



Natural Resources Conservation Service
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Stillwater, Oklahoma 74074-2655
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October 21, 2002

OKLAHOMA BULLETIN NO.OK360-3-3

SUBJECT: PER – Restoration of Annual Leave

Purpose: To provide information to employees on restoring annual leave.

Expiration Date: September 30, 2003

Action Required By: November 30, 2002

The following guidance is provided to ensure all employees in Oklahoma understand what is required in order to restore forfeited annual leave.

Annual leave may be restored under the following three conditions: (1) administrative error; (2) if annual leave was scheduled and approved in writing in advance, but its use was denied because of exigency of public business; (3) if annual leave was scheduled and approved in writing in advance, but use was precluded because of illness or injury.

Employees are encouraged to reschedule any canceled leave and use all “use or lose” leave before the end of the year. In the event this becomes unfeasible, there are specific steps to be taken if an exigency of public business exists (i.e. tornado, earthquake, flood) which prevents use of all approved leave.

The following steps must be taken in order for forfeited annual leave to be considered for restoration:

- All annual leave in excess of your leave ceiling **must be scheduled and approved in writing** on Standard Form–71, Application for Leave, prior to November 30, 2002.
- Supervisors who determine an exigency exists **must inform an employee in writing** that their leave is being canceled.
- Written documentation from the supervisor must be provided to me as to why an exigency of public business exists as soon as it is determined an employee(s) will have to forfeit annual leave.
- This information will be provided to Humberto Hernandez, Regional Conservationist, requesting authorization for exigency of public business.
- If an exigency of public business is authorized, employees with forfeited annual leave may submit a request for restoration of leave after January 13, 2003, and prior to April 1, 2003.

If you have questions concerning the restoration of annual leave, please contact Babette B. Goodwin, Human Resources, at (405) 742-1211.

A handwritten signature in cursive script, appearing to read "M. Darrel Dominick".

M. DARREL DOMINICK
State Conservationist

DIST: AE