



**pennsylvania**

OFFICE OF ADMINISTRATION

HUMAN RESOURCES AND MANAGEMENT

September 1, 2011

Mr. Roy Pinto, President  
PSCOA  
2421 N. Front Street  
Harrisburg, PA 17110-1110

RE: Leave Donation Program

Dear Mr. Pinto:

Over the past several years, the Office of Administration has reviewed many requests for leave donation. For some, leave donation cannot be approved because the condition does not meet the definition of "catastrophic" even though the medical facts demonstrate a "severe" medical condition which seem deserving of leave donation.

With our employees' best interest in mind, the Office of Administration proposes to modify the Leave Donation Program as outlined in the Agreement between the parties to include "severe medical conditions" in addition to catastrophic medical conditions. To evaluate the severity of the medical condition, the enclosed new form will be required in addition to a Serious Health Certification Condition form effective upon your acceptance of this modification.

If you accept this modification to the Leave Donation Program, please indicate so by signing the enclosed copy and returning an original to Jay Gasdaska with the Bureau of Labor Relations. If you have any questions, or would like to discuss this issue in more detail please contact Jay Gasdaska or Bryan Oles at (717) 787-5514 to schedule a meeting.

Sincerely,

James A. Honchar, SPHR  
Deputy Secretary for Human Resources Management

  
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Roy Pinto Date

Copy: Secretary Kelly Powell Logan, OA  
Jay Gasdaska, Director, Bureau of Labor Relations, OA  
Matt Wanack, Director, Bureau of Employee Benefits & Services, OA