DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT AGENCY
2511 JEFFERSON DAVIS HIGHWAY
ARLINGTON, VA 22202-3926

REPLY TO
ATTENTION OF

JUL 3 0 2004

SFIM-HR-C

MEMORANDUM FOR ALL US Army Installation Management Agency Personnel

SUBJECT: US Army Installation Management Agency Policy, Memorandum # 35, Restoration of Forfeited Annual Leave

1. REFERENCES.

a. 5 U.S.C. Chapter 63, Leave.

b. 5 CFR 630, Absence and Leave.

c. DoD Manual 1400.25-M, Subchapter 630 – Leave, December 1996.

d. DoD Financial Management Regulation, Volume 8, Chapter 5, Subchapter 0508, Restored Leave, and Vol. 13, Nonappropriated Fund Policy and Procedures, February 2002.

e. Army Regulation 215-3, Nonappropriated Funds Personnel Policy, Chapter 5, August 29, 2003.

2. PURPOSE. To supplement DoD and HQDA policy and to delegate the authority to approve the restoration of forfeited annual leave for civilian personnel.

3. APPLICABILITY. This policy applies to all appropriated and nonappropriated fund employees. It does not apply to Local National employees.

4. POLICY. In keeping with the references above, civilian employees normally forfeit unused annual leave in excess of 240 hours (up to 360 hours for employees who built an annual leave balance above 240 hours while overseas) at the end of the leave year. If cancellation of scheduled leave occurs during the leave year due to exigency of the public business or sickness, every effort should be made to reschedule the leave for use before the end of the leave year to avoid forfeiture. Employees may have forfeited leave restored to them if the leave was scheduled in advance with the employee subsequently being denied the opportunity to take that scheduled leave due to the exigencies of public business, a lengthy period of illness, or an administrative error. In cases where leave is denied due to an exigency of public business, that leave must have been requested in writing by the 3rd bi-weekly pay period prior to the end of the leave year.

a. The Director, IMA delegates the authority to determine exigencies of public business that qualify for restoration of annual leave to Region Directors and Garrison Commanders for employees located outside the National Capital Region (NCR). However, in keeping with regulations:

(1) The exigency determination may not be made by any official whose leave would be affected by the decision, and

(2) No officials with delegated authority may approve exigencies that affect employees for whom they approve leave; e.g., Garrison Commander can approve exigency for employees within the Public Works Department, but the Region Director will approve exigencies for the Director, Public Works, if required.

b. Requests for restoration for HQ IMA employees, will be forwarded to the Administrative Assistant to the Secretary of the Army, through the Director, IMA and the Assistant Chief of Staff for Installation Management (ACSIM). Paragraphs 4.a.(1) and (2) also apply.

5. PROCEDURE. To restore leave forfeited as a result of an exigency or illness, an employee must submit a written request to the supervisor who in turn submits the request to the management official who is delegated the authority to approve the restoration. An Office of Personnel Management (OPM) Forms, OPM Form 71, Request for Leave or Approved Absences, should be submitted as well as memo describing the circumstances. Documentation must include the following:

a. The calendar date the leave was approved by the supervisor,

b. The date(s) during which the leave was scheduled and the amount,

c. Reasons for the subsequent canceling of approved leave (e.g., if because of an exigency of the public business, documentation must include the beginning and ending dates of the exigency),

d. The calendar date the canceled leave was rescheduled for use, and

e. The date(s) during which the leave was rescheduled for use and the amount.

f. The request will be reviewed and, upon determination that documentation is adequate, the official may authorize the restoration of the leave. The authorization will be returned to the supervisor, with supporting documents. The supervisor will ensure that the documentation is provided to Defense Civilian Payroll System (DCPS). Restored leave must be scheduled and used not later than the end of the leave year ending 2 years after the date of restoration.

g. DCPS will restore leave that is lost as a result of administrative error.

6. PROPONENT. The Human Resources Division (HRD) is the policy proponent. Point of contact (POC) is LMER branch, commercial phone 703-602-3352, DSN 332-3352.

ANDERS B. AADLAND
Major General, GS
Director