



United States Department of the Interior

INTERIOR BUSINESS CENTER
Denver, CO 80235

D-2600

December 4, 2020

Memorandum

To: Federal Personnel and Payroll System User Group Representatives

From: Christine Zertuche-Rocha, Chief //signed//
Payroll Operations Division

Subject: Restoration of Annual Leave for Leave Year 2020

Please share the following information with your Human Resources (HR) Office at your agency. Specifically, please share this information with Human Capital Officers, Human Resources Officers, and servicing HR office team members.

With the unprecedented events of Calendar Year 2020, government agencies have had certain circumstances that allow for more than normal exigency of the public business, and pandemic responses, for purposes of annual leave restoration for employees. All hours in excess of an employee's annual leave ceiling will be forfeited at the end of the leave year, January 2, 2021. 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 21, 2020. As in 2019, in place of individual approvals being sent to the Payroll Operations Division (POD), and to ease the manual process, we will be providing an automated process to restore leave.

POD will provide the 2020 forfeited leave data to each agency, no later than January 29, 2021. At the time the data is sent, we will provide details of the automated process. At this time, POD cannot anticipate when the restoration of leave files will be completed but that information will be provided at the time agencies are sent their forfeited leave data. Our expectation is that when the approved restored leave data is returned to us for processing, the agencies have done the appropriate certification approvals, in accordance with all applicable restoration guidance/regulations. No later than March 19, 2021, agencies will need to provide a statement that authorizes us to restore the leave, and the approved data to process. Agencies who do not provide their authorization and data by March 19, 2021, will not have their restored leave files processed until after those that met the deadline are processed.

As a result of the above process, it is imperative that agencies **do not** submit the A-34 form, Request for Restoration of Forfeited Annual Leave, or a spreadsheet with multiple requests for manual processing to the Payroll Operations Branch. If there is need for leave to be restored for individuals as a result of separations, transfers or retirements, prior to restored leave files being processed, it is essential that these requests are emailed to both Rebecca Romero and Trina Crosser, at their email addresses provided below, to avoid duplicate requests for restored leave

being received. FPPS User Group Representatives should feel free to contact the below individuals with any questions:

- Christine Zertuche-Rocha at 303-969-7739 or christine_l_zertuche@ibc.doi.gov
- Lisa Puente at 303-969-7739 or lisa_puente@ibc.doi.gov
- Rebecca Romero at 303-969-7450 or rebecca_n_romero@ibc.doi.gov
- Trina Crosser at 303-969-7372 or trina_l_crosser@ibc.doi.gov