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Date: January 13, 2009

**WASHINGTON BULLETIN WA 360-9-9**

**Subject:** PER – Leave Restoration

**Purpose:** To clarify policy for leave restoration of use or lose leave.

**Expiration Date:** April 1, 2009

**ACTION REQUIRED BY: March 13, 2009**

On November 19, 2008 National Bulletin 360-9-14 was issued with an Exigency of Public Service Declaration. Washington State Bulletin WA360-9-8 was issued on November 21, 2008 revoking approved leave due to the exigency. This bulletin clarifies the process for Washington State employees and supervisors to request and/or approve restoration of leave that was lost during 2008.

Employees:

- Review National Bulletin 360-9-18 ([http://directives.sc.egov.usda.gov/NB\\_360\\_9\\_18.htm](http://directives.sc.egov.usda.gov/NB_360_9_18.htm)) and the Standard Operating Procedure for Leave Restoration <http://directives.sc.egov.usda.gov/22434.wba>.
- Submit a written, signed, and dated annual leave restoration request to your supervisor no later than March 13, 2009. (This will allow time for appropriate approvals.) You can do this via either memo or e-mail. This request must include the following:
  - Number of hours which you are requesting to have restored. Please note that regulations do not allow restoration of leave lost due to holidays, including December 26, 2008, office closures for hazardous weather, or leave lost due to the use of earned compensatory time off or credit hours that were about to expire. Do not include these hours in your leave restoration request.
  - Reason leave was forfeited (i.e. Exigency of Public Business, Illness, etc.)
  - Copies of your written, approved SF-71 Leave slips documenting that you had scheduled and were approved leave for the hours in question.
  - Proof that your previously-approved leave was cancelled. You may submit documentation from your supervisor or cite Washington State Bulletin WA360-9-8 if appropriate.
  - Copies of your official timesheets for pay periods 24, 25, and 26.
- Request a leave audit from your timekeeper. Timekeepers may provide this directly to the employee (to be submitted with employee's restoration request) or you may request direct submission to Human Resources. Leave restoration requests will not be processed by Human Resources until a leave audit is received.

### Supervisors:

- Review employee's written, signed, and dated annual leave restoration request. Prior to approving the request:
  - Review National Bulletin 360-9-18 and the Standard Operating Procedure for Leave Restoration to make sure the request meets the criteria for restoration (see links above). Leave restoration requests should only be approved if the leave was lost due to one of the 3 criteria allowable (i.e. illness, exigency of public business, or administrative error).
  - Determine the number of annual leave hours eligible for restoration. Please note that leave cannot be restored for December 26, 2008, and days that the employee's office was closed due to hazardous weather conditions do not qualify for restoration of use or lose leave. In addition, leave lost due to the use of earned compensatory time off or credit hours that were about to expire also cannot be restored. Supervisors are encouraged to use the attached Leave Restoration Worksheet to calculate annual leave hours eligible for restoration, but the worksheet is not required.
- Approve or disapprove the leave restoration request in writing.
- Provide Human Resources a copy of your signed and dated memo approving or disapproving restoration of annual leave, with all information submitted by the employee attached. Also provide the dates of any office closures affecting the employee's leave restoration request.

### Human Resources:

- Review all requests for leave restoration for completeness.
- Complete the Leave Restoration Worksheet to verify the number of hours employees are eligible to have restored.
- Obtain concurrence for the leave restoration from the State Administrative Officer or the State Conservationist (as appropriate).
- Notify the employee and timekeeper of the number hours to be restored and the date of restoration.
- Process the leave restoration.

Should you have any questions feel free to contact Eileen Jackson at 509-323-2934.

/s/

A. Stefan Fechter  
Administrative Officer

Attachment

DIST: E (Distributed via email only)

## Modified Restoration of Annual Leave Worksheet

Employee Name	
Position Title	
Duty Station	
Calculations completed by	
Position Title	

Row	Category	Hours
A	Annual Leave Balance at End of Leave Year (January 3, 2009) (Hours)	
B	Annual Leave Ceiling (Hours)	240
C	Annual Leave Forfeited (A minus B)	
D	Total Annual Leave Cancelled (Hours)	
E	Compensatory Time Used during the exigency, medical emergency, or administrative error (Hours)	
F	Credit Time Used during the period of exigency, medical emergency, or administrative error (Hours)	
G	Hours Exempt from Restoration. This includes any leave previously approved for December 26, 2008 and any leave previously approved for days in which the employee's office was later closed due to hazardous weather. Please list relevant dates affecting employee: _____	
H	Restored Annual Leave Used during the period of exigency, medical emergency, or administrative error (Hours)	
I	Hours Eligible for Restoration (D minus sum of E,F, G, and H)	
J	Hours of Approved Restored Annual Leave (Lesser of C or I)	

Definitions	
A	Annual Leave Balance at End of Leave Year – Total number of accumulated annual leave hours remaining unused at the end of the Leave Year (January 3, 2009)
B	Annual Leave Ceiling – Maximum number of annual leave hours that may be carried over from one Leave Year into the next Leave Year. (this is 240 hours for all employees in Washington State)
C	Annual Leave Forfeited – Total number of annual leave hours scheduled and approved in writing at least three pay periods (by November 22, 2008) prior to the end of the Leave Year.
D	Annual Leave Cancelled – Total number of annual leave hours scheduled and approved in writing at least three pay periods (by November 22, 2008) prior to the end of the Leave Year and is cancelled by the supervisor prior to the end of the Leave Year.
E	Compensatory Time Used – Total hours of compensatory time used during the period of the exigency, medical emergency or administrative error.
F	Credit Time Used - Total hours of credit time used during the period of the exigency, medical emergency or administrative error.
G	Hours Exempt from Restoration. This includes any leave previously approved for December 26, 2008 and any leave previously approved for days in which the employee's office was later closed due to hazardous weather.
H	Rescheduled Leave – Total number of annual leave hours rescheduled and actually used after initial cancellation by supervisor.
I	Hours Eligible for Restoration – Total hours of annual leave forfeited after appropriate deductions for rescheduled annual leave, compensatory or credit hours used during the period of the exigency, medical emergency, or administrative error.
I	Hours of Approved Restored Annual Leave – The lesser number of annual leave hours forfeited or hours eligible for restoration.