



PLEASE POST

Date: December 9, 2015

LSP# 13-4F-945-1143

REQUEST FOR ANNUAL LEAVE DONATIONS U. S. POSTAL SERVICE ANNUAL LEAVE SHARING PROGRAM

BAY VALLEY DISTRICT

We have received a request for annual leave donations from

a MAILING REQUIREMENTS CLK at the
BAY-VALLEY CS DISTRICT in OAKLAND CA
is incapacitated for available Postal Service duties

Any BAY VALLEY District Career, CCA, MHA, or PSE employee who is interested in donating **earned** annual leave may access PS Form 3970-D, *Request to Donate Leave*, at <http://blue.usps.gov/formmgmt/3999.htm>. An employee may also contact (a) the immediate supervisor, (b) the HR Shared Service Center at 1-877-477-3273, option 5; or (c) a union representative to request this form.

A donor may not donate leave to his or her supervisor.

Mail PS Form 3970-D, *Request to Donate Leave*, with **Parts I and II completed to:**

**Attn: Leave Share Coordinator
HR Shared Service Center
Compensation and Benefits
PO Box 970400
Greensboro NC 27497-0400**