

REQUEST FOR RESTORATION OF LEAVE

For Use by Oak Ridge Office or Office of Scientific and Technical Information

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, illness, or administrative error.

Concurrence: _____ Date: _____
Principal Staff Member (Division Director or above)

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

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, Servicing Human Resources Office

Approval: _____ Date: _____
Assistant Manager for Administration, ORO or
Associate Director for Administration & Information Services, OSTI

FOR HUMAN RESOURCES USE ONLY

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