



Natural Resources Conservation Service  
210 Walnut Street, Room 693  
Des Moines, IA 50309-2180

October 5, 2011

IOWA BULLETIN NO. IA360-12-2

SUBJECT: PER – “USE OR LOSE” ANNUAL LEAVE

**ACTION REQUIRED BY: NOVEMBER 18, 2011**

**PURPOSE.** To ensure all employees schedule “use or lose” annual leave for the remainder of the year.

**EXPIRATION DATE.** September 30, 2013

As we approach the end of the calendar year, questions will arise regarding “use or lose” annual leave. Supervisors should discuss “use or lose” leave with their employees now while there is still time to schedule it.

Supervisors are jointly responsible with their employees for ensuring that any “use or lose” annual leave is officially scheduled or rescheduled for use during the remainder of the leave year, before the start of the third biweekly pay period prior to the end of the leave year. All annual leave in excess of 240 hours is subject to forfeiture and will be lost if not used by December 31, 2011. Therefore, “use or lose” leave must be scheduled no later than Friday, November 18, 2011. As a reminder, those employees with comp time and/or comp-travel should also ensure they use these before their expiration date.

Although successful cases are limited, forfeited annual leave can only be restored due to: 1) an administrative error; 2) if annual leave was scheduled and approved in writing (at least three pay periods before the end of the leave year), but its use was denied because of exigency of public business; or 3) if annual leave was scheduled and approved in writing in advance but was precluded because of illness or injury. Thus, employees should make every attempt to have leave scheduled and approved in accordance with policy.

Employees unable to sufficiently schedule and use “use or lose” annual leave by the end of the leave year should be encouraged to consider donating these hours to Voluntary Leave Transfer Program recipients in lieu of “losing” it. Leave recipients are located on the my.NRCS website under the tab bulletin boards (<https://my.nrcs.usda.gov/>). Fax a copy of the leave recipient notice and the completed AD1043, “Leave Transfer Program – Donor Application” to the Human Resources Section at (515) 284-5196. Human Resources will then forward the donor application to the state requesting the leave.

If you have any questions, please contact the Human Resources Section at (515) 284-4587.

**/s/ Richard Sims**  
State Conservationist

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