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U.S. DIST. COURT
MIDDLE DIST. OF LA.

UNITED STATES DISTRICT COURT
MIDDLE DISTRICT OF LOUISIANA

2007 MAR 30 PM 12:02

IN RE:

GENERAL ORDER
BY CLERK

LEAVE SHARING

NO. 2007 - 05

Considering the adoption by the Administrative Office of the United States Courts of required regulations which must be followed pertaining to the Voluntary Leave Transfer Program authorized by Public Law 100-566; and

Considering the necessity of establishing internal procedures and other guidelines in accordance with the adopted regulations (a copy of which is attached to this Order as Exhibit A);

IT IS HEREBY ORDERED THAT:

1. The term "Agency" as applied to the Middle District of Louisiana shall encompass the United States District Court, the United States Bankruptcy Court, and the United States Probation Office, and therefore the Middle District Agency shall be comprised of:
 - (a) the staffs of the United States District Judges, United States Magistrate Judges and the Bankruptcy Judge;
 - (b) all employees of the Office of the Clerk of the United States District Court and the United States Bankruptcy Court, and all employees of the United States Probation Office.
2. The Approving Official (the person who must approve all requests to become a leave recipient and to become a leave donor) shall be Douglas D. Dodd, United States Bankruptcy Judge.
3. Procedure for Making Requests to Become Leave Recipient:
Requests to become a leave recipient shall be made as follows:
 - (a) All employees of the Office of the Clerk of the United States District Court (other than the Clerk of Court) shall initially submit their requests to become leave recipients to the Clerk of Court; all employees of the Office of the Clerk of the Bankruptcy Court (other than the Clerk) shall initially submit their requests to the Clerk of Court; all employees of the Office of

Probation (other than the Chief Probation Officer) shall initially submit their requests to the Chief Probation Officer. All such requests shall be forwarded, along with any recommendations in connection therewith, to Judge Dodd within five (5) days after the request is received.

- (b) All requests to be leave recipients from all members of the staffs of the District Judges, the Magistrate Judges and the Bankruptcy Judge shall be made directly to Judge Dodd after consultation with the Judge or Magistrate Judge of whose staff the employee is a member.
- (c) The Clerk of the District Court, the Clerk of the Bankruptcy Court and the Chief Probation Officer shall make requests to become leave recipients directly to Judge Dodd.
- (d) Upon approval of a request, notice thereof shall be transmitted by Judge Dodd to the employee, the District Judges, Magistrate Judges, Clerk of the District and Bankruptcy Courts and to the Chief Probation Officer so that notice of the approval may be expeditiously transmitted to the employees of this Agency.

4. Procedure to Become a Leave Donor:

- (a) All requests to become a leave donor made by employees of the Office of the Clerk of the District Court, members of the Staffs of the District Judges and members of the staffs of the Magistrate Judges shall first be made to the Clerk of Court, who shall certify whether the amount of leave to be donated is within the limitations contained within the regulations and thereafter transmit the request and certification to Judge Dodd for consideration.
- (b) All requests to become a leave donor made by employees of the Office of the Clerk of the Bankruptcy Court and members of the Staff of the Bankruptcy Judge shall first be made to the Clerk of the Bankruptcy Court, who shall certify whether the amount of leave to be donated is within the limitations contained within the regulations and thereafter transmit the request and certification to Judge Dodd for consideration.
- (c) All requests to become a leave donor made by employees of the Office of Probation shall first be made to the Chief Probation Officer, who shall certify whether the amount of leave to be donated is within the limitations contained within the regulations and thereafter transmit the request and certification to Judge Dodd for consideration.

5. Criteria for Waiver of Limitation on Amount of Leave That Can be Donated by Donor Projected to Have Leave Subject to Forfeiture (over 240 hours at end of

year). The Approving Official may waive the limitation on donations of leave by persons projected to have over 24 hours of leave at the end of the year in which the request is made upon the following criteria:

- (a) the requested donation is necessary in order to forestall financial hardship in light of other available requests to donate leave;
- (b) the proposed donor has utilized a reasonable amount of annual leave, or will utilize a reasonable amount of annual leave, during the year in which the request is made;
- (c) the proposed donation will not give rise to foreseeable hardship to the donor.

