

Use or Lose Annual Leave.

1. "Use or lose" annual leave is the amount of accrued annual leave that is in excess of the employee's maximum annual leave limitation (240 hours for most employees) for carry over into the next leave year. Employees must use their excess annual leave by the end of the current leave year, 7 January 2017, or it will be subject to forfeiture.

2. Deadline. The final date for scheduling "use or lose" annual leave for the 2016 leave year is 26 November 2016. Please be mindful that if leave was not scheduled and approved in writing by 26 November 2016, it is subject to forfeiture. Any leave forfeited will not be eligible for consideration of restoration unless it was scheduled and approved for use prior to 26 November 2016, even if such leave was not intended to be used until after 26 November 2016. All supervisors and employees are encouraged to work together to ensure that use or lose is scheduled and used or donated to the maximum extent practicable to avoid forfeiture.

3. Leave Restoration. An agency may restore annual leave that was forfeited due to an exigency of the public business or sickness of the employee only if the annual leave was scheduled in writing before the start of the third biweekly pay period prior to the end of the leave year (26 November 2016). 5 CFR 630.308