

## MEMORANDUM

**DATE:** November 9, 2016

**TO:** All DCPS Employees

**FROM:** Employee Services

**SUBJECT:** “Use or Lose” and Annual Leave Restoration

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**Note:** This email does not apply to employees who do not accrue annual leave (i.e., WTU ET-15).

In accordance with Part I, Chapter 12, Section 1238 (Annual Leave – Maximum Accumulation) and 1239 (Annual Leave Restoration) of D.C. Personnel Regulations, employees may carry a maximum of 240 annual leave hours into the next *leave year* that begins January 8, 2017. **As a result, any unused annual leave above the 240-hour maximum will be forfeited if not used by January 7, 2017.** We encourage employees to schedule upcoming absence requests, immediately, to avoid forfeiture of annual leave hours. However, under certain conditions, employees can request a “leave restoration” in order to retain leave hours for use at a later date in 2017. Please note the following guidelines and key dates.

### **Schedule Use of Annual Leave (for absences through January 7, 2017)**

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Annual leave balances, including previously restored “use or lose” annual leave, that are above the 240-hour maximum as of January 8, 2017 are subject to forfeiture. To avoid loss of annual leave hours, please work with your Supervisor to schedule use of your annual leave for dates through January 7, 2017 no later than November 25, 2016.

In case you are unable to use annual leave hours that exceed the 240-hour maximum by January 7, 2017 due to extenuating circumstances, you may request a “leave restoration,” as described below.

### **Annual Leave Restoration**

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**Employee Deadline:** 12/9/2016

**Supervisor/Department Head Deadline:** 12/16/2016

Employees can retain annual leave hours that exceed the 240-hour maximum by requesting a “leave restoration” no later than December 9, 2016 if any of the following extenuating circumstances apply:

- 1. Administrative Error** – an administrative error caused a loss of annual leave otherwise accruable
- 2. Demands of Public Business** – (1) the leave request was approved in writing by your immediate Supervisor, (2) the leave was scheduled at least three pay periods prior to the end of the leave year, and (3) the leave request was subsequently denied due to operational needs prior to the beginning of the leave period
- 3. Illness or Injury** – the annual leave was scheduled in advance and had to be changed or cancelled due to illness or injury



**In order to request a leave restoration, the employee must do three things:**

1. Collect the following three items and submit them to your Supervisor/Department Head no later than December 9, 2016:
  - a. **“Request for Restoration of Annual Leave” form** – see enclosed form
  - b. **Memo from your Supervisor** – your Supervisor must provide a memo that requests your leave restoration and confirms the circumstances that prevented the use of your annual leave hours prior to January 7, 2017
  - c. **Supporting documentation** – see enclosed “Leave Restoration Checklist” for examples
2. Submit the three items above to your Supervisor/Department Head no later than December 9, 2016.
3. Create a plan to use your restored annual leave in 2017. Please ensure that you discuss your plan with your Supervisor and come to mutual agreement about how the leave will be used.

Your Supervisor/Department Head may retain the plan for use of your restored leave in 2017. However, your Supervisor/Department Head must submit the leave restoration forms to **Employee Services** via email at [dcps.escommunications@dc.gov](mailto:dcps.escommunications@dc.gov) or via fax at (202) 442-5315 on or before **Friday, December 16, 2016**. Please see the attached checklist to ensure that you have properly completed all necessary documentation.

**Employee and/or Supervisor/Department Head forms submitted after the deadline cannot be honored and the DC Office of Pay and Retirement Services will not restore the requested leave. Also note that failure to submit any forms by the due date will result in the forfeiture of your right to pursue further action.**

Written notification of the status of your leave restoration request is dependent upon the processing schedule of the DC Office of Pay and Retirement Services. At present, the estimated notification date is **April 28, 2017**.

Please contact the Employee Services Benefits Team at [dcps.benefits@dc.gov](mailto:dcps.benefits@dc.gov) if you have any questions about scheduling annual leave or applying for leave restoration.



## Leave Restoration Checklist

Please ensure that each of the following items is included with your request

- ❑ **Completed “Request for Restoration of Annual Leave” form**
  - All required signatures must be included on the document
  - You must indicate the total number of annual leave hours to be restored

Example: If you have 300 annual leave hours, subtract the allotted 240 hours to determine the number of hours that you would like to be restored in 2017.  
300 hours – 240 hours = 60 hours to be restored
- ❑ **Memorandum from your Supervisor (regarding restoration of your leave)**
- ❑ **Supporting documentation of extenuating circumstance**

If extenuating circumstance is ...	You must provide ...
<b>Administrative Error</b>	Documentation that details the nature of the error (e.g., paycheck stubs, written correspondence regarding error).
<b>Exigencies of Public Business</b>	Documentation that indicates that your leave was approved, then subsequently denied.  -or-  Documentation that your requested leave was immediately denied due to operational needs or demands.  <u>Example:</u> Denied leave slip signed by you and your Supervisor (the leave slip must have been submitted three pay periods <u>prior</u> to the pay period for which you requested the leave).
<b>Illness or injury</b>	Confirmation of your absence(s).  <u>Example:</u> Leave slip, leave of absence application, leave approval notification.



## Request for Restoration of Annual Leave

\*Please return this form to your Supervisor/Department Head for approval on or before **Friday, December 9, 2016**

**To Be Completed by the Employee**

Employee Name (please print): \_\_\_\_\_

Employee ID Number: \_\_\_\_\_

Position: \_\_\_\_\_

School/Location: \_\_\_\_\_

Total number of annual leave hours (to include "Use or Lose") as of January 7, 2017: \_\_\_\_\_

Total number of hours requested to carry into 2017: \_\_\_\_\_

**My total leave balance exceeds 240 hours. In accordance with Chapter 12, Part I of D.C. Personnel Regulations, annual leave that would otherwise be forfeited may be restored for later use due to:  
(1) administrative error; (2) exigencies of public business; and/or (3) illness or injury.**

I hereby request restoration of \_\_\_\_\_ hours of annual leave due to (check all that apply)  
(insert number of hours in excess of 240)

- Administrative Error     Exigencies of Public Business     Illness or Injury

Additionally, I have communicated how I reasonably plan to use my leave in 2017 to my Supervisor.

\*Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*Employee:** Please submit this form to your immediate Supervisor and/or Department Head no later than Friday, December 9, 2016.

**To be Completed by Immediate Supervisor & Department Head**

Name of Immediate Supervisor (please print): \_\_\_\_\_

Signature of Immediate Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Department Head (please print): \_\_\_\_\_

\*Signature of Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

**\*Department Head:** Please submit this form to Employee Services no later than Friday, December 16, 2016 via fax to (202) 442-5315 or via email to [dcps.escommunications@dc.gov](mailto:dcps.escommunications@dc.gov).

**To be Completed by Approving Official**

Signature of Approving Official: \_\_\_\_\_ Date: \_\_\_\_\_