The above criteria are adopted as appropriate written criteria which further the purpose of the leave sharing program and do not encourage the donation of excess leave that the leave donor has no intention of using.

6. Adoption of Forms: This Agency hereby adopts the following forms for use in connection with leave sharing:

- (a) Application to Become a Leave Recipient (attached hereto as Exhibit B).
- (b) Request to Become a Leave Donor (attached hereto as Exhibit C).
- (c) Notice of Restored Annual Leave (attached hereto as Exhibit D).

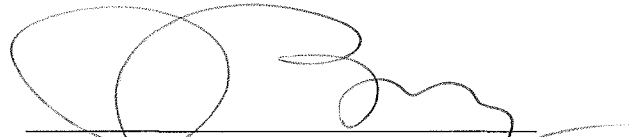
7. Record Keeping:

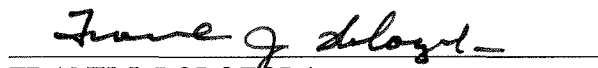
- (a) The Clerk of the District Court shall be responsible for maintaining required records and for all required and optional reporting regarding leave received and donated by:
 - (1) employees of the Office of the Clerk of the District Court;
 - (2) members of the Staffs of the District Judges; and
 - (3) members of the Staffs of the Magistrate Judges.
- (b) The Clerk of the Bankruptcy Court shall be responsible for maintaining required records for all required and optional reporting regarding leave received and donated by:
 - (1) employees of the Office of the Clerk of the Bankruptcy Court; and

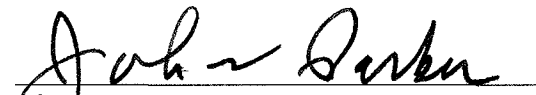
- (2) members of the Staff of the Bankruptcy Judge.
- (c) The Chief Probation Officer shall be responsible for maintaining required records and for all required and optional reporting regarding leave received and donated by employees of the Probation Office.
8. A copy of this General Order, together with all attachments shall be made available to all employees of this Agency.

Baton Rouge, Louisiana, March 30, 2007.


RALPH E. TYSON, CHIEF JUDGE
MIDDLE DISTRICT OF LOUISIANA


JAMES J. BRADY
UNITED STATES DISTRICT JUDGE


FRANK J. POLOZOLA
UNITED STATES DISTRICT JUDGE


JOHN V. PARKER
UNITED STATES DISTRICT JUDGE


DOUGLAS D. DODD
UNITED STATES BANKRUPTCY JUDGE

The Guide - Volume 1[Back to Graphical Site](#)**CHAPTER 10: PERSONNEL POLICIES AND PROCEDURES**
Subchapter 1630.2 Voluntary Leave Sharing Program

CONTENTS

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The Voluntary Leave Sharing Program is based on the provisions for leave in Chapter 63 of title 5, United States Code, as amended by Public Law 100-566 and Public Law 103-103. This program applies to all judiciary employees authorized to accrue leave as noted in Section A of Subchapter 1630.1, Chapter X, Volume I-C, of the Guide to Judiciary Policies and Procedures.

Section B. Purpose

The Voluntary Leave Sharing Program allows an individual employee, who experiences a personal or family medical emergency, and exhausts all available paid leave, to receive donated annual leave from fellow employees.

Section C. Policy**1. The Act**

The Federal Employees Leave Sharing Amendments Act of 1993, (Public Law 103-103, October 8, 1993) made permanent the voluntary leave transfer program which was established by Public Law 100-566 and scheduled to terminate on October 31, 1993. In keeping with changes made by the Act, this subchapter has been renamed as the Voluntary Leave Sharing Program.

"EXHIBIT A"

This legislation required each agency to establish and operate a leave sharing program in accordance with regulations issued by the Office of Personnel Management. Regulations governing the leave sharing program are found in 5 CFR §§ 630.901-913.

2. Explanation of Common Terms

a. Agency.

