

For: FFAS Employees

**Using Annual Leave (AL) to Avoid Forfeiture and
Exigency Information for Leave Year (LY) 2007**

Approved by: Deputy Administrator, Management



1 Overview

A Purpose

This notice:

- requires that employees, who will have excess AL at the end of LY 2007, schedule its use **no later than COB November 23, 2007**
- informs employees that excess AL not used or donated will be forfeited at the end of LY, unless your Administrator approves an exigency of public business
- notifies employees that LY 2007 has 26 pay periods and ends on January 5, 2008
- reminds employees to check the forfeiture date on any previously restored AL
- informs employees about donating excess AL to an approved recipient in the Leave Transfer Program (LTP)
- informs National Office employees about donating excess AL to FFAS National Office Leave Bank (LB)
- contains compensatory leave rules

Disposal Date	Distribution
March 1, 2008	All FAS, FSA, and RMA employees; State Offices relay to County Offices

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1 Overview (Continued)

A Purpose (Continued)

- contains information on authorizing officials for exigencies of public business and details on related actions
- provides instructions for State and County Office employees who want to receive e-mail notification about other GS or CO Field Office employees who are approved LTP recipients.

B New for LY 2007

Employees shall refer to new time limits for scheduling compensatory time in subparagraph 3 B.

2 AL Carryover

A Carryover Limits

Following are the maximum number of hours of AL that may be carried forward into the new LY:

- 240 hours of regular AL
- 360 hours of regular AL by FAS employees currently assigned overseas.

B Exempted Employees

Employees, who are exempt from the 240-hour rule, may contact their servicing personnel office (SPO) to verify the status of their current AL ceiling.

C FAS Employees Reassigned to the United States

Employees reassigned and returning to the United States, after serving overseas, fall back to a 240-hour AL ceiling. However, they may retain a higher ceiling of up to 360 hours of AL as long as their AL balance, at the end of LY, does **not** fall below either of the following:

- 360 hours
- the AL ceiling they established upon their return to the United States.

Note: During LY, the AL balance may fall below 360 hours or their established AL ceiling. However, AL balance at the **end** of pay period 26 **must** be 360 hours or their established AL ceiling **before** the end of LY to retain the higher AL ceiling.

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2 AL Carryover (Continued)

D Restored AL

Employees, who have had AL restored to them from a previous LY, need to **verify the forfeiture date** of this AL. If the restored AL is scheduled for forfeiture at the end of LY 2007, request and use this AL as soon as possible.

Restored AL should be used in LY in which it is restored, but may be carried forward into the following LY. This allows approximately 2 LY's to use restored AL. If restored AL is **not** used within this timeframe, it is forfeited and **cannot** be restored a second time.

Note: OPM regulations for using restored AL have changed from 3 years to 2 years. 17-PM, subparagraph 66 F, will be amended accordingly.

3 Compensatory Leave

A Rules

Earned compensatory leave shall be used **before** AL, except when usage will cause forfeiture of excess AL at the end of LY.

B Time Limit for Scheduling Compensatory Leave Usage

Compensatory time earned in pay period 10, 2007 (5/13/07) or later will expire 26 pay periods after the pay period in which it was earned.

Example: If compensatory time is earned in pay period 10 of the current year, the leave will expire at the end of pay period 10 of the following year.

Note: In the event that there are 27 pay periods in a leave year, the leave will expire at the end of pay period 9.

Because of the reduction in the amount of time that compensatory time must be used, careful monitoring of both old and new balances is extremely important to avoid the forfeiture of compensatory time.

C Compensatory Time Earned Before Pay Period 10, 2007

Any employee with compensatory time earned **before** pay period 10, 2007 will have 3 years (a grandfather period) to use that compensatory time.

Note: If there is an agency negotiated union agreement that differs from the new OPM regulation, the union agreement will remain in effect until expiration, even if it allows more than 3 years for using compensatory time. At the time of expiration, the OPM regulation will then become effective.

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3 Compensatory Leave (Continued)

D Requesting Payment for Expired Compensatory Leave

Employees, unable to use their compensatory leave hours **before** they expire according to subparagraph B, are entitled to be paid for their expired compensatory leave hours at the overtime rate in effect when the compensatory leave was earned.

To receive payment for expired compensatory leave hours, employees shall notify their SPO and request payment **after** pay period 1, 2008.

Note: Credit hours do **not** expire and balances at the end of pay period 26 will be carried forward to pay period 1 of the new LY.

