

## INSTRUCTIONS FOR REQUESTING TO DONATE ANNUAL LEAVE

### **General Requirements relating to leave donations:**

1. You may donate to any approved USDA leave recipient except your immediate supervisor.
2. You may donate annual leave and restored annual leave only. **Sick leave may not be donated.**
3. Except under unusual circumstances, your total donations for the leave year may not exceed one half of the amount of annual leave you accrue in that leave year, (see Form AD-1043 for what your limit is based upon your annual leave earning category).
4. Except under unusual circumstances, if you have annual leave subject to forfeiture at the end of the leave year, you may donate no more hours of annual leave than there are hours left in the leave year for which you are scheduled to work. For example, if in the last pay period of the leave year, you wanted to donate annual leave and you were scheduled to be on leave for 24 hours, and off for a holiday for 8 hours, you would only be able to donate 48 hours of annual leave, (80 hours minus 32 hours = 48 hours).

### **To donate annual leave complete Form AD-1043, Leave Transfer Program Donor Application and note the following:**

1. We must have the name, address and telephone number of your timekeeper in blocks 8, 9 and 10. We need this information to ensure your timekeeper receives the instructions necessary for completion of your time and attendance (T&A) records. Do not adjust the leave balances until you or your timekeeper have been notified by the Leave and Compensation Team.
2. You must designate a specific number of hours in block 11 and you must specify the employee who is to be the recipient of your leave donation in block 12.
3. Mail, fax, or e-mail scanned copies of the application to:

Debbie Thilgen or Lisa Roach  
USDA, APHIS, MRP, LCT  
Butler Square West, 5th Floor  
100 North 6th Street  
Minneapolis, MN 55403  
FAX: (612) 336-3544