Individual court units, or groups of court units, within the judiciary whose employees are authorized to accrue leave, as noted in Section A of Subchapter 1630.1, Chapter X, Volume I-C of the Guide to Judiciary Policies and Procedures.

b. Approving Official. Each agency must determine the level of approval for granting applications to become a leave recipient or donor under the leave sharing program. All employees should be made aware of a court unit's approval process and level of approval authority.

c. Family member:

- (1) Spouse and parents thereof;
- (2) Children, including adopted children, and spouses thereof;
- (3) Parents;
- (4) Brothers and sisters, and spouses thereof; and
- (5) Any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

d. Leave Share Donor. An employee who voluntarily submitted a written request to have accumulated unused annual leave transferred under the leave sharing program to the annual leave account of an individual leave recipient, and the request has been approved by an employee's approving official.

e. Leave Sharing Recipient. A current employee for whom the approving court unit official has approved an application to receive annual leave from the annual leave accounts of one or more leave donors under the leave sharing program.

f. Medical emergency. A medical condition of an employee or a family member of the employee that requires the employee to be absent from duty for a prolonged period of time (at least 24 work hours), resulting in a substantial loss of income due to the unavailability of any paid leave.

Note: On August 5, 1993, the Office of Personnel Management advised that an agency should consider a normal maternity situation in the same manner as other incapacitating medical conditions of similar duration.

g. Paid leave. The status of an employee who is absent while using the employee's own accrued annual or sick leave.

h. Shared leave. The status of an employee who is absent while using annual leave transferred to the employee's account from a leave donor.

3. Leave Sharing Procedures

a. Request to Become a Leave Sharing Recipient

The request to become a leave sharing recipient should be made in writing by the employee or, if incapable of making such a request, by a personal representative on

behalf of the employee. This request should be submitted to the approving official and must include the following:

- (1) the name, position title and grade of the employee;
- (2) the reasons why transferred leave is needed, including a brief description of the nature, severity, and anticipated duration, and, if it is a recurring medical emergency, the approximate frequency of recurrence;
- (3) certification from a physician or appropriate medical expert, if the approving official so requires; and,
- (4) any additional information needed by the approving official.

b. Approval or Rejection of the Request

- (1) Each approving official shall determine if the potential recipient is, or has been, affected by a medical emergency.
- (2) The approving official shall determine that an employee's absence without available paid leave is, or is expected to be, at least 24 hours, i.e., three workdays. (In the case of a part-time employee, the absence should be at least 30 percent of the average number of hours of work in the employee's biweekly scheduled tour of duty.) The 24 hours of absence without available leave does not have to be consecutive. "Available leave" also means that an employee is required to use all the sick leave available under 5 CFR § 630.401 (b) through (e), i.e., up to 104 hours for a full-time employee, before becoming eligible for donated leave to care for a family member. The restriction of maintaining an 80-hour sick leave balance for the use of sick leave to care for a family member does not apply in a donated leave situation.
- (3) After the approving official has determined a medical emergency exists and a substantial loss of income will result, no other factors may be considered when making a determination of approval.
- (4) The employee is entitled to notification of approval or rejection within 10 workdays of receipt of the request. If the request is approved, the employee should be informed that other employees may request to have a portion of their annual leave transferred to the recipient's annual leave account. (Approval to allow an employee to become a recipient does not mean there are existing donors already available.) If the request is denied, the employee should be so notified and should be given the reasons for the denial.

c. Leave Donation

- (1) To donate leave, an employee must submit to the approving official a written request specifying the amount of accrued annual leave hours to be transferred to the annual leave account of a specified leave recipient. The approving official must comply with this request, subject to the restrictions given below in this subsection.
- (2) The amount of leave an employee may donate in any one leave year is **limited** to a total of one-half of the amount of annual leave he or she would be entitled to accrue during the leave year in which the donation was made.

