

From: Schaefer, Mark WMr .CIV US USFOR-A J1
Sent: Thursday, November 21, 2013 12:53 PM
-A J1; Friedrich, Rachel T Ms. CIV USAF USFOR-A J1 Chf PLOPs
Subject: (U//FOUO) Restoration of Annual Leave for Deployed Civilians

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Directors/ J1 Community:

The end of the leave year will soon be upon us and many of your Civilians may have questions regarding the issue of annual leave restoration. During extended periods of deployment, Civilians do not have the opportunity to use their annual leave, and any "use or lose" annual leave that is lost at the end of the leave year may be restored. Here is the specific language from the OPM website:

On March 4, 2002, OPM issued final regulations that permit "use or lose" annual leave to be restored to employees whose services are determined to be necessary for the current national emergency. Such employees are entitled to have their excess annual leave restored without the administrative burden of scheduling and canceling such leave. In addition, the time limitations for using restored annual leave are suspended for the entire period during which employees' services are determined to be essential for activities associated with the national emergency. At the end of the national emergency, or when the services of the employee no longer are determined to be necessary, a new time limit will be established for using all restored leave available to the employee.

Deployed civilians should wait until they return to home station to request restoration of lost annual leave. This way the clock on the time limit won't begin until the Civilian is actually able to use it. The time limit to use restored annual leave is typically 2 years from the date of the actual annual leave restoration.

Here is the link to the OPM regulatory guidance on leave restoration:

<http://www.opm.gov/policy-data-oversight/pay-leave/leave-administration/fact-sheets/restoration-of-annual-leave/>

Please disseminate this information to your Civilians.

POC is Ms. Shannon Gaddis, Civilian Payroll Specialist, Defense Finance & Accounting Services

USFOR-A/J1: Al Udeid AB, Qatar, DSN: 318-436-8375.

R/

Mark Schaefer

Chief, Civilian Human Resources

USFOR-A J1

APO AE 09356

DSN 318 449-4135

From: Schaefer, Mark WMr .CIV US USFOR-A J1

[<mailto:mark.w.schaefer@afghan.swa.army.mil>]

Sent: Thursday, November 21, 2013 4:53 AM

Subject: FW: (U//FOUO) Restoration of Annual Leave for Deployed Civilians

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Directors/ J1 Community,

As an addendum to this message, Shannon has already received a number of inquiries from our deployed Schedule A employees. Since Schedule A employees sever from service at the end of their deployment, guidance is as follows:

Deployed Schedule-A employees should request restoration of annual leave to ARCENT when it forfeits so when their appointment terminates the restored leave will be paid out in a lump sum.

Please note that it is unlikely that Schedule A employees will accrue enough annual leave to reach "use or lose" status, as most will accrue only 104 hours of annual leave per year. However, if they do, they should follow the above guidance.

R/

Mark Schaefer

Chief, Civilian Human Resources

USFOR-A J1

APO AE 09356

DSN 318 449-4135