



Court Services and Offender Supervision Agency for the District of Columbia

Office of Human Resources

September 4, 2001

MEMORANDUM

TO: ALL CSOSA STAFF

FROM: David S. Orr
Associate Director for Human Resources

SUBJECT: Annual Leave Scheduling

This is our annual reminder about the importance of scheduling annual leave throughout the year. In the Federal system, annual leave is earned each pay period based on your years of service – full-time employees with fewer than three years of service earn 4 hours per pay period; full-time employees with more than 3 years, but fewer than 15 years of service, earn 6 hours each pay period; and full-time employees with 15 years or more of service earn 8 hours of annual leave each pay period. Part-time employees earn annual leave on a prorated basis.

While the *earning* of annual leave is an entitlement, its *use* is conditioned on supervisory approval. Leave must be requested reasonably in advance, normally in writing, on an SF-71, “Request for Leave or Approved Absence.” Workload considerations will determine whether a particular request for annual leave may be granted. Your supervisor has the authority and the responsibility to deny leave requests if adequate staffing, office coverage, and customer service obligations cannot be maintained.

You are entitled to carry-over up to 240 hours of annual leave from each leave year to the next. (A leave year corresponds with the pay period calendar and generally ends within a week or so after the end of the calendar year). Annual leave in excess of 240 hours is referred to as “use or lose” and is projected on your bi-weekly Earnings and Leave Statement. If you cannot use all the annual leave you earn in excess of 240 hours, it is normally forfeited.

To avoid forfeiting annual leave, it is recommended that you schedule your leave throughout the year to avoid being in a “use or lose” situation as the end of the leave year approaches.

The only exceptions to the leave forfeiture rule are cases where 1) an “*exigency of the public business*” results in the cancellation of previously approved leave; 2) a sudden medical emergency prevents you from using previously approved annual leave; or, 3) an administrative error is made in computing your leave balance.

In order to qualify for an “*exigency of the public business*” exception, the following conditions must be met:

- 1) the annual leave must have been requested and approved, *in writing*, prior to the beginning of the third pay period before the end of the leave year. **This year the deadline is December 1, 2001;**
- 2) the annual leave must have been subsequently cancelled, *in writing*, because of an unforeseen emergency or other critical situation occurring on/after December 2, 2001, which requires the presence of that particular employee or group of employees; and,
- 3) if, as a result of the leave cancellation, annual leave is forfeited, an employee may request restoration of the leave by submitting a written request, through supervisory channels, to the Office of Human Resources. Such requests must be accompanied by the original signed SF-71 documenting the approval and subsequent denial of the leave, plus a written statement from the management official who cancelled the leave explaining the nature of the exigency which required cancellation. (If the request is based on a medical emergency or administrative error, appropriate documentation is required). Only the Interim Director, CSOSA may approve leave restoration requests.

Restored annual leave is kept in a separate leave account, must be taken before other annual leave and must be scheduled and used no later than the end of the leave year ending 2 years after the restoration.

Any restored annual leave unused at the end of the two-year limit is forfeited with no further right of restoration.

If a request for annual leave is *initially* denied because of work considerations, it does not qualify for restoration if the leave is later forfeited.

Employees may wish to consider donating annual leave in excess of 240 hours to the Agency's voluntary leave transfer program.

OHR staff are available to respond to questions about leave scheduling and restoration request procedures.