

TO: (Area of Distribution - OD Employees, NIH Employees, etc)

FROM: Executive Officer, OD

SUBJECT: Voluntary Leave Transfer Program - Request for Leave Donors

Mr. _____, an employee within the Office of _____, Office of the Director, NIH has been approved as a leave recipient under the Voluntary Leave Transfer Program. Due to (Insert medical emergency information authorized for distribution here), Mr. _____ will be on an extended absence and will be without paid leave for approximately (Length of time employee is expected to be out).

At present, we are in need of potential donors to assist this employee by transferring annual leave from their leave balances to the employee. Donations are to be made solely on a voluntary basis, without inducements, intimidation or coercion of any type.

To donate leave, an employee must complete an SF-71, Application for Leave (or, if using ITAS, should process a Request to Donate Leave), and the attached Request to Donate Annual Leave form. The Request to Donate Annual Leave form requires approval by the immediate supervisor of the potential donor. The original SF-71, if used, should be retained by the donor's timekeeper for record purposes.

The Request to Donate Annual Leave and a copy of the SF-71, if appropriate, should be forwarded to the employee's timekeeper, _____, Building ____, Room _____, Fax number _____. If you have any questions, please call him on X_____.

John Jarman

Attachment

REQUEST TO DONATE ANNUAL LEAVE

I wish to become a leave donor under the Voluntary Leave Transfer Program. This request is voluntary and is made without coercion.

Name:

Position Title:

Grade or Pay Level:

Organization:

Number of hours of annual leave to be donated:

Timekeeper Name and Telephone:

I understand that leave donors:

- may not transfer annual leave to their immediate supervisor;
- may not donate leave that has not been earned and is not already in their accounts;
- may not (without a waiver) donate more than one-half the amount of annual leave he/she would be entitled to accrue during the leave year in which the donation is made. This one-half limit applies whether the leave is donated all at one time or in increments at various times during the leave year; and
- may not (without a waiver) donate use or lose annual leave in excess of the number of hours remaining in the leave year, as of the date of the transfer.

Approved Leave Recipient and Organization

Donor's Signature

Date

Supervisory Approval: