency is terminated, whichever comes first. No donated leave may be credited to these employees after April 29, 1989. Each operating administration shall develop administrative procedures for the transition of "medical emergency" leave recipients from the Temporary Leave Transfer Program to the Voluntary Leave Transfer Program.
3. The Consolidated Uniform Payroll System (CUPS) will be responsible for the recording of leave transfers, usage and restoration for those organizations it services. Requirements for the recording and maintenance of time and attendance records will be issued by CUPS.

Section 630.904 - Application to become a leave recipient.

Employees applying to be leave recipients shall submit a written request or application, along with a certification of the medical emergency from a physician or appropriate expert, to their operating administration for approval.

Section 630.905 - Approval of application to become a leave recipient.

Operating administrations shall provide written notification to employees concerning the approval or disapproval of their application. Approved applications shall be distributed by the recipients' operating administration as follows:

1. a copy to the leave recipient or the recipient's personal representative, as appropriate;
2. a copy to the recipient's supervisor;
3. a copy to the recipient's payroll processing center; and
4. the original to the recipient's official personnel folder.

Section 630.906 - Transfer of annual leave.

1. Employees may donate leave to recipients in any operating administration.
2. Operating administrations may restrict donations for a recipient when in their judgement sufficient leave has been donated to cover the medical emergency.
3. Leave donations shall be made only in increments of one hour.
4. All employee requests to donate leave shall be submitted in writing by completing a donor's request form, see sample in Attachment 2, and submitting the form to his or her operating administration. The donor's operating administration shall review the form and verify that the leave donated is available.
5. When the donation is to a recipient outside of the donor's operating administration, the employee shall first submit the request to donate leave to his or her operating administration for review and verification that the leave donated is available. The donor's operating administration shall forward the request to the recipient's operating administration for final review and appropriate disposition.

6. The recipient's operating administration shall be responsible for forwarding the approved donor request to the payroll processing center for the transfer of leave.

Section 630.908 - Limitations on donation of annual leave.

Operating administrations shall establish written criteria for waiving the limitation on the amount of annual leave an employee can donate during a leave year. Any waiver granted shall be documented in writing and approved by the head of the operating administration or designee, or Departmental officers or designees for the Office of the Secretary.

Section 630.910 - Termination of medical emergency.

The recipient's operating administration is responsible for monitoring the medical emergency and determining when the medical emergency has terminated.

Section 630.911 - Restoration of transferred annual leave.

1. Upon termination of the medical emergency, the recipient's operating administration shall notify the payroll processing center of the effective date of the termination. The payroll processing center will provide to the recipient's operating administration a listing of unused leave available for restoration.
2. The recipient's operating administration will:
 - a. determine the amount of leave to be restored to each donor;
 - b. determine how the donor(s) wish to use the restored leave; and
 - c. notify the appropriate payroll center of a. and b. above.
3. Leave may be restored in quarter hour increments; however, in no case shall the restoration be less than one full hour.

Section 630.913 - Records and reports.

Operating administrations shall retain or have available complete records and information on their program in order to report pertinent information on request to the Department or the Office of Personnel Management. Such information shall include, but is not limited to:

1. the number of applications received and approved for medical emergencies affecting the employee;
2. the number of applications received and approved for medical emergencies affecting an employee's family member;
3. the grade, step or pay level of each leave recipient and leave donor from each organization;
4. the total amount of annual leave transferred to each leave recipient's annual leave balance;
5. the total amount of transferred annual leave used by each leave recipient; and
6. the estimated direct and indirect costs of processing leave transfer requests, transferring leave between accounts, monitoring use of transferred leave, restoring unused leave and other activities related to administering program. Examples of costs to include are, personnel salary cost, supplies, computer time and photocopying.

PART 630--ABSENCE AND LEAVE

1. The authority citation for Part 630 is revised to read as set forth below:

Authority: 5 U.S.C. 6311; Section 630.303 also issued under 5 U.S.C. 6133(a); Section 630.501 and Subpart F also issued under E.O. 11228; Subpart G also issued under 5 U.S.C. 6305; Subpart H issued under 5 U.S.C. 6326; Subpart I also issued under 5 U.S.C. 6332 and Public Law 100-566.

