



# United States Department of the Interior

OFFICE OF THE SECRETARY  
Washington, DC 20240



MAR 24 2004

**PERSONNEL BULLETIN NO. 04-06 (630)**

**SUBJECT:** Request for Leave or Approved Absence

1. **Purpose.** This establishes the policy for requesting leave or approved absence for all employees of the Department of the Interior.
2. **Policy.**
  - a. Requests for leave or approved absence should be in writing, either by completing the Application for Leave Form (OPM 71), or by submitting an e-mail to the employee's supervisor requesting leave or absence.
  - b. The Office of Personnel Management's form OPM 71 supersedes the SF-71 form. The OPM Form 71 is available to employees on the OPM's website at <http://www.opm.gov/forms>.
  - b. Copies of leave approvals (OPM 71 or e-mail) must be maintained by the employee or the employee's timekeeper.
3. **Responsibilities.**
  - a. Employees are responsible for requesting leave or absence in writing and ensuring copy of approval is maintained for recordkeeping purposes.
  - b. Servicing personnel offices (SPOs) are responsible for notifying employees to request leave in writing.
  - c. SPOs should remind employees annually that leave that is forfeited due to an exigency of the public business or sickness of the employee may be considered for restoration only if the annual leave was scheduled in writing before the start of the third biweekly pay period prior to the end of the leave year.
4. **Labor-Management Obligations.** Bureaus are reminded to fulfill their labor-management responsibilities, where appropriate, prior to implementation where a bargaining unit holds an exclusive recognition.
5. **Effective Date:** This policy is effective immediately.

6. **Point of Contact.** The Department point of contact on this policy is Jackie Johnston, Office of Personnel Policy, (202) 208-0144, [Jacqueline\\_Johnston@ios.doi.gov](mailto:Jacqueline_Johnston@ios.doi.gov).



Carolyn Cohen

Director, Office of Personnel Policy