

LEAVE DONOR REQUEST

I, _____, voluntarily wish to DONATE _____ hours of annual
(#)

leave to _____
(Name of Recipient)

My Title: _____ Pay Plan: _____
(GS/WG/GM)

Grade: _____ Phone No.: _____ Room No.: _____

Organization: _____ (Office) _____ (Division) _____ (Branch)

Timekeeper's Name: _____ Phone No.: _____

Supervisor's Name: _____ Phone No.: _____

I understand that I can donate as little as 2 hours of annual leave or as much as one half of the amount of annual leave I will otherwise earn during this leave year.

Note: If you are a family member of the leave recipient, you may request a waiver from the limitations described above.

I certify that to the best of my knowledge as of _____, I have _____ hours of annual leave to my account.
(Date)

I have donated _____ hours of annual leave during this leave year. The date of my last donation was _____
(Date)

If requested, do you authorize the release of your name to the recipient?

Yes No

Signature of Employee

Date

Approved: _____ Disapproved: _____

Personnel Management Specialist

Date

NOTICE UNDER THE PRIVACY AND PAPERWORK REDUCTION ACTS

The collection of the information you are requested to provide on this form is authorized by 31 U.S.C. Ch. 31 relating to the public debt of the United States.

The purpose for requesting the information is to enable the Bureau of the Public Debt and its agents to issue securities, process transactions, make payments, identify owners and their accounts, and provide reports to the Internal Revenue Service. Furnishing the information is voluntary; however, without the information Public Debt may be unable to process transactions.

Information concerning securities holdings and transactions is considered confidential under Treasury regulations (31 CFR, Part 323) and the Privacy Act. This information may be disclosed to a law enforcement agency for investigation purposes; courts and counsel for litigation purposes; others entitled to distribution or payment; agents and contractors to administer the public debt; agencies or entities for debt collection or to obtain current addresses for payment; agencies through approved computer matches; Congressional offices in response to an inquiry by the individual to whom the record pertains; as otherwise authorized by law or regulation.