2. In Part 630, Subpart I is revised to read as follows:

* * * * *

Subpart I--Voluntary Leave Transfer Program

Sec.

- 630.901 Purpose and applicability.
- 630.902 Definitions.
- 630.903 Administrative procedures.
- 630.904 Application to become a leave recipient.
- 630.905 Approval of application to become a leave recipient.
- 630.906 Transfer of annual leave.
- 630.907 Accrual of annual and sick leave.
- 630.908 Limitations on donation of annual leave.
- 630.909 Use of transferred annual leave.
- 630.910 Termination of medical emergency.
- 630.911 Restoration of transferred annual leave.
- 630.912 Prohibition of coercion.
- 630.913 Records and reports.
- 630.914 Continuation of temporary leave transfer program.
- 630.915 Termination of voluntary leave transfer program.

Subpart I--Voluntary Leave Transfer Program

§630.901 Purpose and applicability.

(a) Purpose. The purpose of this subpart is to set forth procedures and requirements for a voluntary leave transfer program under which the unused accrued annual leave of one agency officer or employee may be transferred for use by another agency officer or employee who needs such leave because of a medical emergency.

(b) Applicability. This subpart applies to officers and employees--

(1) To whom subchapter I of chapter 63 of title 5, United States Code applies; and

(2) Who are not employed in agencies or their organizational subunits approved by the Office of Personnel Management to operate a voluntary leave bank program under Subpart J of this part.

§630.902 Definitions.

"Agency" means--

- (a) An "Executive agency," as defined in 5 U.S.C. 105;
- (b) A "military department," as defined in 5 U.S.C. 102; or
- (c) Any other entity of the Federal Government that employs officers or employees to whom subchapter I of chapter 63 of title 5, United States Code, applies.

"Agency" does not include the Central Intelligence Agency; the Defense Intelligence Agency; the National Security Agency; the Federal Bureau of Investigation; or any other Executive agency or unit thereof, as determined by the President, whose principal function is the conduct of foreign intelligence or counterintelligence activities.

"Employee" has the meaning given that term in 5 U.S.C. 6301(2), excluding an individual employed by the government of the District of Columbia.

"Family member" means the following relatives of the employee:

- (a) Spouse, and parents thereof;
- (b) Children, including adopted children, and spouses thereof;
- (c) Parents;
- (d) Brothers and sisters, and spouses thereof; and
- (e) Any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

"Leave donor" means an employee whose voluntary written request for transfer of annual leave to the annual leave account of a leave recipient is approved by his or her own employing agency.

"Leave recipient" means a current employee for whom the employing agency has approved an application to receive annual leave from the annual leave accounts of one or more leave donors.

"Medical emergency" means a medical condition of an employee or a family member of such employee that is likely to require an employee's absence from duty for a prolonged period of time and to result in a substantial loss of income to the employee because of the unavailability of paid leave.

"Paid leave status under subchapter I" means the administrative status of an employee while the employee is using annual or sick leave accrued or accumulated under subchapter I of chapter 63 of title 5, United States Code.

"Transferred leave status" means the administrative status of an employee while the employee is using transferred leave under this subpart.

§630.903 Administrative procedures.

Each Federal agency shall establish procedures to administer the voluntary leave transfer program established by the Office of Personnel Management under Public Law 100-566 and this subpart by April 30, 1989.

§630.904 Application to become a leave recipient.

(a) An employee may make written application to his or her employing agency to become a leave recipient. If an employee is not capable of making application on his or her own behalf, a personal representative of the potential leave recipient may make written application on his or her behalf.

(b) Each application shall be accompanied by the following information concerning each potential leave recipient:

(1) The name, position title, and grade or pay level of the potential leave recipient;

(2) The reasons why transferred leave is needed, including a brief description of the nature, severity, and anticipated duration of the medical emergency, and if it is a recurring one, the approximate frequency of the medical emergency affecting the potential leave recipient;

(3) Certification from one or more physicians, or other appropriate experts, with respect to the medical emergency, if the potential leave recipient's employing agency so requires; and

(4) Any additional information that may be required by the potential leave recipient's employing agency.

(c) If the potential leave recipient's employing agency requires that a potential leave recipient obtain certification from two or more sources under paragraph (b)(3) of this section, the potential leave recipient's employing agency shall ensure, either by direct payment to the expert involved or by reimbursement, that the potential leave recipient is not required to pay for the expenses associated with obtaining certification from more than one source.

