

REQUEST FOR RESTORATION OF LEAVE

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. **An approved Request for Determination of Exigency of the Public Business must be attached.** Forms are available at <http://www.oro.doe.gov/pmab/forms>

*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: _____
Division Director/Office Head

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

Compliance Review: _____ Date: _____
Chief, Federal Human Resources Branch

I concur in this request for restoration of leave.

Concurrence: _____ Date: _____
Director, ORO Human Resources Division

Approval: _____ Date: _____
Assistant Manager for Administration, ORO
Manager, _____ Site Office
Associate Director for Administration and Information Services, OSTI

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

FOR INTERNAL USE ONLY

- Copy to Originating Office* *Initials:* _____ *Date:* _____
- Copy to Payroll* *Initials:* _____ *Date:* _____
- Copy to Files* *Initials:* _____ *Date:* _____