For a full-time employee who accrues annual leave throughout an entire year, the maximum donation would be as follows:

<u>Years of Service</u>	<u>Biweekly Accrual Rate</u>	<u>Annual Accrual Rate</u>	<u>Maximum Donation</u>
3 or less	4	104	52
3 to 15	6	160	80
15 or more	8	208	104

This maximum would be lower for an employee who does not accrue annual leave during the entire leave year due to circumstances such as appointment after the beginning of the leave year or leave without pay. The purpose of this restriction is to prevent depletion of the donor's annual leave account, causing the donor to be without paid leave when that donor has need to be absent from work.

(3) In the case of a leave donor who is projected to have annual leave that is subject to forfeiture (i.e., lose-or-use leave over 240 hours in most cases) at the end of the leave year, the limitation on the amount of annual leave which can be donated shall be the **lesser** of:

(a) one-half the amount of annual leave an employee would be entitled to accrue during the leave year in which the donation is made, (e.g., 104 leave hours for an employee in the eight-hour annual leave category); or

(b) the number of hours remaining in the leave year (as of the date of the leave transfer) for which the donor is scheduled to work and receive pay.

(4) The limitations set forth in (3) may be waived when, in the judgment of the approving official, such a waiver would further the purpose of this program without allowing or encouraging the donation of excess leave that the leave donor has no intention of using. Written waiver criteria must be established by each court unit if used. Such waivers should be documented in writing.

(5) A leave donor may not have leave transferred from his or her annual leave account to the account of his or her immediate supervisor.

(6) Annual leave transferred under this program may be substituted retroactively for leave without pay or to liquidate an indebtedness for an advance of annual and/or sick leave granted due to a medical emergency.

d. Transfer of Leave Between Agencies

(1) The employing agency of a leave recipient shall accept annual leave transferred from donors of other agencies when:

(a) The donor is a family member of the leave recipient;

(b) The approving official determines that the amount of annual leave transferred from within is insufficient to meet the needs of the recipient; or

(c) Acceptance of such transferred leave from another agency would, in the approving official's judgment, further the purpose of this program.

(2) The employing agency of a leave donor who wishes to transfer annual leave to a recipient in another agency shall verify that the leave to be transferred is available and meets the limitations set forth under (c) above, and ascertain that the recipient's employing agency has determined that a condition under (1) above has been met. Upon satisfying these conditions, the leave donor's agency shall reduce the amount of annual leave credited to the donor's account by the amount of leave donated, and notify the recipient's agency in writing of the amount of

annual leave to be credited to the recipient's annual leave account. This is a transfer of leave hours only; there is no transfer of funds involved.

e. Accrual of Annual and Sick Leave While in a Shared Leave Status

(1) An employee in a shared leave status accrues annual and sick leave at the same rate as if the employee were in a paid leave status.

(2) The maximum amount of leave that may be accrued by full-time employees while using leave while in a shared leave status is limited to a total of 40 hours of sick leave and 40 hours of annual leave. For part-time employees and employees with uncommon tours of duty, the maximum amount of sick and annual leave that may be accrued while in a shared leave status is prorated.

(3) Any sick or annual leave accrued on the basis of shared leave should be credited to the employee in a leave account which is separate from the employee's regular leave account. If the medical emergency continues after the leave recipient exhausts all shared leave, an employee may use any sick or annual leave, as appropriate, that was earned while the employee was in a shared leave status.

(4) If the leave recipient is able to work a portion of the time while experiencing a medical emergency, the employee would earn leave based in part on the amount of time spent in a pay status and on the amount of time spent in a transferred leave status, using the leave accrual formula that applies to part-time employees. For example, a full-time employee in the four-hour accrual category, who has exhausted all annual leave accrued to date and who has been approved as a leave recipient, is able to work four hours each day of the pay period while experiencing a medical emergency affecting a family member. This employee would earn two hours of leave for that pay period based on the 40 hours in a pay status. This leave would be credited to that employee's regular leave account and must be used the following pay period before using any additional transferred leave. The employee would also earn two hours of leave based on the donation of 40 hours of annual leave which enabled the employee to be in a transferred leave status. This annual leave would be credited to a separate account as discussed under (e)(3) above.

