



## **PLEASE POST**

December 28, 2011

LSP# 12-4J-530-0494

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

#### ***LAKELAND DISTRICT***

HR Shared Service Center (HRSSC) received a request for annual leave donations from

## **MARY AXTMAN**

a RURAL CARRIER at the

DE FOREST PO in DE FOREST, WI

is incapacitated for available Postal Service duties

Any LAKELAND District career or transitional 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) their immediate supervisor, (b) HRSSC at 1-877-477-3273, option 5, (TTY 1-866-260-7507); 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:

USPS / HR SHARED SERVICE CENTER  
LEAVE SHARING PROGRAM COORDINATOR  
BENEFITS AND COMPENSATION  
PO Box 970400  
GREENSBORO NC 27497-0400