

September 18, 2002

**SUBJECT: SCHEDULING OF USE OR LOSE ANNUAL LEAVE**

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Employees and supervisors are reminded that the leave year ends on January 11, 2003, and should assure that excess annual leave is planned, scheduled, and approved prior to December 1, 2002. Any annual leave in excess of 240 hours which is not used (or donated to a participant in the Voluntary Leave Transfer Program) by the end of the year is normally forfeited.

Forfeited annual leave may be restored under the following conditions. Requesting organizations will be responsible for notifying the payroll office of approved restoration requests.

1. Exigency of Public Business. There are two requirements in the law which must be met to restore leave in this case:
  - a. The exigency must be of such importance as to preclude the use of scheduled leave. This determination must be made by the Manager, Oak Ridge Operations Office (ORO); Manager, National Nuclear Security Administration, Y-12 Site Office (YSO); or Manager, Office of Scientific and Technical Information (OSTI). Principal Staff members should use the form on the reverse to request approval of any exigency. Each request should clearly state the beginning and ending dates of the proposed exigency and reasons why other alternatives cannot be used to prevent the forfeiture of leave.
  - b. The leave, which must be cancelled by the supervisor due to the exigency, must have been scheduled and approved by the supervisor (written documentation required) by December 1, 2002.
2. Annual Leave Forfeited Due to Illness. Annual leave that is forfeited because of illness may be restored if it was scheduled and approved by December 1, 2002, and if the illness occurred so late in the leave year, or is of such duration that the leave cannot be rescheduled within the leave year. Requests for restoration of annual leave forfeited due to illness should be directed by a member of Principal Staff to the Assistant Manager for Administration, ORO; Assistant Manager for Resource Management, OSTI; or Manager, YSO (through the Human Resources Division). This request should include documentation of the period and amount of leave which was approved, scheduled, and subsequently cancelled due to illness as well as why other alternatives could not be used to prevent the forfeiture.

When an administrative error causes the loss of annual leave, the leave may be restored on a case-by-case basis depending on the circumstances involved.

  
Melanie M. Kent, Chief  
Personnel and Management  
Analysis Branch

Attachment

# REQUEST FOR DETERMINATION OF EXIGENCY OF PUBLIC BUSINESS AND LEAVE RESTORATION

## PART I: DETERMINATION OF EXIGENCY OF PUBLIC BUSINESS

I request that a determination be made that an exigency of the public business exists. The nature of the exigency is described in detail in the attached. Previously approved annual leave for the affected employee must be cancelled. OPM-71 (formerly SF-71), Request for Leave or Approved Absence, is attached to document that leave was scheduled before the beginning of the third pay period prior to the end of the leave year.

Organizational Unit: \_\_\_\_\_

Employee Affected: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Beginning and Ending Dates of Exigency: \_\_\_\_\_ Number of Hours Requested: \_\_\_\_\_

Recommended by: \_\_\_\_\_  
(Division Director or Above) Date

Concur: \_\_\_\_\_  
Chief, Personnel and Management Analysis Branch Date

Approved: \_\_\_\_\_  
Manager, ORO, YSO, or OSTI Date

## PART II: RESTORATION OF LEAVE

### \*\*TO BE SUBMITTED AFTER THE BEGINNING OF THE NEW LEAVE YEAR\*\*

An employee whose annual leave has been scheduled and approved by his or her supervisor in writing before the start of the third biweekly pay period prior to the end of this leave year is eligible to request restoration of leave forfeited due to the declaration of this exigency. The approved and dated leave request (OPM-71), signed by both the employee and his/her supervisor, is attached.

This request for restoration of leave meets all applicable regulatory requirements.

\_\_\_\_\_  
Human Resources Specialist Date

I concur in this request for restoration of leave.

\_\_\_\_\_  
Patricia Howse-Smith, Director, Human Resources Division Date

Approved: \_\_\_\_\_  
Assistant Manger for Administration, ORO or  
Manager, YSO or  
Assistant Manager for Resource Management, OSTI Date