

# DO YOU HAVE “USE or LOSE” LEAVE?

## Use or Lose Leave:

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 in a timely manner to avoid losing it.

## 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 5, 2020 and ends January 02, 2021.

## 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 a 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, allow the employee to request leave at an alternate date.

*Update: The U.S. Office of Personnel Management (OPM) has issued recent guidance, dated 18 June 2020 found [here](#), that clarifies that Agencies must work with employees to ensure that they continue to take any annual leave or other paid time off before it expires. The guidance further clarifies that leave restoration rules (see Restoration of Annual Leave below) will be modified to deem work-related requirements related to the COVID-19 national emergency as an exigency of the public business for the purpose of restoring forfeited annual leave.*

## 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 due illness, or incapacitation of the employee). In these circumstances, the employee must show proof that the annual leave was scheduled and disapproved in writing before November 21, 2020 (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. For questions regarding use or lose or restoration of leave, please contact the Human Resources Office at x2244 or x2007

## Leave Donation:

You may wish to consider donating some or all excess use-or-lose annual leave to an NPS employee, or a federal employee from another federal agency, in need of leave through the Voluntary Leave Transfer Program. Please contact Ken Stewart at [kastewar@nps.edu](mailto:kastewar@nps.edu), or via Microsoft Teams for additional information.