



FEDERAL EMERGENCY MANAGEMENT AGENCY

	Date	Number	
MANUAL	January 7, 2000	3300.3 Chg. 2	HR-ER

FEMA Absence and Leave Policy

1. Purpose: This transmits a change to FEMA Manual 3300.3, Absence and Leave Policy, dated October 1997. This change is to advise employees of the increase in the amount of paid leave that's available to employees who will donate organs for transplants.
2. Action Required. Holders of FEMA Manual 3300.3 shall make the following change and file this transmittal sheet in front of FEMA Manual 3300.3 for reference purposes.

Pen-and-Ink Change:

Change

At page 32, fourth paragraph, first sentence, change the word "seven" to "thirty".

/s/

Dianne K. Bona
Director
Office of Human Resources Management

Distribution: J(AllPerHqFld)