



Natural Resources Conservation Service
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December 30, 2008

NEW MEXICO BULLETIN NO. 360-9-04

SUBJECT: PER – ANNUAL LEAVE RESTORATION STANDARD OPERATING PROCEDURES (SOP)

TO: All Employees

Purpose: To forward SOP for requesting, approving, and restoring forfeited annual leave that was cancelled as a result of the 2008 Exigency of Public Business Declaration.

Expiration Date. May 31, 2009

Background. On November 19, 2008, the Chief of Natural Resources Conservation Service (NRCS) issued National Bulletin 360-19-14, PER – Exigency of Service Declaration, to advise employees of an exigency of service declaration for work associated with the 2008 Financial Audit open obligations review. The bulletin stated that employees whose annual leave was approved in writing prior to November 22, 2008, and subsequently cancelled as a result of work associated with this 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.

National Bulletin 360-9-18, PER – Annual Leave Restoration Standard Operating Procedures was issued on December 10, 2008, by National Headquarters to provide information on requesting and restoring forfeited annual leave. In addition, National Instruction 360-304 was developed to provide specific procedures for employees and supervisors to follow when requesting and restoring forfeited annual leave. Accompanying this National Instruction is an Annual Leave Restoration Worksheet that may be used by supervisors to calculate annual leave hours eligible for restoration based on the 2008 Exigency of Public Business Declaration.

The National Bulletins, National Instruction and worksheet referenced above are attached for your review and use. Please note that annual leave restoration cannot be requested until leave is forfeited, after the end of the leave year, but no later than April 1, 2009. If you have any questions, please feel free to contact any member of the Human Resources Staff for assistance.

Acting /s/

DENNIS L. ALEXANDER
State Conservationist

Attachments

