

**REQUEST FOR RESTORATION OF LEAVE**

(Request to be submitted after the beginning of the new leave year)

**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>.

*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: \_\_\_\_\_  
Director, Human Resources Division

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:* \_\_\_\_\_