



United States Department of the Interior
BUREAU OF LAND MANAGEMENT
Wyoming State Office
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In Reply Refer To:
1400-630 (953) P

November 5, 2007

Information Bulletin No. WY-2008-005

To: All Employees
From: State Director
Subject: Restoration of Annual Leave

All employees are reminded to review leave balances as shown on their Leave and Earnings Statements, that may be accessed and printed through the use of Employee Express; <https://www.employeeexpress.gov/>. Hours identified as "Use or Lose Balance" are hours that will be forfeited if not used by the end of the leave year on January 5, 2008 .

There are only three conditions under which forfeited leave may be restored:

1. Administrative Error - may be restored when the error causes a loss of annual leave and when evidenced by official records.
2. Annual Leave is Scheduled in Advance and Sickness Intervenes - there are two conditions that must be met:
 - a. The annual leave was requested and approved in writing by November 24, 2007 , and;
 - b. The period of absence could not be rescheduled because of its duration or because it was scheduled late in the leave year.
3. Exigencies of Public Business - all of the following criteria must be met:
 - a. The determination that the exigency is of such major importance that the employee cannot be excused from duty for the duration of the exigency. The determination of an exigency must be made in advance by the State Director. This must be done in advance of the cancellation of scheduled leave.
 - b. There is no reasonable alternative to the cancellation of the scheduled leave or the assignment of those employees who will forfeit annual leave because of work requirements.

c. A specific beginning and ending date of the exigency period must be fixed in advance unless the suddenness or uncertainty of the circumstances prevents advance decision.

d. The annual leave must have been scheduled and approved in writing before November 24, 2007 , and;

e. An explanation as to why any of the leave could not be rescheduled.

The State Director has the delegated authority to grant exigencies of the public business. Requests for approval may be initiated by the employee through an appropriate supervisory official.

Requests should be submitted to the Branch of Human Resources Management (HR-953) on the required Form, Int. 4727-78, Request for Restoration of Forfeited Annual Leave (attached). Documentation should include the specific amount of annual leave to be restored as well as a copy of the leave request/approval document(s) for all periods of scheduled leave.

Restored annual leave must be used within two (2) years unless the employee has been separated prior to the restoration or is separated prior to the expiration of the two (2) years, in which case, the unused restored leave shall be liquidated by payment of a lump sum. For current employees who have not separated, restored leave that is not used within the established time limits cannot be restored a second time. Any restored leave unused at the expiration of the two (2) year time limit is forfeited with no further right to restoration.

Any questions should be directed to Julie Johnson, Human Resources Specialist, at 307-775-6107 .

/s/ Alan Rabinoff
Acting

1 Attachment:
Form Int. 4727-78 (2 pp.)