4 Donating Excess AL

A Donations to LTP Recipient

Under the voluntary LTP, GS employees may donate their excess AL and/or restored AL to another GS employee who is an approved leave recipient. CO employees may donate their excess and/or restored AL to an approved CO recipient. By law, GS and CO employees are **not** considered to be in the same leave system, so AL **cannot** be donated from a GS employee to a CO employee or vice versa. To donate within USDA, use FFAS-1043. For donations outside USDA, use OPM-630B. Both forms are available at http://www.fsa.usda.gov/FSA/hrdapp?area=home&subject=wpsv&topic=aws#P38_2065.

B Donations to Emergency Leave Transfer Program (ELTP)

GS employees may donate their excess AL to victims of Hurricane Katrina through the ELTP. To donate to ELTP, GS employees should:

- complete OPM-1638
- ensure their timekeeper's name and number is listed on OPM-1638
- FAX OPM-1638 to Patty Gepford, KCHRO, at 816-926-6156.

Note: CO employees are **not** eligible to participate in ELTP

C National Office Donations to LB

FAS, FSA, and RMA **National Office** employees may donate their excess and/or restored AL to LB by completing and signing FFAS-1043. FAX completed FFAS-1043's to the attention of Kedra Watts, HRD, at 202-205-9140.

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4 Donating Excess AL (Continued)

D Donation Limitations

Donating **excess** AL to an approved LTP recipient or to LB is **limited** to the lesser of the following:

- 1/2 of the donating employee's accrued AL entitlement for LY 2007
- the number of scheduled workhours remaining in LY.

Note: There are no donation limits when donating **restored** AL. Approved leave recipients are **not** limited to the amount of AL they may carry from 1 LY to the next.

E Exemption to LTP Limitations

Exemptions to LTP donation limits in subparagraph D may be granted by leave transfer coordinators in the National Office-HRD, KCHRO, and State Administrative Officers or their designees, **only** when the donation is for an approved LTP recipient who is still in need of leave.

Note: Exemptions to donating excess AL to LB **cannot** be granted (FFAS National Office).

5 Information on Approved LTP Recipients

A Lists of Approved LTP Recipients

The leave transfer coordinators in the National Office-HRD and KCHRO will maintain current lists of approved FAS, FSA, and RMA leave recipients.

Servicing Area	Contacts
FAS National Office and Overseas FSA National Office RMA Field Offices, except Kansas City RMA National Office	National Office-HRD: <ul style="list-style-type: none">• Kedra Watts by:<ul style="list-style-type: none">• telephone at 202-401-0678• FAX at 202-205-9140• e-mail at kedra.watts@wdc.usda.gov • Linda Watkins by:<ul style="list-style-type: none">• telephone at 202-401-0688• FAX at 202-401-9140• e-mail at linda.watkins@wdc.usda.gov.

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5 Information on Approved LTP Recipients (Continued)

A Lists of Approved LTP Recipients (Continued)

Servicing Area	Contacts
APFO MSD, KCAMB RMA-Kansas City Only	Patty Gepford by: <ul style="list-style-type: none"> • telephone at 816-926-6259 • FAX at 816-926-6156 • e-mail at patty.gepford@kcc.usda.gov.
ITSD employees KC and St. Louis	Anne Wheeler by: <ul style="list-style-type: none"> • telephone at 816-926-6184 • FAX at 816-926-6156 • e-mail at anne.wheeler@kcc.usda.gov.
KCCO FMD employees KC and St. Louis KCHRO	Dana Candler by: <ul style="list-style-type: none"> • telephone at 816-926-6117 • FAX at 816-926-6156 • e-mail at dana.candler@kcc.usda.gov.

Note: State Offices may use any of the contacts in this subparagraph. Supervisors of approved leave recipients are encouraged to solicit donations independently of the lists of approved LTP recipients.

B State and County Office Recipients

FSA maintains 2 nationwide subscription lists of approved recipients. One list for approved GS recipients and the other for approved CO recipients. This process is handled by using the FFAS Intranet subscription lists. The leave transfer coordinators in each State Office have access to post approved leave recipients to these lists.

Once a recipient is posted to the subscription list, an e-mail is automatically generated to all active subscribers of the list. See Exhibit 1 for instructions on activating or deactivating a subscriber's enrollment to these lists. State Offices may contact Linda Watkins at **linda.watkins@wdc.usda.gov** if there are questions about posting to or using the subscription lists.