(5) If the medical emergency terminates as a result of the termination of the leave recipient's federal service, none of the leave in the special account shall be transferred to the leave recipient's regular account.

f. Use of Shared Leave by a Recipient

(1) The annual and/or sick leave referred to here is that leave accrued by the leave recipient prior to the date the request to become a recipient was approved.

(a) If the leave recipient experiences a medical emergency, he or she must exhaust all annual and sick leave before using any annual leave from a donor.

(b) If a family member experiences a medical emergency, the leave recipient must exhaust all annual and sick leave up to 104 hours (for a full-time employee), before using any annual leave from a donor. In addition, if a family member experiences a medical emergency, the leave recipient must exhaust the 12 weeks of sick leave available for family care purposes before using donated leave.

(2) In the case where a leave recipient is able to work a portion of the time while experiencing a medical emergency, additional leave earned for that time worked

must be used before using transferred annual leave.

(3) A leave recipient may use annual leave transferred to his or her annual leave account in the same manner and for the same purposes as if he or she had accrued the annual leave. The approval and use of this transferred annual leave is subject to all conditions and requirements applicable to the use of leave accrued by the employee, except that transferred annual leave may accumulate without regard to the 240-hour carryover limitation.

(4) Transferred annual leave may not be:

- (a) transferred to a different recipient without the consent of the leave donor;
- (b) included in a lump-sum payment to the recipient; nor
- (c) made available for recredit upon reemployment by a federal agency.

g. Termination of the Medical Emergency

The recipient's approving official shall monitor the status of the medical emergency affecting the recipient to ensure that such emergency continues to exist. Upon termination of the emergency, no further requests for the transfer of annual leave to the recipient may be granted, and any unused transferred leave should be restored to the donors as covered in the next section. A medical emergency affecting a leave recipient shall be considered terminated:

- (1) when the recipient terminates from federal service;
- (2) at the end of the biweekly pay period in which the recipient's approving official receives written notification from the recipient (or his/her personal representative) that the recipient is no longer affected by a medical emergency;
- (3) at the end of the biweekly pay period in which the approving official determines, after written notice and opportunity for the recipient (or personal representative) to respond orally or in writing, that the recipient is no longer affected by a medical emergency; or
- (4) at the end of the biweekly pay period in which the approving official receives notification that the Office of Personnel Management has approved an application for disability retirement for the recipient under the Civil Service Retirement System or the Federal Employees Retirement System.

h. Restoration of Donated Leave

(1) Any transferred annual leave remaining to the credit of a leave recipient upon termination of the medical emergency shall, to the extent possible, be restored to the annual leave accounts of leave donors who are employed by a federal agency and are under the Leave Act on the date restoration is made. It is recommended that leave be restored to donors as soon as possible after the medical emergency terminates. The amount of unused transferred annual leave to be restored to each donor shall be determined as follows:

- (a) Divide the number of hours of unused transferred annual leave by the total number of hours of annual leave transferred to the recipient;
- (b) Multiply the ratio obtained in step (a) above by the number of hours of annual leave transferred by each donor eligible for restoration; and

- (c) Round each amount to the nearest whole hour increment.

If the total number of hours obtained through this process exceeds the total number of hours to be restored to eligible donors, then no unused transferred annual leave shall be restored. If this occurs, the unused hours cease to exist and are not available for use by that recipient or any other recipient. In no case shall the amount of annual leave restored to a leave donor exceed the amount transferred to the leave recipient by the donor.

If the donor retires, dies, or is otherwise separated from federal service before the leave can be restored, the leave recipient's agency shall not restore the unused transferred annual leave.

