

DIRECTIVES CONTROL FORM - ORO O 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, Chg. 1, VOLUNTARY LEAVE TRANSFER PROGRAM**

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

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

No (all contractors)

Yes If yes, whom? LMES LMER ORAU SURA

Bechtel Jacobs Company

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 revisions to indicate the current correlating DOE Order (DOE O 322.1A) and to reflect the current organizational title of the ORO Human Resources Division. To reflect changes made to the correlating DOE Order, subparagraphs 4a(1) and (4), 4b(2), 4c(1) and (2), and 4d(1) have been modified and the previous subparagraph 4d(3) has been deleted.

5. **CONTACT POINT:** Lois Jago Personnel & Management Analysis Branch, AD-442 576-0680
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 O 320, Chapter VI	09/30/1996	ORO O Control Form	05/18/1999
Pages VI-1 and VI-2		ORO O 320, Chapter VI,	05/18/1999
		Chg. 1, Pages VI-1 and VI-2	

ORO Orders are available on the ORO Directives Management Home Page [http://www.ornl.gov/doe_oro_dmg/orchklst.htm] within 5-10 working days after receipt of this Control Form. The ORO Orders 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

Jennifer H. Cusick, AD-440
Signature Management Analyst, AD-440

05/18/1999
Date

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

Rev. 08/04/1998

U.S. Department of Energy

Oak Ridge Operations

ORO O 320 Chapter VI Change 1

DATE: 05/18/1999

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 DOE Order.
2. CANCELLATION. This Chapter cancels and replaces ORO 320, Chapter VI, VOLUNTARY LEAVE TRANSFER PROGRAM, dated September 30, 1996.
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 and when leave recipient's emergency has terminated.
 - (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 employees under their supervision have a medical emergency that 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.

5. REQUIREMENTS AND PROCEDURES. None.

6. REFERENCES. None.

7. DEFINITIONS. None.

8. CONTRACTOR REQUIREMENTS DOCUMENT. None.

9. ATTACHMENTS. None.