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TO ALCGCIV

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ALCGCIV 008/13

COMDTNOTE 12630

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

1. This message is a reminder to supervisors and employees of mandatory leave scheduling requirements to be followed to avoid forfeiture of annual leave. These requirements also apply to employees attending Service-wide training 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 members and other exceptions noted in 5 U.S.C. Section 6304).

2. The current leave year ends on 11 January 2014. Excess annual leave not used prior to 11 January 2014 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 lump-sum payment for annual leave of an employee separating after 11 January 2014 (pay period 26).

3. To be considered for leave restoration, an employee must:

A. Request the leave in writing or via WebTA, and

B. Have the leave approved by an immediate supervisor in

WebTA or in writing before Sunday, 1 December 2013.

4. Annual leave, above the allowable carry-over amount not scheduled and approved prior to the 1 December 2013 deadline following the steps in paragraph 3 A. and B. above will, in all but the rarest circumstances, be forfeited.

5. 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 based on exigencies: Supervisors must submit the exigency approval request through the chain of command to the appropriate exigency approving official, following local procedures. An exigency approving official's signature certifies the request meets the requirements or the exigency criteria. Once the exigency is determined, employees subject to forfeiture of annual leave due to an exigency, must submit a request for restoration to their delegated leave approving official. Scheduled excess leave that cannot be used due to the lapse in appropriations, is considered an exigency of public business.

B. Restoration based on illness: Supervisors must submit a request for approval to restore annual leave through the chain of command to the delegated leave approving official, using local procedures. The signature of the delegated leave approving official certifies the request meets the requirements of the illness criteria for leave restoration.

C. Restoration based on administrative error: The person discovering the administrative error must immediately prepare a request for approval to restore annual leave through the chain of command to the delegated leave approving official, adhering to local procedures. The signature of the delegated leave approving official certifies the request meets the administrative error criteria for leave restoration.

6. If the scheduled and approved annual leave cannot be used due to one of the three criteria in paragraph 5 above, a written request to

restore the leave must be submitted to the delegated leave approving official, no later than 11 January 2014. In rare instances, a request may be accepted no later than 60 days after the end of the leave year (12 March 2014). Requests received after 12 March 2014, except in extenuating circumstances, will not be considered.

7. 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 2013 must be used by the end of leave year 2015. Restored leave due to expire at the end of the 2013 leave year which was canceled due to the lapse in appropriations cannot be restored after the expiration of the two-year period. 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.

8. 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 1 December 2013. Requests to have forfeited leave restored based upon either exigencies of the public business, illness, or administrative error must be submitted no later than 11 January 2014.

9. A forfeited annual leave restoration process job aid is available at the following link:

[www.uscg.mil/civilianhr/benefits/docs/restore.pdf](http://www.uscg.mil/civilianhr/benefits/docs/restore.pdf). For bargaining unit employees whose collective bargaining agreements cover the restoration of annual leave, negotiated provisions will be followed. In the case of a conflict with this ALCGCIV, negotiated provisions prevail. 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>.

10. Michelle R. Godfrey, Chief, Office of Civilian Human Resources, sends.

11. Internet release authorized.

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