



United States Department of the Interior



BUREAU OF LAND MANAGEMENT

California State Office
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October 8, 2002

In Reply Refer To:
1400-630 (P)
CA-945

EMS TRANSMISSION: 10/8/02
Instruction Memorandum No. **CA-2003-003**
Expires: 09/30/2003

To: All Employees
From: State Director
Subject: Use or Lose Annual Leave

This is to remind you that the current leave year **expires on January 11, 2003**. It is important that you plan and schedule annual leave for this leave year as soon as possible. You may not carry more than 240 hours of annual leave into the new leave year.

Annual leave that will be in excess of the maximum leave ceiling must be scheduled **in writing** before the start of the third biweekly pay period prior to the end of the leave year. Therefore, you must schedule annual leave subject to forfeiture prior to November 30, 2002. Informal notification of your leave plans does not meet the documentation requirements of the regulation - the request must be in writing. Supervisors and managers must approve or disapprove these leave requests in writing as well. If disapproved, the supervisor or manager must provide the reason(s) for such denial.

Documentation should be on an OPM Form 71, Application for Leave, or similar evidence. The OPM Form 71 which has replaced the SF-71 is available on OPM's website at www.opm.gov. Annual leave that is forfeited because it is in excess of the maximum leave ceiling may be considered for restoration because of an exigency of the public business; sickness of the employee; or an administrative error.

In case of an exigency of the public business, the request for restoration must be submitted to the State Director for restoration determination. This should be done at the time that the exigency occurs. There is no authorization to restore leave due to an employee's own determination that an exigency exists. It is the mutual responsibility of employees and management to plan and schedule the use of annual leave throughout the year. Supervisors and employees should note that approval of an exigency requiring

cancellation of scheduled annual leave does not absolve them of the need to try to reschedule the leave for use before the end of the leave year, if at all possible.

Employees who forfeit excess annual leave because of working to support the Nation during the National emergency are deemed to have scheduled their excess annual leave in advance. These employees are, therefore, entitled to restoration of their annual leave.

Requests for restoration of annual leave should be submitted through the appropriate supervisory official to the Human Resources office (CA-945) after the end of the current leave year. Requests should be submitted on the attached Form 4727-78, Request for Restoration of Forfeited Annual Leave and should include documentation regarding the approval and disapproval for all periods of scheduled annual leave.

Restored annual leave must be used within two years from the end of the leave year in which the leave was restored. For example, if leave was restored in February 2002, it must be used by the end of leave year 2004.

If you have any questions please direct them to Angie Dailly in Human Resource Services at (916) 978-4476.

This memorandum supersedes IM No. CA-02-004, dated October 23, 2001.

Signed by:
Karen Barnette
Acting State Director

Authenticated by:
Richard A. Erickson
Records Management

Attachment
Attach 1 - Form 4727-78

REQUEST FOR RESTORATION OF FORFEITED ANNUAL LEAVE

Under the provision of 5 U.S.C. 6304, it is requested that previously scheduled leave forfeited due to exigencies of the public service or due to sickness (injury) be restored. In support of this request, the following required information is provided (complete items 1 through 5 and 7 through 9 for request due to exigencies of service; complete items 1 through 3 and 6, 8, and 9 for request due to illness).

- 1. Date annual leave was scheduled (Attach copy of approved SF-71.)
2. Period (from to) and amount (days/hours) of leave that was requested as reflected by the SF-71.
3. Date leave was approved.
4. Date Leave was canceled (attach copy of cancellation).
5. Date(s) (from to) during which the leave was rescheduled.
6. If due to sickness (injury or disability), indicate dates and duration of sickness in an attachment. Attach copies of medical certificate (if any), sick leave approval, or a copy of the approval of disability retirement application.
7. Date exigency was approved by the Assistant Director or State/Center Director.
8. Actual number of hours requested for restoration.

(Do not submit before end of leave year.)

Signature of Employee

Date

- 9. The supervisor must attach an explanation of the nature of the exigency which must include the beginning and ending dates of the exigency, and efforts made to reschedule employee's leave. If due to sickness (injury) explain in an attachment the efforts to schedule leave and why it could not be accomplished.

Signature of Supervisor

Date

- 1. Servicing Personnel Specialist/ Date Review for Regulatory Conformance
2. Personnel Officer/Date

Concur:

- 3. Assistant Director/State Director/Center Director Date Approved for hours Disapproved for hours.

