

Restoration of Forfeited Annual Leave

A leave year begins on the first day of the first full biweekly pay period in a calendar year. A leave year ends on the day immediately before the first day of the first full biweekly pay period in the following calendar year.

Employees may carry over to the next leave year a maximum amount of accrued annual leave (240 hours for most employees). However, there are exceptions, such as employees who are on or have returned from overseas assignments may carryover up to 360 hours. "Use or lose" annual leave is the amount of accrued annual leave that is in excess of the employee's maximum annual leave limitation for carry over into the next leave year. Employees must "use" their excess annual leave by the end of a leave year or they will "lose" (forfeit) it. An agency may consider restoring annual leave that was forfeited due to an exigency of the public business or sickness of the employee only if the annual leave was scheduled in writing before the start of the third biweekly pay period prior to the end of the leaveyear.

Employees who do not have their "use or lose" annual leave requested and approved by the cut-off date are generally not entitled to have such forfeited leave restored. Ensuring that annual leave has been requested, approved and scheduled in a timely manner will help prevent excess annual leave from accumulating and being forfeited by the employee. To prevent leave forfeiture, employees should request annual leave on time and supervisors should grant the use of leave to the extent permitted by work requirements.

Please contact your servicing specialist at the CPAC with any questions.