

REQUIRED INFORMATION FOR “REQUEST FOR RESTORATION OF ANNUAL LEAVE” FORM

- A. If restoration is requested because of administrative error, complete Sections A & B and provide the following:
1. Number of hours of leave to be restored (Section A) which were forfeited as a result of the error.
 2. The events that caused the error- describe in detail in Section B and include the dates of the events.
 3. Attach supporting documents attesting to the events in question and to the amount of forfeited leave.
 4. Any other factors which support action taken.
- B. If restoration is requested because of exigency of public business, complete Sections A & B and provide the following:
1. A copy of an SF-71, “Application for Leave or Approved Absence”, or other document showing date of employee’s application for leave, calendar dates and amount of annual leave scheduled, date of approval, and signature of leave approving official. A print screen from ITAS showing the approved leave request may also be used.
 2. The reason for the request for restoration. In Section B describe in detail the nature of the exigency; the reason for determination that employee could not be released from duty during the period of the exigency; the reason there was no alternative to the cancellation of leave; and the reason the employee who forfeited the leave was affected by work requirements generated by exigency.
 3. Beginning and ending date of exigency (Section B).
 4. If exigency terminated before the end of the leave year, also describe in Section B any efforts made to reschedule the canceled annual leave, including:
 - (a) the date the canceled leave was rescheduled;
 - (b) the date(s) on which the leave was rescheduled for use and the amount of leave that was rescheduled; and
 - (c) Any other factors which support action taken.

C. If restoration is requested because of **illness or injury** which precluded use of annual leave, complete sections A & B and provide the following:

1. A copy of an SF-71, "Application for Leave or Approved Absence", or other document showing date of employee's application for leave, calendar dates and amount of annual leave scheduled, date of approval, and signature of leave approving official. A print screen from ITAS showing the approved leave request may also be used.
2. In Section B, state the beginning date of illness and date employee was determined to be recovered and able to return to duty (attach copy of medical documentation) and type of leave taken and number of hours changed.
3. If illness terminated before the end of the leave year, in Section B, describe efforts made, if any, to reschedule the canceled annual leave, including:
 - (a) the date the canceled leave was scheduled;
 - (b) the date(s) on which the leave was rescheduled for use and the amount of leave that was rescheduled; and
 - (c) the reason why not all of the canceled leave was rescheduled or used.
4. Any other factors pertaining to individual situations which support action taken.
5. If an exigency precluded the rescheduling and use of the canceled annual leave following the illness, include the information in Section B, Items 2 through 5 above.