
CANCELLATION, RESTORATION, FORFEITED ANNUAL LEAVE - END OF
YEAR GUIDANCE

This is a 2 step process.

IMPORTANT: The cancellation of annual leave is a separate step in the process for
possible restoration of leave after pay period 1.

The following is guidance for timekeepers, employees and supervisors regarding the
usage of leave for leave year 2008 which ends on January 3, 2009. NOTE: Action is
required by COB November 22, 2008.

Restoration of Forfeited Annual Leave - In accordance with the law (C.F.R. 630.308), to
be considered for restoration of annual leave, "use of the annual leave must have been
scheduled in writing before the start of the third bi-weekly pay period (November 23,
2008) prior to the end of the leave year." When an employee chooses not to request or
use annual leave to avoid forfeiture, he or she is not entitled to have the forfeited leave
restored.

Use-or-Lose Annual Leave - Supervisors should review employee T&A printouts after
pay period 20 and ask employees to schedule annual leave which will exceed their 240-
hour ceiling (SES staff and certain other employees have a higher leave ceiling). Take
into account that employees will accrue additional annual leave hours by the end of the
leave year, (e.g., leave category 8 employees will earn 48 more hours of annual leave
over the final 6 pay periods of the leave year; leave category 6 employees will earn 40
more hours; and leave category 4 employees will earn 24 more hours.) Scheduling of
annual leave is a cooperative endeavor between the supervisor and the employee. Leave
scheduling and considerations should reflect the needs of the mission and the wishes of
the employee. While employees have an obligation to request annual leave in writing
and in a timely manner, supervisors also have a responsibility of ensuring careful
planning and scheduling of leave in order to avoid forfeiture of the leave.

STEP 1 CANCELLATION PROCEDURES

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Before November 22, 2008, leave slips must be submitted and approved for annual leave
that is being considered for cancellation/restoration. If at a later date, the supervisor finds
that the leave must be canceled, a memo must be sent in a timely manner for formal
cancellation according to the procedures below. Employees must attempt to reschedule
leave (with supervisory approval) within the remainder of the leave year. Failure to

attempt to reschedule the leave could result in forfeiture. (See Attachment 1 - Decision Information)

ARS (New Procedure):

For approval of the annual leave cancellation, ARS supervisors must submit leave cancellation requests and justification to their Area Director, Division Directors in AFM, or other Management Officials who report directly to the Administrator (not to Roy Wells) for approval. ***NOTE: This is a change from previous years.

NASS, CSREES, and ERS

For approval of the cancellation of annual leave, a supervisor must request, via a memorandum to their agency head, cancellation of the leave and provide justification for the decision. (See Attachment #1 - Decision Information.)

These cancellation requests must be sent immediately when it is known that the employee cannot use the annual leave as scheduled. (Reminder this is a separate process to be done earlier than the request to restore leave.)

SAMPLE CANCELLATION MEMO (Attachment #2): To request the approval of the CANCELLATION of annual leave, you may wish to use the attached sample memo. This memo contains pertinent information needed for the prompt and efficient processing of the cancellation of leave.

STEP 2 RESTORATION OF ANNUAL LEAVE

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After pay period 01, 2009, but before April 1, 2009, proceed with the following steps:

1. Prepare a memo requesting restoration of the canceled annual leave hours
2. Attach the T&A printout of PP26 and PP1
3. Send copies of approved leave slips that were submitted prior to November 22, 2008
4. Attach the memo that approved the cancellation of the leave
5. Fax all information to: 301-504-1493 (Please keep original in the T&A folder.) or,
6. Mail to: Ms. Terri Ponte
 Leave Restoration Coordinator
 REE Pay, Leave, and Employee Records, HRD, AFM, Stop 5103
 5601 Sunnyside Avenue
 Beltsville, Maryland, 20705-5103

After review, you will receive an email memo stating whether or not the restoration was approved.

SAMPLE RESTORATION MEMO (Attachment #3): To request the approval of the RESTORATION of annual leave, you may wish to use the attached sample memo. This memo contains pertinent information needed for the prompt and efficient processing of the restoration of annual leave.

If we can be of assistance for any concern/s regarding leave cancellation or restoration, please contact Terri Ponte on 301-504-1474 or terri.ponte@are.usda.gov , or Ted Nykiel on 301-504-4426 or ted.nykiel@ars.usda.gov.
