



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 2015.
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...
Administrative Error	Documentation that details the nature of the error (i.e. paycheck stubs, written correspondence regarding error).
Exigencies of Public Business	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).
Illness or injury	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 **Wednesday, December 3, 2014**

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 10, 2015: _____

Total number of hours requested to carry into 2015: _____

My total leave balance exceeds 240 hours. In accordance with Chapter 12, Part I, of the District Personnel Manual (DPM), annual leave that would otherwise be forfeited may be restored for later use due to: (1) administrative error; (2) exigencies of public business; and (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 2015 to my supervisor.

*Employee Signature: _____ Date: _____

***Employee:** Please submit this form to your immediate supervisor and/or Department Head no later than Wednesday, December 3, 2014.

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 HR Answers no later than Thursday, December 11, 2014 via fax (202) 442-5315 or email dcps.hranswers@dc.gov.

To be Completed by Approving Official

Signature Approving Official: _____ Date: _____

MEMORANDUM

DATE: December 1, 2014

TO: DCPS Employees

FROM: Crystal Jefferson
Deputy Chief, Human Resources

SUBJECT: “Use or Lose” & Annual Leave Restoration

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

In accordance with Part I, Chapter 12, Section 1239 of the District Personnel Manual (DPM), employees may carry a maximum of 240 annual leave hours into the next *leave year* that begins January 11, 2015. **As a result, any unused annual leave above the 240-hour maximum will be forfeited if not used by January 10, 2015.** 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 2015. Please note the following guidelines and key dates.

Schedule Use of Annual Leave (for absences through January 10, 2015)

Annual leave balances, including previously restored “use or lose” annual leave, that are above the 240-hour maximum as of January 11, 2015 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 10, 2015 no later than December 3, 2014.

In case you are unable to use annual leave hours that exceed the 240-hour maximum by January 10, 2015 due to extenuating circumstances, you may request a “leave restoration” as described below.

Annual Leave Restoration

Employee Deadline: 12/3/2014

Department Head/Supervisor Deadline: 12/11/2014

Employees can retain annual leave hours that exceed the 240-hour maximum by requesting a “leave restoration” no later than December 3, 2014 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** – the request for leave was (1) approved in writing by your immediate supervisor, (2) the leave was scheduled at least three (3) 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, you must collect the following three (3) items and submit them to your Supervisor/Department Head no later than December 3, 2014:

1. **“Request for Restoration of Annual Leave” form** – see enclosed form
2. **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 10, 2015
3. **Supporting documentation** – see enclosed “Leave Restoration Checklist” for examples

Your Supervisor/Department Head must submit the forms to **HR Answers** on or before **Thursday, December 11, 2014**. Please see attached checklist to ensure that you have properly completed all necessary documentation.

In addition, you are responsible for creating a plan to use your restored annual leave in 2015. Please ensure that you discuss your plan with your Supervisor and come to mutual agreement about how the leave will be used.

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 1, 2015**.

Failure to submit forms by the due date will result in the forfeiture of your right to pursue further action.

Please contact HR Answers at dcps.hranswers@dc.gov or (202) 442-4090 if you have any questions about scheduling annual leave or applying for leave restoration.