

## REQUEST FOR DETERMINATION OF EXIGENCY OF PUBLIC BUSINESS

This is to request that a determination be made that an exigency of the public business exists. The nature of the exigency is described in detail below and in attachments, if needed. Previously approved annual leave for the affected employee was cancelled for reasons stated below.

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

Organizational Unit: \_\_\_\_\_ Number of Hours Requested: \_\_\_\_\_

Beginning and Ending Dates of Exigency: \_\_\_\_\_

**Copies of approved forms OPM-71, Request for Leave or Approved Absence, are attached to document that leave was scheduled before the beginning of the third pay period prior to the end of the leave year.**

**What work prevented the employee from using previously approved leave:** *(Discussion must include specific work assignments and related dates and must specifically state why the work could not have been delayed.)*

**Reason previously approved leave could not have been rescheduled:** *(Discussion must cover the entire period between the time of the exigency and the end of the leave year. Reasons based on use of previously restored leave are insufficient.)*

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

Concur: \_\_\_\_\_ Date: \_\_\_\_\_  
Chief, Federal Human Resources Branch

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Manager; Office, Site Office, or Director, OSTI

**Forward approved forms to the ORO Federal Human Resources Branch , AD-442**

*Leave lost as a result of approved exigencies of the public business cannot be restored prior to the beginning of the next leave year. A Request for Restoration of Leave must be submitted by the requesting office in order to initiate the restoration process. Forms are available at <http://www.oro.doe.gov/pmab/forms>*