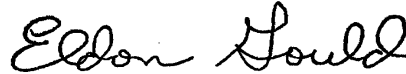


For: RMA Employees

New Annual Leave Ceiling for Senior Level (SL) Employees

Approved by: Administrator, RMA



1 New Annual Leave Ceiling

A Purpose

This notice provides RMA employees under SL positions a recent change in the annual leave ceiling. The National Defense Authorization Act (PL 110-118) expanded the provision of the 720 hour leave ceiling to include SL employees.

Effective April 8, 2008, SL employees may accrue up to 90 work days (720) hours of annual leave each leave year.

SL employees are reminded to plan leave according to avoid forfeiture at the end of the leave year.

B National Office Contacts

National Office employees shall contact Susan Brown, HRD, EPB at 202-401-0066 or TDD 202-205-9057 for additional information.

C Field Office Contacts

Field Office employees shall use the following table for additional information.

IF employee is located in the RMA...	THEN contact...
Product Management	HRD, KCHRO at: <ul style="list-style-type: none"> • 816-926-6225 • TDD 816-926-7440.
Regional Offices and Compliance Field Offices, except Kansas City offices	Susan Brown, HRD, EPB at: <ul style="list-style-type: none"> • 202-401-0066 • TDD 202-205-9057.

Disposal Date	Distribution
January 1, 2009	All RMA employees