



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

October 25, 2013

IOWA BULLETIN NO. IA360-14-3

SUBJECT: PER – ANNUAL LEAVE USE AND RESTORATION

**ACTION REQUIRED BY: NOVEMBER 29, 2013**

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

EXPIRATION DATE. September 30, 2015

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. The maximum amount of annual leave an employee may carry forward from one leave year to the next is 240 hours. For the purpose of annual leave, the 2013 leave year ends on January 11, 2014. All annual leave in excess of 240 hours is subject to forfeiture and will be lost if not used by January 11, 2014. Therefore, “use or lose” leave must be scheduled no later than Friday, November 29, 2013.

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 annual leave by the end of the leave year should be encouraged to consider donating these “use or lose” hours to Voluntary Leave Transfer Program recipients in lieu of “losing” it. A listing of eligible Leave Donor Recipients from NRCS in other states may be obtained from the USDA Connect website at: <https://connections.usda.gov/homepage/web/widgets/>. In this homepage you would go to the block called “Communities” then locate the site called “USDA-Natural Resources Conservation Service – Bulletin Boards.” In the block called, “WIKI,” you will find the announcements of Leave Donor Recipients requesting leave. Iowa NRCS employees have been very generous in the past, and we have not had a need to post these request outside Iowa.

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

A handwritten signature in blue ink that reads "Jay T. Mar".

Jay T. Mar  
State Conservationist

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