

**U.S. DEPARTMENT OF AGRICULTURE
 FARM PRODUCTION AND CONSERVATION MISSION AREA
 BUSINESS CENTER
 WASHINGTON, DC 20250**

FSA/RMA Notice PM-3012

FPAC NOTICE	NUMBER: FPAC-N 4060-001
SUBJECT: Annual Leave Use and Restoration	DATE: November 20, 2018
APPROVING OFFICIAL: Thomas W. Christensen, Deputy Chief Operating Officer	EXPIRATION DATE: September 30, 2019

1. PURPOSE

This directive provides guidance and information to all FPAC Federal and non-Federal employees about the deadline for scheduling annual leave and making leave restoration requests for the 2018 calendar year.

2. MESSAGE

- a. The maximum amount of annual leave a Federal employee at the GS-15 level and below, or non-Federal employee, may carry forward from one leave year to the next is 240 hours. Employees who have an annual leave balance in excess of the 240-hour leave limit will automatically forfeit this leave if not used by January 4, 2019. Forfeited annual leave may be considered for restoration, only if the requirements of 5 CFR Section 630.306 and 5 CFR Section 630.308 are met, as outlined below.
- b. For annual leave to be considered for restoration, the “use or lose” leave must have been requested and acted on in writing no later than November 23, 2018, the last day of pay period 23. Forfeited annual leave may only be restored and credited for one of the following reasons:
 - (1) Administrative error;
 - (2) Illness of the employee; or
 - (3) Exigency of public business – An operational demand beyond the agency’s control and of such importance as to preclude the use of scheduled annual leave. Examples: natural or man-made disasters, medical evacuation, or sudden call to jury or military duty. Inadequate staffing, absence of other employees, and poor leave planning do not constitute an exigency of the public business and are not justifications for canceling scheduled leave.

- c. Annual leave restoration requests cannot be submitted until after January 6, 2019. Requests that meet the requirements may be submitted after forfeiture of the annual leave, and only up to March 31, 2019.

FSA Employees shall submit a short memorandum to their immediate supervisor to request annual leave restoration. Copies of canceled or disapproved leave requests should accompany the request. In order for forfeited annual leave to be restored, the scheduled leave must have been disapproved by the supervisor in writing by November 23, 2018, or canceled by the supervisor in writing by January 6, 2019. Supervisors must submit leave restoration requests that meet the above requirements through the appropriate chain of command to the following individuals for decision/approval:

- (1) *Employees of the FSA National Office, Administrator or Deputy Administrator*
- (2) *Employees of FSA State and County Offices to the appropriate State Executive Director (SED).*

In order for forfeited annual leave to be restored, the scheduled leave must have been canceled or disapproved by the supervisor, in writing, not later than November 23, 2018. Supervisors must submit leave restoration requests through the appropriate chain of command to the FPAC Chief Human Capitol Officer (CHCO). The FPAC CHCO will forward the requests through the FPAC Deputy Chief Operating Officer (DCOO) for Business Services for decision. The DCOO for Business Services will notify the employee of the decision in writing through the appropriate supervisory chain of command.

- d. Annual leave restoration requests must satisfy all requirements listed in 5 CFR 630.306 and 5 CFR 630.608.
- e. If approved, restored annual leave will be placed in a separate leave account and not added to the employee's regular annual leave balance. Restored annual leave must be scheduled and used no later than the end of the leave year ending two (2) years after—
 - (1) The date of restoration of the annual leave forfeited, if due to an administrative error.
 - (2) The date the employee is determined to have recovered from illness or injury.
 - (3) The date established by the head of the agency, or designee, as the date of termination of the exigency of the public business.

3. CONTACT

If you have questions regarding this notice, submit a ServiceNow ticket at <https://myfpac.usda.gov>.

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