

## Instructions for Applying to Become an Approved Leave Donor

### General Requirements related to leave donations:

1. You may donate to any leave recipient within USDA or outside of USDA, so long as the employee is an approved leave recipient under the LTP or Voluntary Leave Bank Program. You may not donate leave to your immediate supervisor.
2. You may donate earned, available annual leave only; sick leave may not be donated under this program.
3. Except in limited situations, in a given leave year your total donations for the leave year may not exceed ½ of the amount of annual leave you accrue in that leave year. See the Form AD-1043 for what your limit is based on your leave category.
4. Except under unusual circumstances, if you have annual leave subject to forfeiture at the end of the leave year (i.e., use or lose leave), 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 want 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 (e.g., 80-hour tour of duty minus 32 hours of leave = 48 hours to donate).

### Procedures for how to donate annual leave:

1. To donate annual leave under this Program, complete Form AD-1043, Leave Transfer Program - Donor Application. Please note the following:
  - Indicate the name, address and telephone number of your timekeeper in block 8, 9, and 10, even if you are your own timekeeper so that your timekeeper receives the instructions on how to record your leave donation on your time and attendance (T&A) report. **Do not adjust the leave balances on your T&A until you are notified that your donation is approved, and you have received instructions.**
  - You must designate a specific number of hours in block 11 of the AD-1043 to be donated and specify the employee who is to be the recipient of your leave. Provide his/her name in block 12 or provide the recipient's case number in block 13 (if you know it. If you don't, the form can still be processed). Ignore block 14.
  - Blocks 15 through 19 are not necessary if the recipient is within FSIS. However, please complete these blocks, as best you can, if the recipient is outside of FSIS.
2. Submit completed form AD-1043 to the Financial Service Center:

USDA-Food Safety and Inspection Service  
Financial Service Center  
4520 114<sup>th</sup> Street  
Urbandale, IA 50322  
Fax: 515-334-2059