§630.905 Approval of application to become a leave recipient.

(a) The potential leave recipient's employing agency shall review an application to become a leave recipient under procedures established by the employing agency for the purpose of determining that the potential leave recipient is or has been affected by a "medical emergency," as defined in §630.902 of this part.

(b) Before approving an application to become a leave recipient, the potential leave recipient's employing agency shall determine that the absence from duty without available paid leave because of the medical emergency is (or is expected to be) at least 80 hours (or, in the case of a part-time employee or an employee with an uncommon tour of duty, the average number of hours of work in the employee's biweekly scheduled tour of duty).

(c) In making a determination as to whether a "medical emergency" is likely to result in a substantial loss of income, an agency shall not consider factors other than

whether the absence from duty without available paid leave is (or is expected to be) at least 80 hours.

(d) If the application is approved, the employing agency shall notify the leave recipient (or the personal representative who made application on behalf of the leave recipient), within 10 days (excluding Saturdays, Sundays, and legal public holidays) after the date the application was received (or the date the employing agency established its administrative procedures, if that date is later), that--

(1) The application has been approved; and

(2) Other employees of the leave recipient's employing agency may request the transfer of annual leave to the account of the leave recipient.

(e) If the application is not approved, the employing agency shall notify the applicant (or the personal representative who made application on behalf of the potential leave recipient), within 10 days (excluding Saturdays, Sundays, and legal public holidays) after the date the application was received (or the date the employing agency established its administrative procedures, if that date is later)--

(1) That the application has not been approved; and

(2) Of the reasons for its disapproval.

§630.906 Transfer of annual leave.

(a) An employee may submit a voluntary written request to his or her own employing agency that a specified number of hours of his or her accrued annual leave be transferred from his or her annual leave account to the annual leave account of a specified leave recipient. Except as provided in paragraph (f) of this section, annual leave may be transferred only to a leave recipient employed by the leave donor's employing agency.

(b) Except as provided in paragraph (d) of this section and subject to the limitations on the amount of annual leave that may be donated by a leave donor under §630.908 of this part, all or any portion of the annual leave requested under paragraph (a) of this section may be transferred to the annual leave account of the specified leave recipient under procedures established by the leave recipient's employing agency.

(c) An agency having employees who earn and use annual leave on the basis of an uncommon tour of duty shall establish procedures for administering the transfer of annual leave to or from such employees under this subpart.

(d) A leave recipient's employing agency shall not transfer annual leave to a leave donor's immediate supervisor.

(e) Annual leave transferred under this section may be substituted retroactively for periods of leave without pay (LWOP) or used to liquidate an indebtedness for advanced

annual or sick leave granted on or after a date fixed by the leave recipient's employing agency as the beginning of the period of medical emergency for which LWOP or advanced annual or sick leave was granted.

(f) A leave recipient's employing agency shall accept the transfer of annual leave from leave donors employed by one or more other agencies when--

(1) A family member of a leave recipient is employed by another agency and requests the transfer of annual leave to the leave recipient;

(2) In the judgment of the leave recipient's employing agency, the amount of annual leave transferred from leave donors employed by the leave recipient's employing agency may not be sufficient to meet the needs of the leave recipient; or

(3) In the judgment of the leave recipient's employing agency, acceptance of leave transferred from another agency would further the purpose of the voluntary leave transfer program.

(g) The employing agency of a leave donor who wishes to donate annual leave to a leave recipient in another agency shall verify the availability of annual leave in the leave donor's annual leave account, determine that the amount of annual leave to be donated does not exceed the limitations under §630.908 of this part, and ascertain that the leave recipient's employing agency has made any determination that may be required under paragraph (f) of this section. Upon satisfying these requirements, the leave donor's employing agency shall--

(1) Reduce the amount of annual leave credited to the leave donor's annual leave account, as appropriate; and

(2) Notify the leave recipient's employing agency in writing of the amount of annual leave to be credited to the leave recipient's annual leave account.

§630.907 Accrual of annual and sick leave.

