



MEMORANDUM

DATE: February 13, 2019

SUBJECT: Back Pay Related Information for Furloughed Agencies

TO: FPPS User Group (UG) Representatives

FROM: Linda Rihel-Todd, Chief
Payroll Operations Division

The following information is provided to FPPS UG Representatives to share with Human Resources (HR) Offices in your agencies. Please share this information with Human Capital Officers, Human Resources Officers and servicing HR office team members.

This memo covers two separate topics:

- Travel Compensatory Time that was scheduled to expire during the furlough
- Restoration of Forfeited Leave during the furlough

A. Travel Compensatory Time

[OPM's guidance](#) addressed travel compensatory time which expired during the furlough, and it states the head of an agency may extend the time limit for using compensatory time off for travel for up to an additional 26 pay periods. IBC will provide queries of expired travel compensatory time for pay periods 2018 27 through 2019 03 to each agency. IBC will extend the expiration date of travel compensatory time for an additional 26 pay periods to February 1, 2020. Agencies must authorize the extension by March 8, 2019. We anticipate the expiration extension be completed after the FPPS release 19.01 scheduled for April 5, 2019, but no later than pay period 2019 11.

B. Restoration of Forfeited Leave

[OPM's guidance](#) addressed restoration of "use or lose" annual leave which was forfeited during the furlough, and it states that the lapse in appropriation qualifies as an exigency of the public business for purposes of annual leave restoration. The annual leave ceiling is applied on January 5, 2019, which was the end for the 2018 leave year. In order for forfeited annual leave to be considered for restoration under 5 U.S.C. 6304(d) (1), it must have been scheduled in writing no later than November 24, 2018. Leave accruals and other adjustments were updated for PP 2018 27 and 2019 01 as applicable, if amended T&As were received at IBC and passed

all edits in processing PP 2019 03. IBC will provide queries of the forfeited leave for agencies to review and certify approval, in line with OPM's guidance, in place of individual approvals.

Agencies need to provide signed authorization on the spreadsheets by April 30, 2019. IBC anticipates the restoration of leave will be completed no later than pay period 2019 13. The expiration date of the restored leave will be no later than the end of the leave year ending two years after the date of termination of the exigency of the public business which was January 25, 2019. In this case the expiration date of the restored leave will be January 1, 2022.

FPPS UG Representatives should feel free to contact their servicing Payroll Supervisors or the contacts below with any questions:

- Linda Rihel at 303-969-7739 or linda_y_rihel@ibc.doi.gov
- Lisa Puente at 303-969-7739 or lisa_puente@ibc.doi.gov
- Christine Zertuche-Rocha at 303-969-7450 or christine_l_zertuche@ibc.doi.gov