HUMAN RESOURCES OFFICE
TECHNICIAN / AGR ADMINISTRATIVE INSTRUCTION

Number: 07-19	26 June 2007

REQUEST FOR DONATED LEAVE

SGM James Bennett

1. SGM James Bennett, Shop Supervisor at FMS #4 in Riverside, California, is in need of donated leave.

2. If you would like to donate your **annual leave**, please complete OPM Form 630-A, Request to Donate Annual Leave to Leave Recipient (available at www.opm.gov/forms/html/opm.asp), and forward it to OTAG, ATTN: CAJS-J1-HR-CS (Margie Rodriguez – Box #37).

3. The following instructions apply to leave donors:

a. Only **annual leave** may be donated.

b. You may not donate leave to your immediate supervisor.

c. In any one leave year, a donor may donate no more than a total of one half of the amount of annual leave he/she would be entitled to accrue during the leave year in which the donation is made (example: An employee who earns 208 hours of leave during the year may donate a maximum of 104 hours).

4. If you need additional information, contact Margie Rodriguez at CAGNET 6-3493 DSN 466-3493 or (916) 854-3493.

STUART D. EWING
Captain, CA ANG
Deputy Human Resource Officer

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