

memorandum

DATE: September 25, 2003

REPLY TO:
ATTN OF: AD-442:Aytes

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

TO: All ORO, OSTI, and YSO Employees

Employees and supervisors are reminded that the leave year ends on January 10, 2004, and should assure that excess annual leave is **planned, scheduled, and approved prior to November 29, 2003**. 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**. In accordance with ORO O 320, the exigency request must be submitted to the Human Resources Division for concurrence by **no later than January 24, 2004**. 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 Director, Office of Scientific and Technical Information (OSTI). Principal Staff members should use the form attached 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 November 29, 2003.
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 November 29, 2003, 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 Director for Administration and Information Services, 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.

Please contact your Human Resources Specialist if you have any questions regarding this memorandum.

A handwritten signature in black ink that reads "Melanie M. Kent". The signature is written in a cursive style with a long horizontal stroke at the end.

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 or YSO, or Director, 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 Manager for Administration, ORO or
Manager, YSO or
Assistant Director, OSTI Date