

# Reminder Regarding Use or Lose Annual Leave

## NARA Notice 2015-020

Date: November 07, 2014

To: All Employees

Subject: Reminder Regarding Use or Lose Annual Leave

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The 2014 leave year for NARA employees ends January 10, 2015. Please review your annual leave balances to avoid forfeiture of leave. The maximum number of hours that can be carried over to next year remains in effect:

- Most NARA employees have a ceiling of 240 hours per leave year.
- Senior Executives may have a ceiling of 720 hours per leave year.
- Any leave above the maximum amount (ceilings) will be forfeited at the end of the leave year.

Employees should work with their supervisors to schedule their use or lose leave to avoid forfeiture. Supervisors are not required to approve leave when the employee is needed at work during the time requested.

Supervisors are reminded that once leave is approved, it may only be cancelled as a result of an unforeseen operational demand beyond the Agency's control and of such importance as to preclude the use of scheduled annual leave. Examples include natural or man-made disasters, sudden call to jury or military duty, or insurrection or attack, such as September 11, 2001. A cancellation would need to be approved through the Chief Human Capital Office (CHCO). Normal workload, inadequate staffing, absence of other employees, and poor leave planning do not constitute and are not justifications for cancelling scheduled leave.

If leave must be cancelled, every reasonable effort should be made to reschedule the leave prior to the end of the leave year. Under **limited** circumstances, forfeited annual leave may be restored following the process described in paragraph 304.25 of [NARA 304](#), Absence and Leave:

- Leave must have been scheduled and approved on an [OPM Form 71](#) before the start of the third biweekly pay period before the end of the leave year, i.e., November 29, 2014.
- The approved leave must then be cancelled by the supervisor because of an unforeseen operational demand beyond the Agency's control.

· Once leave has been forfeited (after January 11, 2015), the employee may submit their restoration request to their Executive/ Director. The request is then forwarded to the Chief of Labor/Employee Relations and Benefits Branch.

· HTL will review the request and make a final recommendation on approval to the Chief Human Capital Officer (CHCO), who will make the final decision.

· HTL will notify the employee, in writing, of the approval or disapproval of the request.

Those with use or lose annual leave may also consider making a donation of leave under the [Voluntary Leave Transfer Program \(VLTP\)](#).

- To donate leave to an employee *within* NARA, use form [OPM 630-A](#) and submit it to NARA's VLTP coordinator, Thedra Johnson.
- To donate to a Federal government employee *outside* of NARA, use form [OPM 630-B](#) and submit it to the servicing personnel office of the individual receiving the leave.

Any questions regarding VLTP should be directed to Thedra Johnson at (301) 837-3116 or [thedra.johnson@nara.gov](mailto:thedra.johnson@nara.gov).

SEAN CLAYTON  
Chief Human Capital Officer