(a) Except as otherwise provided in this section, while an employee is in a transferred leave status, annual and sick leave shall accrue to the credit of the employee at the same rate as if the employee were then in a paid leave status under subchapter I of chapter 63 of title 5, United States Code, except that--

(1) The maximum amount of annual leave that may be accrued by an employee while in a transferred leave status in connection with any particular medical emergency may not exceed 40 hours (or, in the case of a part-time employee or an employee with an uncommon tour of duty, the average number of hours of work in the employee's weekly scheduled tour of duty); and

(2) The maximum amount of sick leave that may be accrued by an employee while in a transferred leave status in connection with any particular medical emergency may not

exceed 40 hours (or, in the case of a part-time employee or an employee with an uncommon tour of duty, the average number of hours of work in the employee's weekly scheduled tour of duty).

(b) Any annual or sick leave accrued by an employee under this section--

(1) Shall be credited to an annual or sick leave account, as appropriate, separate from any leave account of the employee under subchapter I of chapter 63 of title 5, United States Code; and

(2) Shall not become available for use by the employee, and may not otherwise be taken into account under subchapter I of chapter 63 of title 5, United States Code, until, under paragraph (c) of this section, it is transferred to the appropriate leave account of the employee under subchapter I of chapter 63 of title 5, United States Code.

(c) Any annual or sick leave accrued by an employee under this section shall be transferred to the appropriate leave account of the employee under subchapter I of chapter 63 of title 5, United States Code, effective as of the beginning of the first applicable pay period beginning after the date on which the employee's medical emergency terminates as described in §630.910(a)(2) or (3) of this part.

(d) If the leave recipient's employing agency makes available at the beginning of the leave year the amount of annual leave the employee normally would accrue during the entire leave year under 5 U.S.C. 6302(d)--

(1) The leave recipient's employing agency shall establish procedures to ensure to the extent practicable that 40 hours (or, in the case of a part-time employee or an employee with an uncommon tour of duty, the average number of hours of work in the employee's weekly scheduled tour of duty) of annual leave are placed in a separate annual leave account and made available for use after the medical emergency terminates; and

(2) The employee shall continue to accrue annual leave while in a transferred leave status to the extent necessary for the purpose of reducing an indebtedness caused by the use of annual leave made available at the beginning of the leave year.

(e) If the employee's medical emergency terminates as described in §630.910(a)(1) of this part, no leave shall be credited to the employee under this section.

§630.908 Limitations on donation of annual leave.

(a) In any one leave year, a leave donor may donate no more than a total of one-half of the amount of annual leave he or she would be entitled to accrue during the leave year in which the donation is made.

(b) In the case of a leave donor who is projected to have annual leave that otherwise would be subject to forfeiture at the end of the leave year under 5 U.S.C. 6304(a), the maximum amount of annual leave that may be

donated during the leave year shall be the lesser of--

(1) One-half of the amount of annual leave he or she would be entitled to accrue during the leave year in which the donation is made; or

(2) The number of hours remaining in the leave year (as of the date of the transfer) for which the leave donor is scheduled to work and receive pay.

(c) Each agency shall establish written criteria for waiving the limitations on donating annual leave under paragraphs (a) and (b) of this section in unusual circumstances. Any such waiver shall be documented in writing.

(d) The limitations in this section shall apply to the total amount of annual leave donated or contributed under Subparts I and J of this part.

§630.909 Use of transferred annual leave.

(a) A leave recipient may use annual leave transferred to his or her annual leave account under §630.906 in the same manner and for the same purposes as if he or she had accrued the annual leave under 5 U.S.C. 6303.

(b) Except as provided in §630.907, during each biweekly pay period a leave recipient is affected by a medical emergency, he or she shall use any accrued annual leave (and sick leave, if applicable) before using transferred annual leave.

(c) The approval and use of transferred annual leave shall be subject to all of the conditions and requirements imposed by chapter 63 of title 5, United States Code, Part 630 of this chapter, and the employing agency on the approval and use of annual leave accrued under 5 U.S.C. 6303, except that transferred annual leave may accumulate without regard to the limitation imposed by 5 U.S.C. 6304(a).

(d) Transferred annual leave may not be--

(1) Transferred to another leave recipient under this subpart, except as provided in §630.911(e)(3) of this part;

(2) Included in a lump-sum payment under 5 U.S.C. 5551 or 5552; or

(3) Made available for recredit under 5 U.S.C. 6306 upon reemployment by a Federal agency.

