

Restoration of Forfeited Leave

- The maximum permissible annual leave carryover is 30 days (240 hours).
- Employees who have excess use or lose annual leave may request restoration of this leave when the employee is unable to use the leave due to:
 - A period of absence due to sickness or injury that occurred late in the leave year or was of such duration that the excess annual leave could not be rescheduled for use before the end of the leave year; or
 - Exigency of the public business that precluded the employee from using scheduled annual leave. An exigency of public business pertains to USGS operational requirements of such significance that the employee could not be excused from duty during the period of requested leave. Examples of exigencies include disaster duty, an emergency detail, the lapse of appropriations, jury duty, etc.; or
 - Administrative error when the error causes the loss of annual leave
- In order to be eligible for restoration:
 - Employees must have scheduled and obtained approval for the annual leave **in writing** before the beginning of the third pay period prior to the end of the leave year
 - Where an exigency of public business or illness resulted in the cancellation of scheduled annual leave, the employee must have rescheduled and obtained approval of the annual leave, when possible, **in writing** prior to the beginning of the third pay period prior to the end of the leave year.

Process for requesting restored leave:

- Requests for restored leave can be submitted **only after** the end of the leave year.
- Requests must be submitted in writing, through the immediate supervisor to the approving official. The approving official is an Office Chief who reports directly to the Director/Deputy Director and managers/supervisors who report directly to an SESer.
- The written request must include the following information:

1. A copy of the written request to schedule the annual leave that shows the leave was requested and approved prior to the beginning of the third pay period prior to the end of the leave year. The leave request must show the dates the leave was to be used and the total number of hours scheduled.
 2. In the case of an exigency, a statement from the supervisor explaining the reason for denying or cancelling the leave and an explanation why the leave could not be rescheduled prior to the end of the leave year. The supervisor must identify the beginning and ending date of the exigency period during which the employee was prevented from using the annual leave.
 3. In the case of illness, a statement from the supervisor indicating the period of illness and, if applicable, the reason why the leave could not be rescheduled prior to the end of the leave year. In cases of illness, forfeited leave should not be restored if the employee could have reasonably foreseen the absence which precluded the use of the excess annual leave due to planned surgery, therapy, or normal maternity cases.
 4. In the case of administrative error, a statement from the employee explaining the error, accompanied by any available documentation, and certified by the supervisor;
 5. Verification from the supervisor that the requested amount of restored annual leave was available as use or lose leave in the employee's leave account at the end of the leave year.
- If approved, the approving official forwards the request and approval to the Payroll Office. The payroll office will establish a restored leave account and credit the restored leave to that account.
 - Restored leave must be scheduled and used no later than two years after the end of the leave year in which it was restored. Any restored leave unused at the expiration of the established time limits is forfeited with no further right to restoration.