- (2) At the election of the donor, the unused annual leave restored to that donor may be:
- (a) credited to the donor's annual leave account in the current leave year;
 - (b) credited to the donor's annual leave account as of the first day of the first leave year beginning after the date of such election; or
 - (c) donated, in whole or in part, to another leave recipient. If donating only a portion of the restored annual leave to another recipient, the remainder may be recredited under either option (a) or (b) above.
- (3) Transferred annual leave that is restored to the account of a donor is subject to the 240-hour carryover limitation at the end of the leave year in which it is restored.

i. Prohibition of Coercion

No employee may intimidate, threaten or coerce any other employee, directly or indirectly, for the purpose of interfering with any of an employee's rights to donate, receive, or use leave under this program. This includes promising to bestow or withhold any benefit (such as a promotion) to an employee.

j. Leave Sharing Publication

Publication of employees' requests for leave sharing is not required. If publication is desired, the approving official has discretion concerning the method and extent of advertising an employee request.

Section D. Summary of Court Unit Leave Sharing Requirements

The following is provided as a brief summary of each court unit's requirements under the Voluntary Leave Sharing Program.

1. Approval Process and Authority

Each court unit is responsible for establishing the appropriate approval process which is to be followed by both leave recipients and donors, and determining who has the approval authority for granting requests to receive and donate annual leave. All employees covered under this program should be notified of such approval process and authority.

2. Written Waiver Procedures

Each court unit is required to establish written waiver procedures before being able to waive the limitations on the donation of leave as found in Section C.3.c(4) Leave Donation. Employees should be notified of such waiver procedures.

3. Record Keeping Procedures

Each court unit should establish record keeping procedures in order to ensure that leave recipients, and donors' leave accounts, are maintained accurately.

4. Monitoring Medical Emergency Status of Recipient

Each court unit should monitor the status of an employee to determine that the medical emergency affecting the employee still exists. (See Section C.3.g. Termination of the Medical Emergency.)

5. Coordination of Leave Transferred Between Agencies

Each court unit is responsible for determining the need for and coordinating the transfer of leave donated to and from another agency. (See Section C.3.d. Transfer of Leave Between Agencies.)

Application to Become a Leave Recipient Under the Voluntary Leave Transfer Program

1. Applicant's name (<i>Last, first, middle</i>)		2. Social Security Number	3. Employee Number
4a. Position title	4b. Pay plan	4c. Grade/pay level	
5. Name of organization (<i>Agency, Department, Office, Division, Branch, etc.</i>)		6. Office telephone number	
7. Nature and severity of the medical emergency			
8. Individual affected by medical emergency (<i>check one</i>) <input type="checkbox"/> Employee <input type="checkbox"/> Employee's family member		9. Date medical emergency began	10. Date medical emergency ended (<i>or is expected to end</i>)
11. Name of physician who will verify the medical emergency. (<i>Attach documentation from the physician (or other appropriate expert) showing the diagnosis, prognosis and duration of illness.</i>)			
12. What is the applicant's annual and sick leave balances as of end of last pay period? Annual leave balance → <input style="width: 50px; height: 20px;" type="text"/> Sick leave balance → <input style="width: 50px; height: 20px;" type="text"/>		13. How many hours of leave without pay have been used for this medical emergency? Hours → <input style="width: 50px; height: 20px;" type="text"/>	
14. Provide a description of the medical emergency to be distributed to servicing personnel offices so that other employees may donate annual leave to the applicant. <input type="checkbox"/> Check box if applicant does not want a description distributed. <input type="checkbox"/> Check box if applicant does not wish to have name used with the description or disclosed to anyone except the supervisor, the supervisory channel and the deciding official, and individuals who maintain the program.		Description of medical emergency	
15a. Name of individual completing application (<i>If applying on behalf of the applicant</i>)	15b. Relationship to applicant	15c. Telephone number (area code)	
16a. I certify that the above statements are true. (<i>Signature of applicant or individual applying on behalf of applicant</i>)		16b. Date signed	
Privacy Act Statement Participation in this program is voluntary; however, solicitation of this information is authorized under 5 U.S.C. 6332. The information furnished will be used to identify records properly associated with the transfer of annual leave. It may also be disclosed to a national, State, or local law enforcement agency where there is an indication of a violation or potential violation of civil or criminal law, rule, or regulation; or to another agency or court when the Government is party to a suit. Public Law 104-134 (April 26, 1996) requires that any person doing business with the Federal Government furnish a social security number or tax identification number. This is an amendment to title 31, Section 7701. Furnishing the social security number, as well as other data, is voluntary, but failure to do so may delay or prevent action on the application. If your agency uses the information furnished on this form for purposes other than those indicated above, it may provide you with an additional statement reflecting those purposes.			
17. First level supervisor's recommendation <input type="checkbox"/> Approve <input type="checkbox"/> Disapprove Signature _____ Date signed _____		18. Deciding official's decision <input type="checkbox"/> Approve <input type="checkbox"/> Disapprove Signature _____ Date signed _____	

