



Natural Resources Conservation Service  
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September 5, 2012

NEW MEXICO BULLETIN NO. 360-12-01

SUBJECT: PER – USE OR LOSE ANNUAL LEAVE

TO: All Employees

Purpose: To remind employees to schedule leave for the remainder of the leave year.

Expiration: After contents have been noted.

ACTION REQUIRED BY: OCTOBER 5, 2012

Employees are reminded that annual leave balances beyond 240 hours at the end of the leave year are subject to the “use or lose” rule. Pay period 27 ends on January 13, 2013; therefore, all annual leave balances over 240 hours will be forfeited after this date.

If you are subject to the “use or lose” rule, please review and update your leave request schedule with your supervisor as the use of annual leave is subject to supervisory approval. Such approval may be made with consideration to workload and the need for each office or state office section to provide service on a regular basis.

Supervisors are reminded that in accordance with 360 General Manual 415.2(Q), compensatory (comp) time off must be used before granting the use of annual leave so long as it does not result in the employee forfeiting accrued annual leave. This does not apply to comp time off for travel. Regular comp time must be used by the end of the leave year following the leave year in which it was earned. Comp time for travel must be used within 26 pay periods from the date earned.

Please consider the leave donor program if you will not be using your excess annual before January 13, 2013. For information on approved leave recipients, please go to My.NRCS at <https://my.nrcs.usda.gov/> and click on “Bulletin Boards”.

**All use or lose annual leave must be scheduled and approved in writing no later than close of business October 5, 2012.** If you have any questions, please feel free to contact Rosabeth Garcia-Sais, State Administrative Officer at 505-761-4411.



J. XAVIER MONTOYA  
State Conservationist