



DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY MATERIEL COMMAND
5001 EISENHOWER AVENUE, ALEXANDRIA, VA 22333 - 0001

REPLY TO
ATTENTION OF

0 2 NOV 2000

AMCPE-C (690-600)

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Annual Leave Forfeiture and Restoration

1. With the end of the leave year approaching, I wish to remind you of the rules for annual leave forfeiture and restoration for civilian employees. Employees forfeit leave to their credit above the maximum accruable amount at the end of the year. Annual leave is a valuable benefit, and approving officials should ensure that employees schedule and take it timely.
2. Annual leave may be restored in three situations: if there is an approved exigency of public business, that is, a work situation of major importance which requires immediate action and precludes use of leave; if administrative error causes the loss of annual leave which otherwise would have accrued; or if the employee is ill. Approval of exigencies has been delegated by the Secretary of the Army to commanders of major commands and major subordinate commands, who may redelegate the authority to an official who reports directly to that command. No officials with delegated authority may approve exigencies that affect employees for whom they approve leave.
3. Leave restoration requires that the leave be scheduled in advance before the start of the third pay period prior to the end of the leave year. This year, the leave year ends 13 January for most employees. Annual leave therefore must be scheduled and approved in writing by 1 December 2000, in order to be considered for restoration. Employees at installations closing or realigning pursuant to the Defense Base Closure and Realignment Act of 1990 will have excess leave restored due to exigency whether or not such leave was scheduled.
4. Employees must use their restored leave within 2 years after the date of termination of the exigency, restoration of annual leave forfeited because of administrative error, or employee ability to return to duty after recovery from illness or injury. Annual leave restored due to the Year 2000 (Y2K) conversion must be used by the end of leave year 2002.
5. The point of contact for this action is Mr. Mike Okin, telephone DSN 767-8138.

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6. AMC -- Your Readiness Command . . . Serving Soldiers Proudly!

FOR THE COMMANDER:


MELINDA McMILLON DARBX
Deputy Chief of Staff
for Personnel

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