6 Responsibilities and Actions

A Supervisory Action

Managers and supervisors shall accept OPM-71's from employees submitting requests to use excess AL. Employees are **required** to submit OPM-71's to their first line supervisor **no later than COB November 23, 2007**. All OPM-71's shall either be approved or disapproved as soon as possible **after** receipt.

If the request to use excess AL must be denied, supervisors shall write "canceled" across the employee's OPM-71 and note the reason. Supervisors and employees shall attempt to reschedule the use of any canceled excess leave **before** the end of LY, if possible.

Note: OPM-71 is available at <http://www.opm.gov/forms/html/opm.asp>.

B Employee Action

Employees, who have **not** already scheduled the use of their excess AL for LY 2007, **must**:

- schedule use of their excess AL by submitting OPM-71 to their first line supervisor no later than COB **November 23, 2007**
- verify the accuracy of their AL balance
- verify the forfeiture date of any previously restored AL to ensure that it will **not** be forfeited at the end of LY 2006 and schedule its use if it will expire
- review and determine if any compensatory leave hours will expire at the end of LY 2007
- retain a copy of any OPM-71's, where the use of excess AL has been denied or canceled.

7 Exigencies of Public Business

A Definition of Exigency of Public Business

The following is the legal definition of an exigency of public business.

An exigency of public business occurs when a **critical** need is sudden or unexpected, an emergency, or a pressing necessity, characterized by additional work with deadlines required by statute, Executive Order, court order, regulation, or formal directive from the head of an agency or designee.

Note: Poor leave planning, heavy workload, or recurring cyclical peaks, alone, **do not** constitute an exigency.

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7 Exigencies of Public Business (Continued)

B Authorizing Officials for Exigencies

The following table outlines FFAS approval authorities for exigencies.

IF the agency is...	THEN the approving official is the...
FAS	Administrator.
RMA	Administrator.
FSA: <ul style="list-style-type: none">• Deputy Administrator• National Office, Kansas City, and APFO• State and County Offices	<ul style="list-style-type: none">• Administrator• Deputy Administrator• SED's.

C FSA County Offices

CED's, FLM's, COC's, and DD's shall discuss the potential of exigencies within their area of authority. If it is decided that an exigency situation may exist, it shall be discussed with the State's AO and/or SED. If SED decide that an exigency of the public business exists, then the affected offices or employees shall be notified. Employees affected by an exigency shall follow the instructions in subparagraph E.

SED shall decide who will provide preliminary approval for exigencies **before** they are forwarded to the State's AO for review. AO will review each request on a case-by-case, situation-by-situation basis, and forward his or her recommendations to SED for approval. Employees who are affected by an exigency will be notified of approval or disapproval in a timely manner.

Note: DAFO will be available to provide guidance and oversight to State Offices.

D All Other FFAS Offices

Division Directors, Office Managers, and State Office supervisors shall discuss the appropriateness of exigencies for employees on their staff with their authorizing official, according to subparagraph B. If an exigency exists, notification will be made to the proper mid-level supervisors or staff members. Affected employees shall follow the instructions in subparagraph E to request an exigency and forward their request to their first line supervisor.

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7 Exigencies of Public Business (Continued)

D All Other FFAS Offices (Continued)

First line supervisors shall review and initial their concurrence on the exigency requests before forwarding the request to the Division Director, Office Manager, or AO for preliminary approval. Division Directors, Office Managers, and State Office supervisors will then forward their recommendations to the appropriate authorizing official. Employees, who have requested an exigency, will be notified of approval or disapproval in a timely manner.

E Procedures for Requesting Exigency Consideration

To request exigency consideration and restoration of forfeited AL, employees **must**:

- have submitted their OPM-71's to use their excess AL no later than COB **November 23, 2007**
- have had the use of all or part of their excess AL hours canceled or denied before the end of LY 2007
- prepare a brief memorandum addressed to their authorizing official, according to subparagraph B, which shall include the following:
 - employee's name
 - justification for the exigency
 - an estimate of the number of excess AL hours they would like restored
 - copies of their "canceled" or "denied" OPM-71's
 - leave audit for 2006 (FSA employees shall use FSA-358)
- forward the memorandum and its attachments to their first line supervisor for review.

