

## Edgell, Joe

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**From:** MassMailer  
**Sent:** Wednesday, November 09, 2016 5:51 PM  
**To:** MassMailer  
**Subject:** Deadline for Scheduling 2016 "Use or Lose" Leave



**Message from:** Donna J. Vizian, Acting Assistant Administrator, Office of Administration and Resources Management

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I am writing to share important information and deadlines for scheduling "use or lose" leave for the remainder of the 2016 leave year.

Most employees may carry over to the new leave year a maximum of 240 hours of annual leave. Any "use or lose" leave not taken before the end of the leave year will be forfeited. I strongly encourage all employees to submit leave requests to their supervisor and obtain approval in writing for any leave they plan to take during the remainder of the leave year, so that forfeiture can be avoided. Here are the deadlines to keep in mind to avoid forfeiting annual leave:

- The leave year for 2016 ends at midnight on Jan. 7, 2017, and any "use or lose" annual leave not taken before Jan. 8, 2017 will be forfeited.
- The deadline for scheduling the "use or lose" leave for restoration eligibility and obtaining supervisor approval is **Nov. 26, 2016**. Under federal leave regulations, forfeited annual leave can be restored only when that annual leave was scheduled and approved in writing before the start of the third biweekly pay period prior to the end of the leave year.

There are limited circumstances under which any forfeited leave may be restored, including:

- Exigency of the public business (urgent need for the employee to be at work). Please keep in mind that supervisors have discretionary authority to disapprove or cancel previously approved leave based on organizational circumstances,
- Administrative error, or
- Emergency illness or injury of the employee.

Employees are encouraged to consider donating annual leave to the Voluntary Leave Transfer Program (VLTP) or to the Leave Bank.

- Employees who wish to donate annual leave to the Leave Bank must complete form [EPA 3160-6](#), "Leave Bank Election Form." An employee must already be a member of the Leave Bank in order to donate annual leave to the Leave Bank.
- Employees who wish to donate annual leave to a VLTP recipient must use [OPM Form 630 A](#), "Request to Donate Annual Leave to Leave Recipient Under the Voluntary Leave Transfer Program," if donating to an EPA employee; or [OPM Form 630B](#), if donating to an employee at another federal agency. For more information, please see <http://intranet.epa.gov/ohr/benefits/leavebank/>.

Please direct your questions on leave scheduling and leave forfeiture to the human resources shared service center that services your organization (<http://intranet.epa.gov/ssc/assignments.htm>). Please direct questions regarding the VLTP or Leave Bank to your [Leave Bank Coordinator](#).