

SAN FRANCISCO DISTRICT MANAGER



July 24, 2006

SUPERVISORS and MANAGERS
SAN FRANCISCO DISTRICT

SUBJECT: PS Form 3971 Submissions

It has come to my attention that there have been occasions where supervisors input leave other than what has been requested by the employee. Employees are required to submit PS Form 3971 requesting the type of leave they wish to use for any period including absences for work-related injuries. Managers are not allowed to change the type of leave requested.

Signed
Winifred G. Roux

cc: Harriet J. White, MHR Adam Alvarez, AIMLR