



# Restored Leave

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2012 leave year end date 01/12/13

2013 leave year end date 01/11/14

2014 leave year end date 01/10/15

**All use-or-lose annual leave must be taken by the leave end date**

- \* If an employee has scheduled the use-or-lose annual leave and is unable to take it IAW the information and requirements found on: <http://www.opm.gov/oca/leave/HTML/RESTORE.asp> , the leave may be restored by the Commander of the employee's organization.
- \* The local Civilian Personnel Advisory Center (CPAC) should be consulted for advice regarding circumstances which warrant the restoration of annual leave.
- \* The approval authority for the restored leave is the Commander (Commander's equivalent or the Commander's designated representative) of the employee's organization.
- Once the Commander has determined that the requirements for leave restoration have been met, the Commander's approval memo should be submitted for processing to servicing Customer Service Representative.  
Link to sample format: <http://www.eur.army.mil/g1/content/CPD/dcps.html?framepage=dcps/dcpsForms.html>
- \* The request should not be submitted until after the leave has been forfeited.
- \* The Secretary of the Army is the only designated agency official who can approve the restoration of leave for SES employees.
- \* Check with the personnel liaison or G1/J1 within your organization to determine if your organization has internal procedures for approval of forfeited leave restoration.

