HUMAN RESOURCES OFFICE
TECHNICIAN / AGR ADMINISTRATIVE INSTRUCTION

Number: 07-03	01 Feb 2007

Request for Donated Leave

Ms. Jo Ann Bellen

1. Ms. Jo Ann Bellen, Family Program Coordinator, 146th Airlift Wing, Port Hueneme, 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 (Lisa Nagata – 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 Lisa Nagata at CAGNET 6-3601, DSN 466-3601 or (916) 854-3601.

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

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