

DIRECTIVES CONTROL FORM - ORO FINAL DIRECTIVE

PART A (To be completed by the Division of Primary Interest (DPI))

1. **NUMBER AND TITLE OF DIRECTIVE:** **ORO O 320, Chapter VI, Change 2, VOLUNTARY LEAVE TRANSFER PROGRAM**

2. **PURPOSE OF TRANSMITTAL:** New Directive Revised Directive

3. **THIS DOCUMENT MAY AFFECT THE WORK PERFORMED BY THE FOLLOWING CONTRACTORS:** (Check appropriate boxes)

No (all contractors)

Yes If yes, whom? Bechtel Jacobs Co. BWXT Y-12 ORAU UT-Battelle SURA

Other contractors (list by type)

Many ORO contractors have approved S/RIDs or WSS sets that may affect applicability of contractor requirements from this directive. Applicability of contractor requirements must take into account the approved standards set for each particular contract.

4. **SIGNIFICANT PROVISIONS:** Are there any significant changes or impact?

No Yes If yes, describe: This ORO chapter is part of the ORO sunset review process. Changes to this chapter include editorial revision to paragraphs 4a(3) and 4c(2). And the addition of paragraph 4d(3).

5. **CONTACT POINT:** Phil Barker Personnel & Management Analysis Branch, AD-442 574-2636
Name Organization Telephone

PART B (To be completed by the Directives Management Group (DMG)):

6. **FILING INSTRUCTIONS:**

<u>Remove</u>	<u>Dated</u>	<u>Insert</u>	<u>Dated</u>
ORO Control Form	05/18/1999	ORO Control Form	09/23/2002
ORO O 320, Chapter VI, Chg. 1, Pages VI-1 and VI-2	05/18/1999	ORO O 320, Chapter VI, Chg. 2, Pages VI-1 and VI-2	09/23/2002

ORO Directives are available on the ORO Directives Management Home Page at http://www.ornl.gov/doe_oro_dmg/oro_dir.htm. The ORO Directives will no longer be mailed in printed copy unless you do not have Internet capabilities.

7. **APPROVED FOR DISTRIBUTION IN ACCORDANCE WITH THE OFFICIAL DIRECTIVES DISTRIBUTION LIST:**

Original Signed By
Wayne H. Albaugh 09/23/2002
Signature: DMG Team Leader, AD-440 Date

INSTRUCTIONS TO ADDRESSEES: THIS FORM IS TO BE FILED WITH THE DIRECTIVE AND RETAINED

Rev. 01/30/2002

U.S. Department of Energy

Oak Ridge Operations

ORO O 320 Chapter VI Change 2

DATE: 09/23/2002

SUBJECT: VOLUNTARY LEAVE TRANSFER PROGRAM

1. PURPOSE. This chapter correlates to DOE O 322.1A, PAY AND LEAVE ADMINISTRATION AND HOURS OF DUTY, dated May 8, 1998, 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 Department of Energy (DOE) directive.
2. CANCELLATION. This chapter cancels and replaces ORO O 320, Chapter VI, Change 1, VOLUNTARY LEAVE TRANSFER PROGRAM, dated May 18, 1999.
3. APPLICABILITY. The provisions of this chapter apply to all ORO and OSTI employees except those excluded by DOE O 322.1A, subparagraph 3c.
4. 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), 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.
 - (4) Monitors the status of each leave recipient's medical emergency, and when it has ended, 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 (ORFSC).
 - (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."
- c. Supervisors.
 - (1) Endorse leave recipient applications for their employees and submit such applications to the Human Resources Division.
 - (2) Promptly notify the Human Resources Division when the medical emergency of leave recipient employees under their supervision has ended.
- d. Employees.
 - (1) Submit written applications to become a leave recipient.
 - (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 Personnel and Management Analysis Branch.
- 5. REQUIREMENTS AND PROCEDURES. None.
- 6. REFERENCES. None.
- 7. DEFINITIONS. None.
- 8. CONTRACTOR REQUIREMENTS DOCUMENT. None.
- 9. ATTACHMENTS. None.