§630.910 Termination of medical emergency.

(a) The medical emergency affecting a leave recipient shall terminate--

(1) When the leave recipient's Federal service is terminated;

(2) When the leave recipient transfers from an agency or organizational subunit operating a voluntary leave transfer program to an agency or organizational subunit operating a voluntary leave bank program.

(3) At the end of the biweekly pay period in which the leave recipient's employing agency receives written notice from the leave recipient or from a personal representative

of the leave recipient that the leave recipient is no longer affected by a medical emergency;

(4) At the end of the biweekly pay period in which the leave recipient's employing agency determines, after written notice and opportunity for the leave recipient (or, if appropriate, a personal representative of the leave recipient) to answer orally or in writing, that the leave recipient is no longer affected by a medical emergency; or

(5) At the end of the biweekly pay period in which the leave recipient's employing agency receives notice that the Office of Personnel Management has approved an application for disability retirement for the leave recipient under the Civil Service Retirement System or the Federal Employees Retirement System.

(b) The leave recipient's employing agency shall continuously monitor the status of the medical emergency affecting the leave recipient to ensure that the leave recipient continues to be affected by a medical emergency.

(c) When the medical emergency affecting a leave recipient terminates, no further requests for transfer of annual leave to the leave recipient may be granted, and any unused transferred annual leave remaining to the credit of the leave recipient shall be restored to the leave donors under §630.911 of this part.

§630.911 Restoration of transferred annual leave.

(a) Under procedures established by the leave recipient's employing agency, any transferred annual leave remaining to the credit of a leave recipient when the medical emergency terminates shall be restored, as provided in paragraphs (b) and (c) of this section and to the extent administratively feasible, by transfer to the annual leave accounts of leave donors who, on the date leave restoration is made, are employed by a Federal agency and subject to chapter 63 of title 5, United States Code.

(b) The amount of unused transferred annual leave to be restored to each leave donor shall be determined as follows:

(1) Divide the number of hours of unused transferred annual leave by the total number of hours of annual leave transferred to the leave recipient;

(2) Multiply the ratio obtained in paragraph (b)(1) of this section by the number of hours of annual leave transferred by each leave donor eligible for restoration under paragraph (a) of this section; and

(3) Round the result obtained in paragraph (b)(2) of this section to the nearest increment of time established by the leave donor's employing agency to account for annual leave.

(c) If the total number of eligible leave donors exceeds the total number of hours of annual leave to be restored, no unused transferred annual leave shall be restored. In no case shall the amount of annual leave restored to a leave donor exceed the amount transferred to the leave recipient by the leave donor.

(d) If the leave donor retires from Federal service, dies, or is otherwise separated from Federal service before the date unused transferred annual leave can be restored, the employing agency of the leave recipient shall not restore the unused transferred annual leave.

(e) At the election of the leave donor, unused transferred annual leave restored to the leave donor under paragraph (a) of this section may be restored by--

(1) Crediting the restored annual leave to the leave donor's annual leave account in the current leave year;

(2) Crediting the restored annual leave to the leave donor's annual leave account effective as of the first day of the first leave year beginning after the date of election; or

(3) Donating such leave in whole or part to another leave recipient.

(f) If a leave donor elects to donate only part of his or her restored leave to another leave recipient under paragraph (e)(3) of this section, the donor may elect to have the remaining leave credited to the leave donor's annual leave account under paragraph (e)(1) or (e)(2) of this section.

(g) Transferred annual leave restored to the account of a leave donor under paragraph (e)(1) or (2) of this section shall be subject to the limitation imposed by 5 U.S.C. 6304(a) at the end of the leave year in which the restored leave is credited to the leave donor's annual leave account.

§630.912 Prohibition of coercion.

(a) An employee may not directly or indirectly intimidate, threaten, or coerce, or attempt to intimidate, threaten, or coerce, any other employee for the purpose of interfering with any right such employee may have with respect to donating, receiving, or using annual leave under this subpart.

(b) For the purpose of paragraph (a) of this section, the term "intimidate, threaten, or coerce" includes promising to confer or conferring any benefit (such as an appointment or promotion or compensation) or effecting or threatening to effect any reprisal (such as deprivation of appointment, promotion, or compensation).

