

Fort Knox CPAC...



HR Tip of the Week

Restoration of Forfeited Annual Leave

The end of this leave year (December 31, 2011) is fast approaching, and employees should schedule their “use or lose” annual leave as soon as possible. In general, employees may carryover up to 240 hours of annual leave into the next leave year. However, there are exceptions, such as employees who are on or have returned from overseas assignments may carryover up to 360 hours. Any excess annual leave that is not used by the end of the leave year will be forfeited. For this leave year, annual leave forfeited due to an exigency of the public business, illness of the employee or by an agency administrative error, may be restored if the leave has been approved (with documentation) on or before November 19, 2011.

Employees who do not have their “use or lose” annual leave requested and approved by the cut-off date are generally not entitled to have such forfeited leave restored. Ensuring that annual leave has been requested, approved and scheduled in a timely manner will help prevent excess annual leave from accumulating and being forfeited by the employee. To prevent leave forfeiture, employees should request annual leave on time and supervisors should grant the use of leave to the extent permitted by work requirements.

Look for our next HR Tip on The Hatch Act