

# memorandum

DATE: December 1, 1998

REPLY TO  
ATTN OF: AD-442:Brown

SUBJECT: **LEAVE DONATION SOLICITATION FOR CELESTE R. SHARP**

TO: All ORO and OSTI Employees

Ms. Celeste R. Sharp, an Administrative Assistant in the Office of the Assistant Manager for Environment, Safety, and Quality, has been approved as a leave recipient under the Voluntary Leave Transfer Program.

Ms. Sharp has already missed a significant amount of time from work, and her physician anticipates that she will miss more while her condition is being assessed and treated. She has exhausted all of her sick leave and anticipates depleting her annual leave for the year. Therefore, it has become necessary for her to request assistance from the Voluntary Leave Transfer Program.

Employees who wish to donate earned annual leave to Ms. Sharp may do so by completing the attached "Leave Donation Form." When completed, this form should be given to your time and attendance representative for forwarding to the Payroll Office. **Note:** if you wish to donate "use or lose" leave, you must indicate on the donation form that the leave is "use or lose."

Your attention is called to the following requirements of the program:

1. Only earned annual leave may be donated which includes any "carryover" hours and any "restored" hours.
2. The maximum annual leave donation by an employee is limited to one-half the number of hours the employee will earn in the current leave year. (26-day category - 104 hours; 20-day category - 80 hours; 13-day category - 52 hours).

If you should have any questions, please contact your Personnel Management Specialist.

Lois Jago, Chief  
Personnel and Management  
Analysis Branch

Attachment