



## REQUEST FOR RESTORATION OF ANNUAL LEAVE

BASIS OF REQUEST (See reverse for definitions)

- EXIGENCY OF THE SERVICE
- ILLNESS OR INJURY
- ADMINISTRATIVE ERROR

**INSTRUCTIONS:** This form must be completed for all requests for restoration of annual leave.

HOURS FORFEITED

HOURS REQUESTED FOR RESTORATION

EMPLOYEE'S NAME

TITLE, SERIES, GRADE

ORGANIZATION

REASON FOR REQUEST: Provide specific details on the nature of the exigency or illness, the beginning and ending dates, and the reasons why leave could not be rescheduled and used; or the nature of the error, the date it was discovered, and a summary reconstruction of the employee's leave record.

Except for cases of administrative error, provide the following information for each instance of scheduled annual leave that was not used, and attach copies of the documents on which the leave was requested and approved.

FROM		TO		NO. OF HOURS	DATE OF APPROVAL	DATE OF CANCELLATION
DATE	TIME	DATE	TIME			

PROPOSED SCHEDULE FOR USE OF RESTORED LEAVE  
*(See reverse of this form)*

LEAVE RESTORED THE PREVIOUS YEAR  
*(Complete if applicable)*

FROM		TO		NO. OF HOURS RESTORED	BASIS	NO. OF HOURS USED TO DATE
DATE	TIME	DATE	TIME			
					<input type="checkbox"/> EXIGENCY OF THE SERVICE <input type="checkbox"/> ILLNESS OR INJURY <input type="checkbox"/> ADMINISTRATIVE ERROR	

IMMEDIATE SUPERVISOR	<input type="checkbox"/> RECOMMEND APPROVAL <input type="checkbox"/> RECOMMEND DISAPPROVAL	SIGNATURE AND TITLE	DATE
REVIEWING OFFICIAL <small>(If required by management)</small>	<input type="checkbox"/> RECOMMEND APPROVAL <input type="checkbox"/> RECOMMEND DISAPPROVAL	SIGNATURE AND TITLE	DATE
APPROVING OFFICIAL <small>(See reverse of this form)</small>	<input type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE	SIGNATURE AND TITLE	DATE

**PRIVACY ACT NOTICE:** The information requested on this form is authorized by 5 USC 6311. Its purpose is to support and document requests and approvals of restoration of annual leave. The disclosure of the information is voluntary. Nondisclosure of the information may result in disapproval of request.

**Distribute copies to the Restored Leave File, Human Resources Manager and the Employee.**

## **APPROVING OFFICIAL**

An approving official may approve the restoration of leave which was forfeited as a result of illness, administrative error, or an exigency to service. In the case of annual leave forfeiture resulting from correction of an administrative error, the approving official must be one organizational level higher in authority than the office responsible for the error or correction. In the case of annual leave forfeiture caused by illness or an exigency of the service, the approving official must be one management level higher than the level which scheduled/approved the leave that was forfeited. If an approving official has a personal interest in the leave restoration decision or might benefit from the decision, the decision shall be made by a higher level authority.

## **CONDITIONS MERITING LEAVE RESTORATION**

**Illness.** Annual leave which was forfeited, may be restored when an illness (or other personal health condition for which sick leave was approved) occurs or lasts so late in the leave year that it is impossible for the employee to use scheduled leave. Discretionary surgery or other situation which could have been foreseen and leave scheduled to accommodate it, is not grounds for leave restoration.

**Exigency of the Public Business.** An exigency of the public business may be said to exist when circumstances are beyond the control of the employee(s) affected, and the exigency could not have been reasonably anticipated. A sudden call to jury duty or military duty or a project's becoming suddenly visible politically or reaching a critical stage at years end are examples of an exigency of the public business. If other employees can be substituted for those who forfeit leave, an exigency does not exist.

**Administrative Error.** Leave may be restored when it is forfeited as a result of incorrect leave category assignment, an improper determination of creditable service, failure of a supervisor to act timely on a request for leave, or other administrative error.

## **SCHEDULING RESTORED LEAVE**

Annual leave which is restored based on exigency of the service, administration error, or illness must be credited to a separate account and used no later than the end of the leave year which ends two years after the date the exigency terminated/the leave was restored/or the employee was determined to be fit to return to work, etc. For example, annual leave that was restored in February 1994 has to be used before the 1996 leave year ends.

## **DISTRIBUTION OF THIS FORM**

A copy of an approved request for restoration must be forwarded to the Servicing Human Resources Manager, so that restored hours can be entered into the Personnel/Payroll System.

The approving official or designee is responsible for the leave restoration file. The file should contain a copy of the document approving the restoration, a schedule for use of leave which was restored, a copy of the request for leave restoration and any backup documentation.