

United States Department of Agriculture



Natural Resources Conservation Service  
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Date: November 21, 2008

**WASHINGTON BULLETIN WA360-9-8**

**SUBJECT:** PER - Revocation of Approved Leave - Exigency of Service Declaration

**Purpose.** To advise all employees of revocation of approved leave

**Expiration Date.** January 31, 2009

**EFFECTIVE IMMEDIATELY - November 21, 2008**

**Background:**

The Chief declared via National Bulletin 360-9-14 ([http://directives.sc.egov.usda.gov/NB\\_360\\_9\\_14.htm](http://directives.sc.egov.usda.gov/NB_360_9_14.htm)) that the Financial Audit Open Obligations Review actions are an exigency of service for the agency. That bulletin was linked to National Bulletin 360-9-10 ([http://directives.sc.egov.usda.gov/NB\\_360\\_9\\_10.htm](http://directives.sc.egov.usda.gov/NB_360_9_10.htm)) that addressed the need for all employees to obtain written approval of leave requests for any leave that is subject to use or lose at the end of the leave year (January 3, 2009).

**Revocation of Approved Leave:**

**Effective immediately**, ALL approved requests to use annual, credit, compensatory, and other leave with the exception of sick leave are revoked.

**Requests for Exception:**

For the remainder of the leave year requests for leave use, except incidental sick leave and incidental leave requests (discussed below), must be submitted in writing.

**Process:**

Employees need to submit requests by e-mail to their supervisor. Each request must include justification that explains special circumstances or hardship. If the supervisor supports approval of the request, the supervisor will forward the request, by e-mail, to the State Conservationist (11/21 - 12/05/08 Lisa Coverdale: 12/05/08 - 01/3/2009 Roylene Rides At the Door) and Kathy Randazzo with a statement verifying that the review deadlines will not be adversely impacted if the leave is approved. In order to insure confidentiality, employees and/or supervisors may provide additional information to the STC only by e-mail or phone. Requests will be evaluated on a case-by-case basis.

Supervisors are not directed to recall employees currently on approved leave. Individually, those situations should be discussed between the STC and the supervisor.

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**Getting the Review Done:**

As discussed during this morning's teleconference, it may be necessary that employees work beyond their regular tour of duty to accomplish the review.

Since leave approvals will be by exception only, employees should not earn any credit leave above the 24 hour ceiling; any credit leave above the ceiling is forfeited at the end of a pay period and cannot be restored or otherwise compensated.

Compensatory leave in lieu of premium pay may be authorized by supervisors. Refer to Washington Bulletin No. WA-360-8-4 ([ftp://ftp-fc.sc.egov.usda.gov/WA/Intranet/Bulletins/08Bulletins/WA360-8-4 FY 08 OT Comp Bulletin.pdf](ftp://ftp-fc.sc.egov.usda.gov/WA/Intranet/Bulletins/08Bulletins/WA360-8-4_FY_08_OT_Comp_Bulletin.pdf) ). That bulletin states:

*"Employees are reminded that overtime work must be pre-approved, using form WA-PERS-269. If the employee will receive premium pay for the overtime worked, the State Conservationist must approve the overtime work. Compensatory leave in lieu of premium pay may be approved by the supervisor. Typically, compensatory leave balances may not exceed forty hours unless approved by the second level supervisor. The State Conservationist must approve balances in excess of eighty hours. Credit leave, up to two hours per day, may be earned by the employee performing work. Credit leave balances, not to exceed 24 hours, may be carried over to the next pay period.*

*Note that FLSA-exempt employees may be directed to accrue compensatory leave in lieu of premium pay. Non-exempt employees may accrue compensatory leave only if they request leave in lieu of premium pay in writing."*

**Incidental Leave Requests:**

We recognize that there will be some incidental leave requests that will occur. This includes necessary infrequent brief absences; typically, less than three hours. Supervisors are to handle these requests within their discretion. Requests must be submitted in writing as soon as possible in advance of the absence. The supervisor's Approval/Disapproval of the request must be in writing. A copy of each approved request is to be provided to Kathy Randazzo at the same time the employee is notified of the approval. Do not send these to the STC.

If there are any questions regarding revocation of leave, requests for exception, or incidental leave please direct them, by e-mail, to Stefan Fechter, State Administrative Officer, at [stefan.fechter@wa.usda.gov](mailto:stefan.fechter@wa.usda.gov)



LISA R. COVERDALE  
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