



**PLEASE POST**

Date: October 18, 2017

LSP# 18-4G-330-0077

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

***SOUTH FLORIDA DISTRICT***

We have received a request for annual leave donations from

**Crystal Took-Rolle**  
**CRYSTAL E. ROLLE**

a LEAD SALES & SERVICES ASSOCIATE at the  
WPB-SINGER ISLAND BR in RIVIERA BEACH, FL  
is incapacitated for available Postal Service duties

Any SOUTH FLORIDA 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