

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

FSA/RMA Notice PM-3028

FPAC NOTICE	NUMBER: FPAC-N 4060-003
SUBJECT: Annual Leave Use and Restoration	DATE: November 15, 2019
APPROVING OFFICIAL: Robert Stephenson, Chief Operating Officer, FPAC Business Center	EXPIRATION DATE: September 30, 2020

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 2019 leave year.

2. MESSAGE

- a. The maximum amount of annual leave a Federal employee at the General Schedule (GS) level, 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-hours leave limit will automatically forfeit such leave if not used prior to January 4, 2020. Forfeited annual leave may be considered for restoration, only if the requirements of Title 5 CFR 630.306 and 5 CFR 630.308 are met.
- b. For annual leave to be considered for restoration, the “use or lose” leave must have been requested and acted on in writing or in WebTA no later than November 23, 2019. Forfeited annual leave may only be restored and credited for one of the following reasons:
 - (1) Administrative error.
 - (2) Illness.
 - (3) Exigency of public business – The employing agency determines that an exigency- i.e., an urgent need for the employee to be at work is of major importance and that excess annual leave cannot be used. An employee’s use of earned compensatory time off or credit hours does not constitute an exigency of the public business. If the use of earned compensatory time off or credit hours that are about to expire results in the forfeiture of excess annual leave, the forfeited leave cannot be restored.

2. MESSAGE (Continued)

- c. Annual leave restoration requests cannot be submitted until after January 4, 2020. Requests that meet the requirements may be submitted after forfeiture no later than March 31, 2020.

(1) Farm Service Agency (FSA): Supervisors must submit leave restoration requests that meet the requirements through the appropriate chain of command. The line officer in field organizations will forward the requests through their supervisor to the State Executive Director and the Deputy Administrator for Field Operations; the line officer in NHQ will forward the requests through the supervisor to the Deputy Administrator and the Associate Administrator or Administrator for decision/approval. In order for forfeited annual leave to be restored, the scheduled leave must have been disapproved by the supervisor in writing or in WebTA by November 23, 2019, or canceled by the supervisor in writing or in WebTA prior to January 4, 2020.

(2) Natural Resources Conservation Service (NRCS): Supervisors must submit leave restoration requests that meet the requirements through the appropriate chain of command. The line officer in field organizations will forward the requests through their supervisor to the State Conservationist and Regional Conservationist; the line officer in NHQ will forward the requests through the supervisor to the Deputy Chief and the Associate Chief or Chief for decision/approval. In order for forfeited annual leave to be restored, the scheduled leave must have been canceled or disapproved by the supervisor in writing with appropriate justification for cause or in WebTA no later than November 23, 2019, or canceled by the supervisor in writing or in WebTA prior to January 4, 2020.

(3) Risk Management Agency (RMA): Supervisors must submit leave restoration requests that meet the requirements through the appropriate chain of command. The line officer in field organizations will forward the requests through their supervisor to the Regional Director; the line officer in NHQ will forward the requests through the supervisor to the Associate Administrator or Administrator for decision/approval. In order for forfeited annual leave to be restored, the scheduled leave must have been disapproved by the supervisor in writing or in WebTA by November 23, 2019, or canceled by the supervisor in writing or in WebTA prior to January 4, 2020.

(4) Farm Production and Conservation (FPAC) Business Center: Supervisors must submit leave restoration requests that meet the requirements through the appropriate chain of command to the Division Director and the Chief Operating Officer (COO) for decision/approval. In order for forfeited annual leave to be restored, the scheduled leave must have been canceled or disapproved by the supervisor in writing with appropriate justification for cause or in WebTA no later than November 23, 2019, or canceled by the supervisor in writing or in WebTA prior to January 4, 2020.

- d. Annual leave restoration requests must satisfy all requirements listed in 5 CFR 630.306 and 5 CFR 630.308.

2. MESSAGE (Continued)

- 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 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 and able to return to duty if the leave was forfeited because of 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 that resulted in forfeiture of the annual leave.

3. CONTACT

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