



# U.S. Department of Energy

Oak Ridge Operations

ORO O 320  
Chapter VI

DATE: 09-30-96

## SUBJECT: VOLUNTARY LEAVE TRANSFER PROGRAM

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1. PURPOSE. This Chapter correlates to DOE 3630.2, VOLUNTARY LEAVE TRANSFER PROGRAM, dated September 19, 1989, by assigning responsibility and accountability and providing administrative guidance to Oak Ridge Operations (ORO) and Office of Scientific and Technical Information (OSTI). Nothing in this issuance changes any requirements contained in any DOE Order.
2. CANCELLATION. This Chapter cancels and replaces ORIG 3630.2, VOLUNTARY LEAVE TRANSFER PROGRAM, dated July 21, 1992.
3. APPLICABILITY. The provisions of this Chapter apply to all ORO and OSTI employees except those excluded by DOE 3630.2, paragraph 2.
4. RESPONSIBILITIES.
  - a. Director, Personnel Division.
    - (1) Reviews applications from employees who wish to become leave recipients and approves or disapproves such applications based on criteria in DOE 3630.2, paragraph 7.
    - (2) Transmits to the Director, Oak Ridge Financial Service Center (ORFSC), a copy of the Approval of Application for Voluntary Leave Transfer Program.
    - (3) Notifies all ORO and OSTI employees of the opportunity to donate leave to each approved leave recipient and when leave recipient's emergency has terminated.
    - (4) Monitors the status of each leave recipient's medical emergency; and when it has ended for any of the reasons identified in DOE 3630.2, subparagraph 12c, notifies the leave recipient of the effective date of the termination of the medical emergency and the reason for the termination.
    - (5) Notifies the ORFSC when employees' eligibility for participation in the Voluntary Leave Transfer Program has terminated.
  - b. Director, Oak Ridge Financial Service Center.
    - (1) Transmits to Headquarters' Payroll Office, a copy of the Approval of Application for Voluntary Leave Transfer Program.
    - (2) Processes DOE F 3630.1, "Leave Donation," in accordance with DOE 3630.2, paragraph 8.

c. Supervisors.

- (1) Endorse leave recipient applications for their employees and submit such applications to the Personnel Division as specified in DOE 3630.2, subparagraph 6c.
- (2) Promptly notify the Personnel Division when employees under their supervision have a medical emergency that has ended, as specified in DOE 3630.2, subparagraph 12b.

d. Employees.

- (1) Submit written applications to become a leave recipient in accordance with DOE 3630.2, paragraph 6.
- (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) Donations to approved leave recipients shall be in accordance with DOE 3630.2, paragraphs 8 and 9.

5. REQUIREMENTS AND PROCEDURES. None.

6. REFERENCES. None.

7. DEFINITIONS. None.

8. CONTRACTOR REQUIREMENTS DOCUMENT. None.

9. ATTACHMENTS. None.