REQUEST FOR RESTORATION OF LEAVE

For Use by Office of Science Site Offices

An employee whose annual leave has been scheduled and approved by his/her supervisor in writing before the start of the third biweekly pay period prior to the end of the leave year is eligible to request restoration of leave forfeited due to a declaration of an exigency of the public business, illness, or administrative error. **An approved Request for Approval of Leave Forfeiture must be attached.** Forms are available at http://www.oro.doe.gov/pmab/Forms/Forms.htm pending publication in SCMS.

I concur with this request for restoration of leave for (employee) _____
for _____ hours of leave based on a previously approved exigency of the public business.

Concurrence: _____ Date: _____
Immediate Supervisor

Approval: _____ Date: _____
Manager, _____ Site Office

Forward approved forms to your Servicing Human Resources Office

This request for restoration of leave complies with applicable regulatory requirements.

Compliance Review: _____ Date: _____
Servicing Human Resources Office Staff

I concur in this request for restoration of leave.

Concurrence: _____ Date: _____
Director, Servicing Human Resources Office

FOR INTERNAL USE ONLY

☐ ***Copy to Originating Office*** ***Initials:*** _____ ***Date:*** _____

☐ ***Copy to Payroll*** ***Initials:*** _____ ***Date:*** _____

☐ ***Copy to Files*** ***Initials:*** _____ ***Date:*** _____