

## #1 DECISION INFORMATION:

Annual leave hours in excess of the 240-hour leave ceiling may be restored under conditions 1 through 3 below:

1. Public Exigency - Only an exigency of major importance will support the cancellation of employees' annual leave (e.g., critical work assignments that cannot be postponed or performed by other employees). Supervisors must document that there were no reasonable alternatives to canceling the leave.
2. Employee Sickness - Supervisors must document that the period of sickness interfered with scheduled use of annual leave and the illness occurred too late in the year to permit rescheduling.
3. Administrative Error - Supervisors must request restoration of annual leave which was forfeited because of administrative error. Failure on the supervisor's part to either schedule requested annual leave or present cases to the proper officials for determinations of public exigency constitutes an administrative error.

Military - Serving in the military is not considered a reason for restoration of leave. If an employee is serving in the military, and use or lose annual leave is subject to forfeiture, it is recommended that the employee use their annual leave rather than their military leave. Military leave can be rolled over from one fiscal year to another, not to exceed 240 hours in any given fiscal year.

Donating Annual or Restored Leave: Employees who are unable to use all of their "use or lose" annual leave may consider donating the annual leave to the Voluntary Leave Transfer Program. Restored annual leave that is subject to forfeiture may also be donated. Those planning to donate this leave should do so no later than December 2, 2011.

The Leave Recipients List is emailed to all employees. Employees may donate through WebTA (see Employee instructions on "How to Donate Leave" on the Pay and Leave Website <http://www.afm.ars.usda.gov/hrd/payleave/webta.htm>).

For employees not using WebTA, the form REE-4 (Revised 9/98), "Donor Application - Leave Transfer Program (LTP)," may be accessed through E-forms or at the following website: <http://www.afm.ars.usda.gov/hrd/payleave/leavedonor.htm>. Donors should complete the form and fax it to the REE Pay, Leave, and Employee Records, Branch, HRD on 301-504-1493. Please do not mail forms; it delays the process.

If you have any question regarding the Voluntary Leave Transfer Program, please contact Laura O'Hare on 301-504-1468.