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**Date:** October 23, 2008

**WASHINGTON BULLETIN WA 360-9-4**

**Subject:** PER – Leave use and Restoration

**Purpose:** To communicate policy regarding use and restoration of annual leave.

**Expiration Date:** March 31, 2009

**ACTION REQUIRED BY: November 22, 2008**

The purpose of this bulletin is to remind employees about scheduling and use of annual leave accumulated for leave year 2008, which ends on January 3, 2009.

Employees are reminded that a maximum of 240 hours of annual leave may be carried over from one leave year to the next. All “use or lose” annual leave (annual leave over 240 hours) must be used by the end of the leave year or the employee will lose this leave. This “use or lose” annual leave must be scheduled and approved in writing no later than three pay periods before the end of the leave year, November 22, 2008 in order for forfeited annual leave to be considered for restoration. Forfeited annual leave may be restored *only* under the following three conditions:

- Administrative error.
- Annual leave was scheduled in advance and approved in writing but its use was denied because of exigency of public business. An exigency must be dated and include a beginning and ending date, a description of the emergency situation, and be signed by an individual above the first line supervisor with appropriate delegated authority. Employees seeking restoration of annual leave due to exigency must provide proof of exigency and written documentation showing that the forfeited leave was scheduled and approved in advance in accordance with regulations. *Note:* there are no current exigency situations in Washington State.
- Annual leave was scheduled in advance and approved in writing but use was precluded because of illness or injury.

Restoration of annual leave may not be requested until forfeiture after the end of the leave year, but no later than April 1, 2009. In order for forfeited annual leave to be restored, the scheduled leave must be canceled, or disapproved, in writing. This can be done by memorandum to the employee stating that scheduled leave is being canceled, or by designating “disapproved” on the SF-71 if the leave is not approved when the employee submits the request for annual leave. There are other documentation requirements, as well which Human Resources can assist you with the necessary information. If you are submitting a request for restoration of forfeited annual leave, please contact Human Resources in the Spokane State Office for a list of items to include with your request.

Completed leave restoration requests should be sent to Human Resources for review for accuracy and adherence to policy. Human Resources will then forward requests to the appropriate level for approval.

Should you wish to donate annual leave that you may not be able or want to use, approved leave recipients are located on <https://my.nrcs.usda.gov/> under Bulletin Boards, then Approved Leave Donations.

Should you have any questions please contact Cheryle Miller, Human Resources Officer at (509) 323-2931 for more information.

A. STEFAN FECHTER  
State Administrative Officer

**DIST: E** (Distributed via email only)