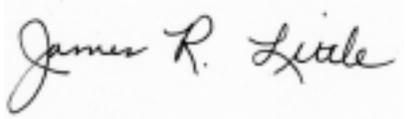


For: State and County Offices

Exigency of Public Business Declared for Leave Year (LY) 2002

Approved by: Administrator



1 Overview

A

Background

Because of the enormous amount of planning, hiring, training, and counseling of producers that is required to implement the new Farm Bill legislation and to handle recent Drought Emergency actions taken by the Secretary, the Administrator is declaring a general exigency of public business for all State and County Offices.

Note: This notice does not replace the normal “use or lose notice” issued in October of each year. SED’s retain their authority to approve other exigency situations that may occur later this LY.

B

Purpose

This notice provides advanced exigency authorization.

C

Employees Covered

This exigency authorization covers **those employees whose Farm Bill and/or drought-related duties** prevent them from using their excess annual leave before the end of LY 2002 (January 11, 2003).

SED’s shall apply this authorization fairly and equitably to all employees covered by this notice. EDSO shall provide guidance and oversight for the exercise of this authority.

Continued on the next page

<p>Disposal Date</p> <p>March 1, 2003</p>	<p>Distribution</p> <p>State Offices; State Offices relay to County Offices</p>
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Notice PM-2322

1 Overview (Continued)

D

Labor Management Obligations

This notice covers both bargaining and nonbargaining unit employees.

Where exclusive representation exists, bargaining may be requested to the extent allowed by applicable statutes. Where contract language already addresses these policies and procedures for bargaining unit employees, contract language prevails.

2 Excess Annual Leave

A

Use or Lose Annual Leave

CO and GS employees, who currently have annual leave to use or lose before the end of LY 2002, shall request use of their excess annual leave on or before November 30, 2002, by completing SF-71. Supervisors, in consultation with District Directors and/or Administrative Officers, may **disapprove** all or part of the leave hours requested.

B

Requesting Exigency and Restoration

Employees, who will forfeit annual leave because their job-related duties are impacted by the conditions of this general exigency, may request approval for restoration of their forfeited annual leave hours by sending a short memorandum, through their immediate supervisor, to SED. The memorandum should refer to this notice and specify hours forfeited, and SF-71's that have been denied must be attached. The State Office shall confirm receipt and approval of all exigency requests.

C

Restoration Actions

Employees, who are approved for an exigency, shall have their forfeited annual leave restored as soon as possible **after** pay period 1, 2003. Annual leave, restored from LY 2002, must be used by the end of LY 2004 or it will be forfeited. Restored annual leave is eligible for lump sum payout, if the employee resigns or retires before the end of LY 2004.

D

Contact

If there are any questions about this notice, contact Sally Reed, HRD, by either of the following:

- telephone at 202-418-9032
 - **e-mail at sally_reed@wdc.usda.gov.**
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