

National Bulletins/Title 360 - Human Resources  
NB\_360\_9\_18, PER – Annual Leave Restoration Standard Operating Procedures

## NB\_360\_9\_18, PER – Annual Leave Restoration Standard Operating Procedures

National Bulletin:	360-9-18	Date:	December 10, 2008
Subject:	PER – Annual Leave Restoration Standard Operating Procedures		

### Purpose.

To advise Natural Resources Conservation Service (NRCS) employees of the release of 2008 Annual Leave Restoration Standard Operating Procedures (SOP).

### Expiration Date.

May 31, 2009

### Background.

The Chief of NRCS issued [National Bulletin 360-9-14, Exigency of Public Business Declaration](#), effective November 16, 2008 to December 31, 2008. NRCS employees whose annual leave was approved in writing prior to November 22, 2008, and is subsequently cancelled as a result of work associated with the open obligations review will be eligible to have forfeited annual leave considered for restoration after the end of the leave year, which is January 3, 2009. Annual leave restoration cannot be requested until leave is forfeited, after the end of the leave year, but no later than April 1, 2009.

National Instruction 360-304, First Edition, provides specific procedures for requesting and restoring forfeited annual leave that is eligible for restoration. Accompanying the National Instructions is an Annual Leave Restoration Worksheet, which may be used as a tool to assist human resources specialists in calculating annual leave that is eligible for restoration based on the 2008 Exigency of Public Business Declaration.

**Contact.** Questions regarding this national bulletin maybe directed to your servicing Human Resources office. /s/KATHERINE C. GUGULIS Deputy Chief for Management