

HRO BULLETIN

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SCHEDULING “USE OR LOSE” LEAVE IN ORDER TO AVOID FORFEITURE

This is a reminder that “use or lose” annual leave must be scheduled on or before 19 November 2011 in order to avoid forfeiture.

For most employees, the maximum amount of annual leave that can be carried forward into a new leave year is 240 hours. With very few exceptions, federal regulations require forfeiture of annual leave in excess of 240 hours after the last day of the current leave year, which is 31 December 2011.

Employees are encouraged to submit their leave request(s) as soon as leave plans are known, but no later than 19 November 2011. If you fail to request leave by 19 November 2011 and fail to use your excess annual leave prior to 31 December 2011, you will not be entitled to have any lost annual leave restored.

Depending on workload requirements, your supervisor will determine whether your leave request can be approved for the time requested, or you may be offered an alternative time when you can take your leave.

Please note that under very limited circumstance, forfeited annual leave can be restored.

- As noted above, you must have all of your use-or-lose annual leave scheduled and approved in writing not later than 19 November 2011.
- If a situation requires your pre-approved leave to be cancelled, it must be cancelled by an appropriate level of management. Situations allowing for leave restoration are:
 - a. A period of illness that interfered with the use of previously scheduled annual leave and the leave could not be rescheduled for use prior to the end of the leave year; or
 - b. An exigency of the public business, which required the cancellation or disapproval of “use-or-lose” annual leave. For example, an employee’s “use-or-lose” leave was disapproved or cancelled because s/he was the only one who could perform the duties of a new, time sensitive project.
- If your pre-approved leave is cancelled, you may request restoration through your supervisor.

If you have any questions, please contact your servicing Human Resources Office.