Request to Donate Annual Leave to Leave Recipient Under the Voluntary Leave Transfer Program

*Within
Agency*

I request that annual leave be transferred to the leave account of an approved leave recipient. This recipient is not my immediate supervisor. As of the date indicated below, I have enough annual leave in my account to cover this amount. I understand that if I am projected to forfeit annual leave during this leave year, the amount of leave I am transferring may not exceed the number of hours remaining in the leave year for which I am scheduled to work. The amount of annual leave I am transferring also is not more than half the hours I will earn this year.

I understand that my decision to transfer leave is not revocable. If a sufficient balance of unused leave remains after the recipient's medical emergency has terminated, I can elect to have a pro-rated share returned to me during either the current leave year or the following leave year, or I can elect to donate my pro-rated share to another leave recipient. However, to do so, I must remain employed by a Federal agency and be subject to chapter 63 of title 5, United States Code.

I have not been directly or indirectly intimidated, threatened or coerced, or promised any benefit by any employee for the purpose of donating or using leave.

To Be Completed By Leave Donor

1. Name (<i>Last, first, middle</i>)	2. Social Security Number	3. Employee Number
4a. Position title	4b. Pay plan	4c. Grade/pay level
5a. Name of organization (Agency, Department, Office, Division, Branch, etc.)		5b. Office telephone number
6. Amount of annual leave accrued as of end of last pay period	7. Amount of leave projected to forfeit this leave year as of end of last pay period	8. Amount of annual leave to be transferred
9. Individual's name or identification number to whom leave is being donated		
10a. Signature		10b. Date signed

Privacy Act Statement

Participation in this program is voluntary; however, solicitation of this information is authorized under 5 U.S.C 6332. The information furnished will be used to identify records properly associated with the transfer of annual leave. It may also be disclosed to a national, State, or local law enforcement agency where there is an indication of a violation or potential violation of civil or criminal law, rule, or regulation; or to another agency or court when the Government is party to a suit. Public Law 104-134 (April 26, 1996) requires that any person doing business with the Federal Government furnish a social security number or tax identification number. This is an amendment to title 31, Section 7701. Furnishing the social security number, as well as other data, is voluntary, but failure to do so may delay or prevent action on the application. If your agency uses the information furnished on this form for purposes other than those indicated above, it may provide you with an additional statement reflecting those purposes.



UNITED STATES DISTRICT COURT
MIDDLE DISTRICT OF LOUISIANA
OFFICE OF THE CLERK

Nick Lorio
Clerk of Court

Telephone: 225-389-3500
Facsimile: 225-389-3501

NOTICE OF RESTORED ANNUAL LEAVE

Restored To: _____

It has been determined that _____ hours of annual leave are to be restored to your annual leave account in accordance with the Voluntary Leave Transfer Program, due to the termination of the medical emergency affecting _____.

Please indicate below the preferred method of restoring this leave to your leave account and **return this form to the person responsible for maintaining your time and attendance records.** Keep in mind when making your selection that any leave restored to your account is subject to the 240-hour carryover limitation.

_____ Restore the amount indicated above to my annual leave account in the current leave year.

_____ Restore the amount indicated above to my annual leave account as of the date of this election. I understand that this leave will not be available for use until such time as it has been restored to my account.

_____ Re-donate _____ hours of the amount indicated above to the following leave recipient: _____
If this amount is less than the full amount which is being restored to me, credit the remaining hours to my account as follows:
_____ In the current leave year
_____ In the next leave year

Certified Signature and Date: _____
Tina Russell, Personnel Specialist