U.S. DOD Form dod-va-0239

Department of Veterans Affairs

LEAVE TRANSFER AUTHORIZATION

INSTRUCTIONS: Complete Part I and submit the form to your Human Resources Management Office.

PRIVACY ACT STATEMENT: Participation in this program is voluntary; however, solicitation of this information is authorized by P.L. 100-566 (October 31, 1988.) This information furnished will be used to identify records properly associated with the leave donation. 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. Furnishing the Social Security Number, as well as other data, is voluntary, but failure to do so may delay or prevent action on the request to donate leave.

PART I - TO BE COMPLETED BY LEAVE DONOR

NAME OF DONOR *(Last, First, M.I.)*		SOCIAL SECURITY NUMBER
ORGANIZATION UNIT	GRADE *(Include step)*	SALARY RATE $
NAME OF RECIPIENT OF DONATED LEAVE	**AMOUNT OF DONATED LEAVE**	
	HOURS/DAYS OF REGULAR ANNUAL LEAVE	HOURS/DAYS OF RESTORED ANNUAL LEAVE
AUTHORIZATION - I authorize transfer of leave to the above-named recipient. ▶	SIGNATURE OF DONOR	DATE SIGNED

PART II - ACTION BY HUMAN RESOURCES MANAGEMENT OFFICE

I have reviewed the current positions and the grade pay levels of the above-named donor and leave recipient and certify that this request

☐ meets ☐ does not meet the administrative requirement for leave transfer.

COMMENTS

SIGNATURE	TITLE	DATE SIGNED

PART III - ACTION BY PAYROLL OFFICE

I have reviewed the leave record of the above-named donor and certify that the annual leave in the amount shown below meets the criteria of the leave transfer program. This leave is transferred on the date indicated below.

AMOUNT OF LEAVE	EFFECTIVE DATE
HOURS/DAYS	

COMMENTS

SIGNATURE	TITLE	DATE SIGNED

PART IV - ACTION BY PAYROLL OFFICE AT TERMINATION OF THE PERSONAL EMERGENCY

DATE PERSONAL EMERGENCY ENDED	HOURS/DAYS OF ANNUAL LEAVE RESTORED TO DONOR	DATE RESTORED	INITIALS OF PAYROLL CLERK	DATE SIGNED