

SCHEDULING ANNUAL LEAVE - 2008

This is a reminder to all supervisors, managers, and employees that schedules for annual leave to be used for the remainder of this leave year should be reviewed and revised as required while there is still time to make any required adjustments.

Based on an 8-hour day, most Non-Senior Executive Service (SES) employees may carry-over a maximum amount of **30** days; Federal Employees Stationed within the United States - **30** days; Federal Employees Stationed Overseas - **45** days; and Members of the Senior Executive Service, Senior-Level and Scientific and Professional Employees - **90** days of annual leave from one leave year to the next. Annual leave in excess of the maximum allowable carryover (use-or-lose), which is not used by the end of leave year (**January 3, 2009**), may only be restored for future use under certain limited conditions outlined below:

1. The employee requested to take leave in writing on an Office of Personnel Management Form 71 (OPM-71), **Request for Leave or Approved Absence**, or submitted an electronic leave request via Employee Self Service (ESS);
2. The request was approved by the Supervisor on or before **November 22, 2008**, (scheduled in writing before the start of the third biweekly pay period prior to the end of the leave year); and
3. It is determined that the annual leave was forfeited due to:
 - a. an exigency of the public business declared by the Head of a Headquarters' Element prior to the cancellation of the scheduled annual leave; or
 - b. an employee's sickness or injury that 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; or
 - c. an administrative error. (An employee's failure to schedule leave prior to the November 22, 2008, date does not constitute an administrative error).

Prior to the cancellation of any scheduled leave due to a possible exigency, the Head of the Headquarters Element must declare in writing that an exigency exists. Two pieces of information must be provided to the Head of the Headquarters Element by the supervisor in support of a request to declare an exigency:

1. The original OPM-71, signed and dated, showing that the leave was requested, scheduled, and approved on or before **November 22, 2008**, or a copy of the electronic submission, Employee Leave Request (SF-71)

showing that the leave was requested, scheduled, and approved on or before **November 22, 2008** (scheduled and approved leave does not have to have been used on or before November 22, 2008); and

2. A written statement from the supervisor describing:
 - a. the date that the special work situation first became known to the supervisor;
 - b. why the work requirement is of such an urgency as to preclude usage of the scheduled leave; and
 - c. why the leave cannot be rescheduled for use before **January 3, 2009**, the last day of the current leave year.

Heads of Headquarters Elements have authority to approve requests for restored leave. Administrative Officers should forward requests to the Heads of Headquarters Elements for consideration. Approved restored leave requests should be forwarded to the Payroll Office for processing. A copy of the approval memorandum should be provided to the affected employee.

Employees electing to use the ESS Employee Leave Request system are reminded to retain copies of both approved and disapproved requests.

The Government Management Reform Act (P.L. 103-356) amended Title 5, United States Code, section 6304 (f), concerning the limit on the amount of annual leave that career and non-career SES members may carry over from one leave year to the next. This limit is the greater of (a) 90 days (720 hours) or (b) the amount still remaining that the employee had accumulated prior to October 13, 1994.

Questions may be directed to the Headquarters Employee/Labor Management Relations Services Team on (202) 586-2130.