

**CONTROL FORM FOR DOE/ORO DIRECTIVE**

**PART A (To be completed by the ORO DIRECTIVES MANAGEMENT GROUP, AD-440):**

**1. DIRECTIVE NUMBER, TITLE, AND DATE:**

**ORO O 320, CHAPTER VI, CHANGE 4, VOLUNTARY LEAVE TRANSFER PROGRAM, dated 06/13/2006**

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

**3. DOES THIS DIRECTIVE CANCEL OR EXTEND ANY OTHER DIRECTIVES?**  Yes  No  
**If "Yes," list what action (cancel or extend) and list the Directive(s) number(s), title(s), and date(s):**

This Directive cancels and replaces ORO O 320, Chapter VI, Change 3, VOLUNTARY LEAVE TRANSFER PROGRAM, dated 08/23/2004.

The attached Directive is forwarded for review and action. Complete Part B and forward a completed hard copy of this form to ORO DMG, AD-440, by 06/27/2006.

**PART B (To be completed by the DIVISION OF PRIMARY INTEREST [DPI]):**

**COMPLETE FOR DOE DIRECTIVES ONLY:**

**4. SUPPLEMENTAL ORO DIRECTIVE REQUIRED?**

Is a new or revised supplemental ORO Directive required?  Yes  No

**If "Yes," target date for submission of supplemental ORO Directive is \_\_\_\_\_.**

**COMPLETE FOR BOTH DOE AND ORO DIRECTIVES:**

**5. CONTRACTOR APPLICABILITY.**

**Does this Directive affect the work performed by ORO Contractors?**  Yes  No

**If "Yes," whom?**  Bechtel Jacobs Company LLC  ORAU

UT-Battelle, LLC  ISOTEK (Bldg. 3019, ORNL)

FWENC

Other Contractors (list by name)

**6. SUBJECT MATTER EXPERT:** Carol Aytes Federal Human Resources Branch  
Name Organization

*Original Signed By*

**7. APPROVED BY:** Melanie Kent, Chief Federal Human Resources Branch, AD-442 06/14/2006  
Signature Organization Date

**PART C (To be completed by the ORO DIRECTIVES MANAGEMENT GROUP, AD-440):**

**APPROVED FOR DISTRIBUTION IN ACCORDANCE WITH OFFICIAL DIRECTIVE DISTRIBUTION LIST:**

*Original Signed by*

Wayne H. Albaugh

06/15/2006

DMG Team Leader, AD-440

Date

**INSTRUCTIONS TO ADDRESSEES: THIS FORM IS TO BE FILED WITH THE DIRECTIVE AND RETAINED. (Revised 02/10/2006)**

# U.S. Department of Energy

Oak Ridge Office

ORO O 320  
Chapter VI  
Change 4

DATE: 06/13/2006

## **SUBJECT: VOLUNTARY LEAVE TRANSFER PROGRAM**

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1. PURPOSE. This Chapter correlates to DOE O 322.1B, PAY AND LEAVE ADMINISTRATION AND HOURS OF DUTY, dated January 14, 2005, by assigning responsibility and accountability to Oak Ridge Office (ORO), and the Office of Scientific and Technical Information (OSTI) and providing guidance to those organizations for which the ORO Human Resources Division (HRD) is designated as the Servicing Personnel Office (SPO). 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 3 VOLUNTARY LEAVE TRANSFER PROGRAM, dated August 23, 2004.
3. APPLICABILITY. The provisions of this Chapter apply to all ORO and OSTI employees, as well as other DOE employees of organizations for which the ORO HRD serves as the SPO, except those excluded by DOE O 322.1B, 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), approved copies of Office of Personnel Management (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 630-A.

c. Supervisors.

- (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 HRD 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.

5. REQUIREMENTS AND PROCEDURES. None.

6. 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.*"

7. DEFINITIONS. None.

8. CONTRACTOR REQUIREMENTS DOCUMENT. None.

9. ATTACHMENTS. None.