F Exigency Approval

Authorizing officials or their designee, according to subparagraph B, shall approve or disapprove exigency requests. Once the exigency decision is made, the authorizing official shall have the exigency requests returned to the appropriate office. Division Directors, Office Managers, and State Office supervisors will ensure that **approved exigency** packages, including attachments, are FAXed to the employee's servicing personnel contact, according to subparagraph 8 A, and shall notify the employee of the approving official's decision.

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7 Exigencies of Public Business (Continued)

G Restoration of Forfeited AL

Employees, who are approved for an exigency and restoration of leave, shall have some or all of their forfeited AL hours restored. Processing restored AL will take place as soon as possible after pay period 1, 2008. Upon restoration, SPO shall notify the employee and their timekeeper of the restoration. Restored AL is a separate leave category from regular AL and timekeepers shall use **transaction code 63** to record the employee's use of restored AL.

Note: Restored AL is eligible for lump-sum payout, if the employee resigns or retires before the end of LY 2009.

8 Contacts and Other Important Information

A SPO Contacts

All approved exigency requests should be received by the employee's SPO contact according to this table **on or before the end of pay period 2, 2008.**

Location/Office	SPO Contacts
FSA County Office (GS and CO employees)	State Office, Administrative Office
FSA State Office employees, except SED's	State Office, Administrative Office
APFO MSD, KCAMB; APSS, and KCHRO KCCO KC-EEO	KCHRO, ATTN: Patricia Gepford by: <ul style="list-style-type: none"> • telephone at 816-926-6259 • FAX at 816-926-6156 • e-mail at patty.gepford@kcc.usda.gov.
ITSD (KC and St. Louis) FMD (KC and St. Louis)	KCHRO, ATTN: Anne Wheeler by: <ul style="list-style-type: none"> • telephone at 816-926-6184 • FAX at 816-926-6156 • e-mail at anne.wheeler@kcc.usda.gov.
RMA (Kansas City Offices)	RMA, ATTN: Erin Tecce by: <ul style="list-style-type: none"> • telephone at 816-926-7394 • FAX at 816-926-6156 • e-mail at erin.tecce@rma.usda.gov.
FAS National Office FAS Overseas FSA National Office RMA, except Kansas City SED's	National Office-HRD, ATTN: Linda Watkins by: <ul style="list-style-type: none"> • telephone at 202-401-0688 • FAX at 202-401-9140 • e-mail at linda.watkins@wdc.usda.gov.

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8 Contacts and Other Important Information (Continued)

B SPO Actions

Upon receiving an **approved** exigency memorandum, SPO shall verify receiving the following information:

- the exigency memorandum signed by an authorizing official, according to paragraph 7
- copies of employee's OPM-71's that were canceled or denied.

During or **after** pay period 2, 2008, SPO shall:

- verify the amount of AL that was forfeited by the employee by checking NFC's TINQ screens under the category "Leave Forfeited"
- verify employee leave balances using the employee's leave audit
- document the hours to be restored
- process the restoration
- notify the employee and the timekeeper of the pay period in which the leave will be restored
- provide procedure for timekeepers to update the employee's T&A record.

C Using Restored AL

Employees, who have had forfeited AL restored, shall have until the end of LY 2009 to use it. Restored AL is a separate leave category from regular AL and should be used by the employee **before** regular AL. By law, AL restored from LY 2007 **must** be used by the end of LY 2009 or it is forfeited and **cannot** be restored a second time.

Note: Timekeepers shall use T&A **transaction code 63** when recording restored AL usage.

Subscribing to FSA’s Leave Recipient Subscription Listings on FSA Intranet (Continued)

CO and GS employees can subscribe to 1 of the nationwide “recipient” subscription lists according to the following table.

Step	Action
1	Access the FSA Subscription Center at http://intranet.fsa.usda.gov/e_lists/default.htm .
2	Enter user's email address in the " To subscribe to one of our lists enter your email address below... " field.
3	<p>From the "...select an electronic list from below..." section of the page, click either of the following, as applicable:</p> <ul style="list-style-type: none"> • Leave Transfer Program - GS Leave Recipients • Leave Transfer Program - CO Leave Recipients.
4	<p>On the "choose how you would like to receive the email or stop delivery and leave the list" pull-down menu, select how frequently the user wants the list delivered to their e-mail address.</p> <p>Note: To unsubscribe from a subscription list, select "Stop receiving email and leave the list" from the pull-down menu.</p>
5	CLICK " Submit ".

Notes: Any information posted to the recipient lists after the user subscribes will be automatically sent to the user’s e-mail address.

User’s correct e-mail address is critical to receiving or stopping subscriptions.