

HUMAN RESOURCES SERVICES

RESPONSIBILITIES

DATED: 11/18/2008

SUBJECT: VOLUNTARY LEAVE TRANSFER PROGRAM

1. PURPOSE. This document addresses responsibility and accountability and provides administrative guidance to Oak Ridge Office (ORO) and the Office of Scientific and Technical Information (OSTI).
2. APPLICABILITY. The provisions of this document apply to ORO and OSIT employees, as well as other organizations for which the ORO Human Resources Division (HRD) serves as the Servicing Personnel Office (SPO), except those excluded by DOE O 322.1B, subparagraph 3c.
3. RESPONSIBILITIES.
 - a. Director, Human Resources Division.
 - (1) Reviews applications from employees who wish to become leave recipients, and approves or disapproves such applications.
 - (2) Transmits to the Director, Oak Ridge Financial Service Center (ORFSC), approved copies of OPM Form 630-A, "*Request to Donate Annual Leave to Leave Recipient Under the Voluntary Leave Transfer Program.*"
 - (3) Notifies all ORO and OSTI employees, as well as other DOE employees of organizations for which the ORO HRD serves as the SPO of the opportunity to donate leave to each approved leave recipient.
 - (4) Monitors the status of each leave recipient's medical emergency requesting periodic medical certification as appropriate. When the leave recipient's medical emergency has ended, notifies the leave recipient of the effective date of the termination of program participation and the reason for the termination.
 - (5) Promptly notifies the ORFSC when employees' eligibility for participation in the Voluntary Leave Transfer Program has terminated.
 - b. Director, Oak Ridge Financial Service Center (ORFSC).
 - (1) Transmits to Headquarters' Payroll Office, a copy of the approved OPM Form 630-A.
 - (2) Processes OPM Form OPM 630-A.
 - c. Supervisors.

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- (1) Review and endorse appropriate leave recipient applications for their employees and submit such applications to the HRD.
- (2) Promptly notify the HRD when the medical emergency of leave recipient employees under their supervision has ended.
- (3) Approve use of donated leave only for purposes related to the disaster or emergency for which the recipient was approved.

d. Employees.

- (1) Submit OPM Form 630, "*Application to Become a Leave Recipient Under the Voluntary Leave Transfer Program*", to their immediate supervisor when program participation is desired.
- (2) Inform their supervisor of the status and expected duration of their medical emergency, and provide prompt written notification when their medical emergency has ended.
- (3) Provide periodic justification for continued coverage under the Voluntary Leave Transfer Program as requested by the Federal Human Resources Branch.
- (4) Request to use donated leave only for purposes related to the disaster or emergency for which the recipient was approved.
- (5) Submit OPM Form 630-A to the ORO Payroll Office when making a leave donation.

4. REFERENCES.

- a. OPM Form 630, "*Application to Become a Leave Recipient Under the Voluntary Leave Transfer Program.*"
- b. OPM Form 630-A, "*Request to Donate Annual Leave to Leave Recipient Under the Voluntary Leave Transfer Program.*"