



# United States Department of the Interior

OFFICE OF THE SECRETARY  
Washington, D.C. 20240

MAY 16 2008

## PERSONNEL BULLETIN NO. 08-10

### SUBJECT: Revised Guidance on Voluntary Leave Transfer Program

#### 1. Purpose:

This Personnel Bulletin modifies the criteria for waiving limitations on donating annual leave under paragraph 10(c) of Personnel Management Letter No. 89-1 (630), Voluntary Leave Transfer Program, dated May 2, 1989.

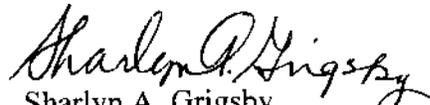
#### 2. Authority: 5 CFR 630.908(c)

#### 3. Policy:

Paragraph 10(c) is replaced with the following:

In circumstances where an employee desires to donate annual leave in excess of the limits described in paragraphs 10 (a) and (b), the Servicing Human Resources Office (SHRO) must counsel the employee on the potential impact to his/her leave account. The employee must then submit a written request specifying the number of hours he/she desires to donate, and the request must be approved by the donor's supervisor. The supervisor will take into consideration all circumstances surrounding the request, and the approved request will be submitted to the SHRO for processing.

#### 4. Point of Contact: Please contact Joy Buhler at 202-219-0811, or via e-mail at: Joy\_Buhler@ios.doi.gov.

  
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