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COMDTNOTE 12630
SUBJ: LEAVE CARRY-OVER AND RESTORATION OF FORFEITED ANNUAL LEAVE FOR CIVILIANS

1. THIS MESSAGE SERVES AS A REMINDER TO SUPERVISORS AND EMPLOYEES OF MANDATORY LEAVE SCHEDULING REQUIREMENTS TO BE FOLLOWED TO AVOID ANNUAL LEAVE FORFEITURE. THESE SCHEDULING REQUIREMENTS ALSO APPLY TO EMPLOYEES WHO MAY BE ATTENDING TRAINING AT SERVICE-WIDE COURSES SUCH AS: NAVAL WAR COLLEGE, EXECUTIVE POTENTIAL PROGRAM, INDUSTRIAL COLLEGE OF THE ARMED FORCES, ASPIRING LEADER, ETC. THE MAXIMUM CARRY-OVER OF ANNUAL LEAVE IS 240 HOURS (EXCEPT FOR SENIOR EXECUTIVE SERVICE (SES) MEMBERS AND OTHER EXCEPTIONS NOTED IN 5 U.S.C. SECTION 6304).
2. THE CURRENT LEAVE YEAR ENDS ON 31 DECEMBER 2011. EMPLOYEES WHO PLAN TO RETIRE ON JANUARY 1, 2, OR 3, OF 2012, MUST SCHEDULE THEIR EXCESS ANNUAL LEAVE (LEAVE ABOVE THE MAXIMUM CARRY-OVER) TO AVOID FORFEITURE. EXCESS ANNUAL LEAVE NOT USED PRIOR TO 31 DECEMBER 2011 WILL BE FORFEITED. IF THE EXCESS ANNUAL LEAVE IS FORFEITED AND DOES NOT MEET THE REQUIREMENTS FOR RESTORATION, IT WILL NOT BE INCLUDED IN THE EMPLOYEES LUMP-SUM PAYMENT FOR ANNUAL LEAVE.
3. TO BE CONSIDERED FOR LEAVE RESTORATION, AN EMPLOYEE MUST:
 - A. SCHEDULE THE LEAVE IN WRITING OR VIA WEBTA, AND
 - B. HAVE THE LEAVE APPROVED BY AN IMMEDIATE SUPERVISOR, IN WEBTA OR IN WRITING BEFORE SUNDAY, 20 NOVEMBER 2011. ANNUAL LEAVE ABOVE THE ALLOWABLE CARRY-OVER AMOUNT THAT HAS NOT BEEN SCHEDULED AND APPROVED PRIOR TO THE 20 NOVEMBER 2011 DEADLINE FOLLOWING THE STEPS IN A AND B ABOVE WILL, IN ALL BUT THE RAREST CIRCUMSTANCES, BE FORFEITED.
4. FOR APPROVAL OF RESTORATION OF FORFEITED ANNUAL LEAVE REQUESTS, THE LEAVE MUST BE SUBJECT TO FORFEITURE DUE TO ONE OF THE FOLLOWING SITUATIONS: EXIGENCIES OF THE PUBLIC BUSINESS, ILLNESS, OR ADMINISTRATIVE ERROR.
 - A. RESTORATION REQUESTS BASED ON EXIGENCIES: SUPERVISORS MUST SUBMIT THE REQUEST FOR APPROVAL OF THE EXIGENCY THROUGH THE CHAIN OF COMMAND TO THE APPROPRIATE EXIGENCY APPROVING OFFICIAL, FOLLOWING LOCAL PROCEDURES. AN EXIGENCY APPROVING OFFICIALS SIGNATURE CERTIFIES THE REQUEST MEETS THE REQUIREMENTS OF THE EXIGENCY CRITERIA FOR LEAVE RESTORATION. ONCE THE EXIGENCY HAS BEEN DETERMINED, EMPLOYEES SUBJECT TO FORFEITURE OF ANNUAL LEAVE DUE TO AN EXIGENCY WILL SUBMIT A REQUEST FOR RESTORATION TO THEIR DELEGATED LEAVE APPROVAL OFFICIAL.
 - B. RESTORATION OF ANNUAL LEAVE REQUESTS BASED ON ILLNESS: SUPERVISORS MUST SUBMIT THE REQUEST FOR APPROVAL TO RESTORE ANNUAL LEAVE THROUGH THE CHAIN OF COMMAND TO THE DELEGATED LEAVE APPROVAL OFFICIAL, USING LOCAL PROCEDURES. THE DELEGATED LEAVE APPROVAL OFFICIALS SIGNATURE CERTIFIES THE REQUEST MEETS THE REQUIREMENTS OF THE ILLNESS CRITERIA FOR LEAVE RESTORATION.
 - C. RESTORATION OF ANNUAL LEAVE REQUESTS BASED ON ADMINISTRATIVE ERROR: THE PERSON DISCOVERING THE ADMINISTRATIVE ERROR SHALL IMMEDIATELY PREPARE A REQUEST FOR APPROVAL TO RESTORE ANNUAL LEAVE THROUGH THE CHAIN OF COMMAND TO THE DELEGATED LEAVE APPROVAL OFFICIAL, ADHERING TO LOCAL PROCEDURES. THE DELEGATED LEAVE APPROVAL OFFICIALS SIGNATURE CERTIFIES THE REQUEST MEETS THE ADMINISTRATIVE ERROR CRITERIA FOR LEAVE RESTORATION.
5. IF THE SCHEDULED AND APPROVED ANNUAL LEAVE CANNOT BE USED DUE TO ONE OF THE THREE CRITERIA IN PARAGRAPH 3 ABOVE, A REQUEST TO RESTORE

