

**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
100 USDA, Suite 102  
Stillwater, OK 74074-2653

**OK Notice PM-1368**

For: County Offices

**Leave Transfer Opportunity**

Approved by: State Executive Director



**1 Overview**

**A**

**Background**

Cheryl Florence, Secretary to the SED in the State Office, has made application as recipient under the leave transfer program personal medical emergency and has been approved.

**B**

**Purpose**

This notice informs federal employees of an opportunity to transfer annual leave under the leave sharing program.

**Disposal Date**

January 1, 2004

10-03-03

**Distribution**

County Offices

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**2 Medical Condition**

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**A  
Statement**

Ms. Florence has authorized the following statement to be released: "I recently injured my knee and now require surgery. I will be off work for approximately three weeks."

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**3 Action**

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**A  
Federal Employee  
Action**

Employees electing to donate annual leave may complete Exhibit 1. Requirements of 17-PM (Rev. 2), Part 10 apply. Donations may be effective PP 20. Upon completion of the form, fax it to the State Office, Attn: Jan Courtright.

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