§630.913 Records and reports.

(a) The Office of Personnel Management (OPM) shall require agencies to maintain records and may require agencies to report pertinent information to OPM concerning the administration of the voluntary leave transfer program for the purpose of evaluating the desirability, feasibility, and cost of a voluntary leave transfer program.

(b) Agencies shall maintain the following information:

(1) The number of applications approved for medical emergencies affecting the employee and the number of applications approved for medical emergencies affecting an employee's family member;

(2) The grade or pay level of each leave recipient and leave donor;

(3) The total amount of annual leave transferred to each leave recipient's annual leave account;

(4) The total amount of transferred annual leave used by each leave recipient;

(5) The estimated direct and indirect costs of processing leave transfer requests, transferring leave between the accounts of leave donors and leave recipients, monitoring the use of transferred leave, restoring unused leave to the accounts of leave donors, and other activities related to administering the voluntary leave transfer program; and

(6) Any additional information OPM may require.

§630.914 Continuation of temporary leave transfer program.

Until each agency establishes procedures to administer the voluntary leave transfer program established under 5 U.S.C. 6332, Public Law 100-566, and this subpart, the temporary leave transfer program authorized by Public Laws 100-202 and 100-440 shall remain in effect.

§630.915 Termination of voluntary leave transfer program.

(a) The voluntary leave transfer program shall terminate on October 31, 1993.

(b) If the voluntary leave transfer program terminates before the termination of the medical emergency affecting a leave recipient, any annual leave transferred to the leave recipient before the termination of the voluntary leave transfer program shall remain available for use by the leave recipient until the termination of the medical emergency.

SAMPLE LEAVE DONOR REQUEST FORM
DEPARTMENT OF TRANSPORTATION
VOLUNTARY LEAVE TRANSFER PROGRAM

Instructions: This form is to be used to request the transfer of annual leave to an approved leave recipient. Please print or type all information.

Part 1. To Be Completed by Leave Donor

A. DONOR INFORMATION

1. _____
Name of Donor (Last, First, MI)
2. _____ Social Security Number
3. _____ Grade/Step
4. _____
Organization Location (Administration, Office, Division, Branch, Section)

B. RECIPIENT INFORMATION

1. _____
Name of Designated Recipient (First, Last, MI)
2. _____
Organizational Location (Administration, Office, Division, Branch, Section)

C. DONOR CERTIFICATION

Number of hours to be donated (whole hours) _____
 Number of restored hours to be donated (whole hours) _____
 Date leave is to be transferred (month, day, year) _____

I authorize the transfer of this leave to the account of the recipient designated above. The amount of leave that I wish to donate is within the following limitations on donations:

1. In any one leave year, a leave donor may donate no more than a total of one-half of the amount of annual leave he or she would be entitled to accrue during the leave year in which the donation is made.
2. In the case of a leave donor who is projected to have forfeited annual leave at the end of the leave year under 5 U.S.C. 6304 (a), the maximum amount of annual leave that may be donated during the leave year shall be the lesser of:
 - (a) One-half of the amount of annual leave he or she would be entitled to accrue during the leave year in which the donation is made; or

(Over)

- (b) The number of hours remaining in the leave year (as of the date of the transfer) for which the leave donor is scheduled to work and receive pay.
3. Leave may not be donated to the donor's immediate supervisor.

Signature of Donor

Date

PART II. REVIEW BY DONOR'S EMPLOYING OFFICE

This request has been reviewed and the donated leave is available for transfer.

Signature of Reviewing Official

Date

PART III. REVIEW BY RECIPIENT'S EMPLOYING OFFICE

1. _____
Recipient's Social Security Number

2. Approval/Disapproval

Approved

Disapproved (Provide explanation below)

3. _____
Signature of Reviewing Official

Date

4. Contact for further information:

Name _____
Organization _____
Telephone Number _____

PRIVACY ACT STATEMENT

Collection of your Social Security Number (SSN) in Part I is authorized by Executive Order 9397. The SSN is used by the Federal Government to accurately process donated leave. Furnishing your SSN is voluntary, but failure to do so may result in a delay in the transfer of your donated leave.

This space is reserved for payroll office use.