

# DO YOU HAVE “USE or LOSE” LEAVE?

## Leave Year Beginning and Ending Dates:

A leave year begins on the first day of the first full biweekly pay period in a calendar year and ends on the day immediately before the first day of the first full biweekly pay period in the following calendar year. The current leave year began **January 6, 2019** and ends **January 04, 2020**.

Employees may carry over to the next leave year the maximum amount of accrued annual leave (240 hours for most employees). "Use or lose" annual leave is the amount of accrued annual leave that is in excess of the employee's maximum annual leave limitation for carry over into the next leave year. Employees must "use" their excess annual leave by the end of a leave year or they will "lose" (forfeit) it. Please schedule and use your leave timely to avoid losing it.

You may wish to consider donating some or all of your excess use or lose annual leave to an NPS employee in need of leave through the Voluntary Leave Transfer Program. Please contact Ken Stewart at [kastewar@nps.edu](mailto:kastewar@nps.edu) or x2007 for additional information.

## Responsibilities:

Employees and their supervisors are mutually responsible for planning and scheduling the use of employees' annual leave throughout the leave year. Employees should request annual leave in a timely manner, and supervisors should provide timely responses to an employee's request. Employees should schedule and use annual leave throughout the leave year and not wait until the end of the leave year to schedule annual leave. When an employee makes a timely request for leave, the supervisor must either approve the request or, if that is not possible because of organizational mission requirements, schedule it for some other time.

## Restoration of Annual Leave:

An employee may apply to restore annual leave that was forfeited in very limited and extraordinary circumstances (e.g., due to an exigency of the public business or to an illness of the employee). In these circumstances, the employee must show proof that the annual leave was scheduled and disapproved in writing before November 23, 2019 (the start of the third biweekly pay period prior to the end of the leave year). This documentation is required before restored leave can be processed. ***Do not “assume” that your leave request will be disapproved due to mission requirements.*** You must request and be disapproved annual leave for a denial of leave to exist. That disapproved leave request is vital to your request for restoration of leave. All requests must be routed through the HRO for President review and consideration.

Leave Year	Leave Year Beginning Date	Leave Year Ending Date	Date for Scheduling "Use or Lose" Annual Leave
2019	January 6, 2019	January 4, 2020	November 23, 2019
2020	January 5, 2020	January 2, 2021	November 21, 2020

For questions regarding use or lose or restoration of leave, please contact the Human Resources Office at x2244 or x2007.