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THE LEAVE MUST BE SUBMITTED TO THE DELEGATED LEAVE APPROVAL OFFICIAL, IN WRITING, NO LATER THAN THE END OF THE LEAVE YEAR ON 31 DECEMBER 2011. IN RARE INSTANCES, A REQUEST MAY BE ACCEPTED NO LATER THAN 60 DAYS AFTER THE END OF THE LEAVE YEAR (29 FEBRUARY 2012). REQUESTS RECEIVED AFTER 29 FEBRUARY 2012, EXCEPT IN EXTENUATING CIRCUMSTANCES, WILL NOT BE CONSIDERED.

6. RESTORED ANNUAL LEAVE OF UP TO 416 HOURS MUST BE SCHEDULED AND USED BY THE END OF THE LEAVE YEAR ENDING TWO YEARS AFTER RESTORATION, E.G., LEAVE RESTORED IN 2011 MUST BE USED BY THE END OF LEAVE YEAR 2013. IF RESTORED LEAVE EXCEEDS 416 HOURS, THE TWO-YEAR PERIOD FOR USE IS EXTENDED ONE YEAR FOR EACH 208 HOURS OR PORTION THEREOF. RESTORED LEAVE IS HELD IN A SEPARATE LEAVE ACCOUNT.

7. TO SUMMARIZE: TO BE CONSIDERED FOR RESTORATION OF FORFEITED ANNUAL LEAVE AND AVOID FORFEITURE, AN EMPLOYEE MUST REQUEST AND HAVE THE LEAVE APPROVED PRIOR TO 20 NOVEMBER 2011, SUBMIT A WRITTEN REQUEST OR MAKE A REQUEST TO A DELEGATED LEAVE APPROVAL OFFICIAL, TO HAVE THE FORFEITED LEAVE RESTORED BASED UPON EITHER EXIGENCIES OF THE PUBLIC BUSINESS, ILLNESS, OR ADMINISTRATIVE ERROR NO LATER THAN 31 DECEMBER 2011.

8. A FOREFEITED ANNUAL LEAVE RESTORATION PROCESS JOB AID IS AVAILABLE AT THE FOLLOWING LINK:
WWW.USCG.MIL/CIVILIANHR/BENEFITS/DOCS/RESTORE.PDF. YOUR SERVICING COMMAND STAFF ADVISOR OR HUMAN RESOURCES SPECIALIST IS YOUR POINT OF CONTACT FOR ANSWERS TO ANY ADDITIONAL QUESTIONS.
[HTTP://WWW.USCG.MIL/CIVILIANHR/DOCS/SERVICE.DOCX](http://WWW.USCG.MIL/CIVILIANHR/DOCS/SERVICE.DOCX)

9. CINDY NELSON-POSSINGER, CHIEF, OFFICE OF CIVILIAN HUMAN RESOURCES, SENDS.

10. INTERNET RELEASE AUTHORIZED.

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