**HIDOD Personnel Fast Facts 2012-02 4 October 2012**

Forfeiture/Restoration of Annual Leave

Annual leave in excess of 240 hours is considered “use or lose” if accrued, but not used by the end of the leave year. Technicians are advised that the current leave year ends on **Saturday, 12 January 2013.** Annual leave **in excess of 240 hours will automatically be forfeited at the end of the leave year.**

**Exceptions to automatic forfeiture are:**

* Administrative error resulting in forfeiture of annual leave through no fault of the technician.
* Sickness, injury, or other medical condition for which paid sick leave or continuation of pay (COP) were approved, thereby, interfering with the use of scheduled /rescheduled annual leave. The technician’s sickness or injury must have occurred late in the leave year or was of such duration that the excess annual leave could not be rescheduled for use before the end of the leave year.
* Exigency of the Public Business – i.e., an urgent need for the employee to be at work – is of major importance and that the excess annual leave could not be used. The exigency must be approved, normally in advance, through supervisory channels.

Requests for restoration of annual leave that was forfeited will be considered **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.* This means the technician’s written request (i.e. OPM Form 71) and approval to use the “use or lose” annual leave must be accomplished **before 1 December 2012.**

Requests for restoration *must* be submitted to the Human Resources Office (HRO), through command/supervisory channels, **after 13 January 2013**. The following information must be included in the request:

1. The calendar date(s) on which annual leave was scheduled and approved by an authorized official.
2. The amount(s) of annual leave hours scheduled and approved for use.
3. The reason(s) for cancellation of approved annual leave. If cancellation was due to operational demand (“exigency of public business”), include the beginning and the ending dates of that demand along with a copy of the official documentation which stated the demand had cancelled the scheduled approved leave.
4. The calendar date on which the cancelled annual leave was rescheduled for use.
5. The amount(s) of cancelled annual leave hours rescheduled for use.

Any questions or for more information, please contact Mrs. Catrecia Lewis, Human Resources Specialist, at (808) 672-1236.