

SOP Title: Processing 2008 Annual Leave Restoration Requests

December 10, 2008

Deputy Area/Division: Deputy Chief for Management, Human Resources Management Division

Revision:

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**1. Purpose:**

To provide Standard Operating Procedures (SOP) for requesting, approving, and restoring forfeited annual leave that is cancelled as a result of the 2008 Exigency of Public Business Declaration.

**2. Scope:**

This SOP applies to the Natural Resources Conservation Service (NRCS) employee who request, approve, and process 2008 annual leave restoration requests.

**3. Outline of Procedure:**

- 4.1 Employees
- 4.2 Supervisors
- 4.3 Human Resources Servicing Office

**4. Specific Procedures:**

4.1 Employees

- A. Submit written, signed, and dated request for annual leave using OPM Form 71, Request for Leave or Approved Absence, to supervisor at least three pay periods (by November 22, 2008) prior to end of Leave Year.
- B. Submit written, signed, and dated annual leave restoration request using memo or e-mail to supervisor, after the end of the Leave Year, but no later than April 1, 2009, for annual leave forfeited as a result of cancellation by supervisor.
- C. Scheduled and use restored annual leave no later than the end of the leave year ending 2 years after:
  - 1. The date of restoration due to administrative error;
  - 2. The date established by the head of the Agency or designee as the date of termination of the exigency of the public business; or
  - 3. The date the employee is determined recovered from illness or injury.

4.2 Supervisors

- A. Review and approve employee's written, signed, and dated annual leave request using OPM Form 71, prior to end of Leave Year (January 3, 2009).
- B. Determine employee is essential for responding to declared exigency.
- C. Cancel employee's written, signed, and dated annual leave request using OPM Form SF-71, a memo, or e-mail message, prior to end of Leave Year (January 3, 2009) due to need for employee to respond to declared exigency.
- D. Review employee's written, signed, and dated annual leave restoration request, which is submitted after the end of the Leave Year, but no later than April 1, 2009, and determine the number of annual hours

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eligible for restoration.

- E. After determining the number of annual leave hours eligible for restoration, approve leave restoration request in writing using signed and dated memo.
- F. Provide servicing Human Resources office and employee copies of signed and dated memo approving restoration of annual leave.

**Note:** If the use of earned compensatory time off or credit hours that are about to expire results in the forfeiture of excess annual leave, the forfeited leave cannot be restored. Supervisors are encouraged to use the Leave Restoration Worksheet ([see Exhibit 1](#)) developed by the HRMD to calculate annual leave hours eligible for restoration.

#### 4.3 Human Resources Servicing Office

- A. After receipt of supervisor's leave restoration approval, complete Form AD-582, Authorization for Restored Annual Leave, and process request in EmpowHR and Time and Attendance system.
- B. Place employee's restored annual leave into a separate leave account; do not add to the account with the employee's regular annual leave balance.
- C. Maintain file of employee's annual leave restoration approval. At minimum, employee's file should include the following:
  - 1. Document declaring exigency, medical emergency or administrative error. (Document must include beginning and ending dates).
  - 2. Signed and approved leave audit verified by timekeeper.
  - 3. Timesheets for pay periods 24, 25, and 26.
  - 4. Employee written, signed and dated approval leave slips requesting leave. (OPM Form 71 Request for Leave or Approved Absence).
  - 5. Supervisor's written, signed and dated notice canceling leave.

**5. Technical Contact:**

/s/ 12/8/08

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Approved By: FAY HILL Date  
Human Resources Specialist, Employment and Classification Team

USDA, NRCS  
1400 Independence Ave., SW  
Room 6206-S  
Washington, DC 20250-1600  
(202) 205-7517

/s/ 12/8/08

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Approved By: JOHN GLOVER Date  
Director, Human Resources Management Division

USDA, NRCS  
1400 Independence Ave., SW  
Room 6203-S  
Washington, DC 20250-1600  
(202) 720-2227

/s/ 12/8/08

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Approved By: KATHERINE C. GUGULIUS Date  
Deputy Chief for Management

USDA, NRCS  
1400 Independence Ave., SW  
Room 5110-S  
Washington, DC 20250-1600  
(202) 720-7847