HUMAN RESOURCES OFFICE
TECHNICIAN / AGR ADMINISTRATIVE INSTRUCTION

Number: 09-05 **30 January 2009**

REQUEST FOR DONATED LEAVE
Ms. Jeannie Thornton

EXPIRES: No expiration

1. Ms. Jeannie Thornton, a Procurement Technician at USPFO, is in need of donated leave due to pregnancy.

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 JFHQ, ATTN: CAJS-J1-HR-ER (MSgt April Mosher – 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 (For example, an employee who earns 208 hours of leave during the year may donate a maximum of 104 hours).

4. Questions may be directed to MSgt April Mosher at CAGNET 6-3454, DSN 466-3454, commercial (916) 854-3454, or email at april.mosher@us.army.mil.

STUART D. EWING
Captain, GS-13, CA ANG
Human Resources Officer

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