

NOTICE OF APPROVAL OF RESTORED LEAVE

Name of Employee:

Social Security Number:

Total Hours Restored:

Basis for Leave Restoration:

☐ Exigency of the Public Business

☐ Illness or Injury

☐ Administrative Error

Period in Which Leave is to be Used: From (date approved): _____

To (END of the leave year in effect two years after date approved): _____

Notice to Employee

1. Restored leave will be kept in a separate account. It has no effect on your normal maximum permissible annual leave carry-over. It must be used as expeditiously as circumstances permit, taking into consideration such factors as the amount of restored leave, need to schedule regular leave, and operational demands.
2. Restored leave unused at the expiration date is again forfeited with no further right to restoration. Should separation occur prior to the expiration of the period in which your leave is to be used, any unused restored annual leave is included in the lump-sum payment.
3. It is your responsibility to notify your timekeeper when your restored leave account is to be charged instead of your regular leave (annual or sick).

Notice to Supervisor

4. Leave restoration is not intended to be used on a recurring basis. Supervisors have an affirmative responsibility to ensure that all employees, even those involved with critical assignments, have an opportunity to use the leave to which they are entitled each year even if the workload has to be redistributed or priorities shifted. Only under the most unusual circumstances which could not be forecast in advance should an employee be forced to forfeit leave for business reasons.
- Recurring requests for restoration of annual leave will require an explanation by both the supervisor and the employee regarding attempts to plan and schedule the use of

previously restored leave as well as an explanation of attempts to plan and schedule the use of the annual leave that has been forfeited.

Signature of Approving Official: _____
Title: _____ Date: _____

Signature of Approving Official, Title, Date

Distribution:
Payroll Office - Original
Approving Official
Supervisor
Employee