

# Requesting Restoration of Forfeited Annual Leave

Monday, January 11, 2021

**TO:** All IBC Employees

**FROM:** Melody A. Jameson, Division Chief, HR Operations

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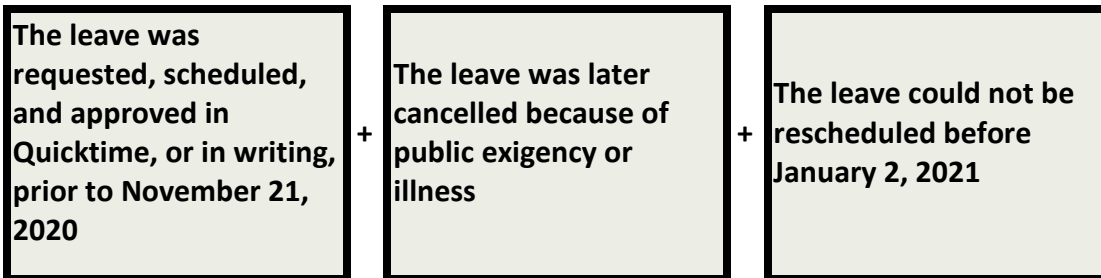
The process and eligibility for restoration of annual leave continues to be the same based on prior years in accordance with regulations and OPM guidance. Department of the Interior PB 20-11 - *Scheduling of Annual Leave by Employees Determined Necessary to Respond to Certain Emergencies*, was signed and effective on November 16, 2020. Employees who met the eligibility requirements to have annual leave, which would have been forfeited to be restored based upon the current national emergency, have already been identified and have received direct communication regarding their eligibility. Any requests for restoration of annual leave based upon this PB, will be handled outside of the normal request and approval process. More information will be provided to the supervisors of employees who are eligible for this new authority.

The following process outlines how employees may request the restoration of annual leave that was forfeited as of the end of the 2020 leave year, which ended on January 2, 2021.

Employees must submit requests for restoration of annual leave no later than **Friday, February 19, 2021**.

## APPLICABILITY

Restoration of forfeited leave is available only for annual leave that meets **ALL** these conditions:



Any employee who had annual leave forfeited and believes that **ALL** three of these conditions were met may submit a request for leave restoration.

## INSTRUCTIONS

You must use the [Request for Restoration of Forfeited Leave and Public Exigency Determination](#) form to make a request. The form is fillable and can be signed electronically.

Your request must include **ALL** the following information and documentation.

<b>Number of forfeited hours</b>	The number of hours of annual leave forfeited for which restoration is requested
<b>A copy of the written request</b>	A copy of the written request, dated prior to November 21, 2020, of the approval of annual leave (for example, a printout of the leave request form from Quicktime, OPM-71, or another written request)
<b>A copy of the written approval</b>	A copy of the written approval, dated prior to November 21, 2020, of the requested annual leave (for example, a printout of the leave request form from Quicktime, OPM-71, or another written request)
<b>A statement from the supervisor</b>	<p>A statement from the supervisor documenting:</p> <ul style="list-style-type: none"> <li>• A description of the public exigency or illness that required cancellation of the scheduled and approved leave</li> <li>• The beginning and ending dates of the public exigency or illness that required cancellation of the scheduled and approved leave</li> <li>• A statement addressing the efforts made to reschedule and use the annual leave prior to January 2, 2021</li> </ul>

## **Deadline – February 19, 2021**

Employees must submit requests for restoration of annual leave through their supervisory chain and their servicing Human Resources Office no later than February 19, 2021.

Supervisors will communicate decisions regarding the leave restoration requests to their employees no later than March 30, 2021.

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**Questions?** For additional information, please contact your [servicing HR office](#).