

## **RESTORED ANNUAL LEAVE**

### **Q1. WHAT IS RESTORED ANNUAL LEAVE?**

Agencies may restore annual leave that was forfeited because it was in excess of the maximum leave ceilings (i.e., 30, 45, or 90 days) if the leave was forfeited because of an administrative error, exigency of the public business, or sickness of the employee. An agency must restore the annual leave in a separate leave account.

#### **Administrative Error**

The employing agency determines what constitutes an administrative error.

#### **Exigency of the Public Business**

The employing agency determines that an exigency is of major importance and that excess annual leave cannot be used. An agency may consider restoration of annual leave **only** if the annual leave was scheduled in writing before the start of the **third biweekly pay period prior to the end of the leave year.**

#### **Sickness**

The employing agency determines that the annual leave was forfeited because of a period of absence due to an employee's sickness or injury that occurred late in the leave year or was of such duration that the excess annual leave could not be rescheduled for use before the end of the leave year.

### **Time Limit for Using Restored Annual Leave**

An employee must schedule and use restored annual leave not later than the end of the leave year ending 2 years after--

- the date of restoration of the annual leave forfeited because of administrative error;
- the date fixed by the head of the agency or designee as the date of termination of the exigency of the public business; **or**
- the date the employee is determined to be recovered from illness or injury and able to return to duty.

Restored annual leave that is not used within the established time limits is forfeited with no further right to restoration. Administrative error may not serve as the basis to extend the time limit within which to use restored annual leave. This is so even if the agency fails to establish a separate leave account, fix the date for the expiration of the time limit, or properly advise the employee regarding the rules for using restored annual leave, absent agency regulations requiring otherwise.

## **Q2. Which account do I use to input the restored leave?**

DCPS has 3 restored leave categories:

1. Restored Annual Leave Category #1 (**LR**): This restored leave will terminate in the current leave year. The balance left at the end of the leave year will be forfeited and will not be restored. **(1 year leave on record)**.
2. Restored Annual Leave Category #2 (**LQ**): This restored leave will terminate in the next leave year (current year plus one). Any balance left in this column at the end of the leave year will move to the restored leave account #1. **(2 years leave on record)**.
3. Restored Annual Leave Category #3 (**LP**): This restored leave will terminate three leave years (current year plus two) except for Unlimited Annual Leave Carryover. At the end of the leave year this balance will move to restored leave account #2. **(3 year leave on record)**.

## **Q3. How do I input the restored leave in DCPS?**

To input restored leave, access the DCPS leave menu, then select Advance/Restored/Family Leave, input social security number, date effective, which should be the first day after the leave year ends. Input the appropriate leave code, LP (3 years), LQ (2 years) or LR (1 year) press enter, the effective date (same effective date as above) then enter the amount of hours to be restored.

DCPS will automatically set the termination date for the LP, LQ and LR codes based on the Pay Period Dates Table on the database. For unlimited annual leave carryover, restored leave due to BRAC, enter leave code LP and effective date 999999. DCPS will set the termination date as 999999. If the termination date equals 999999, the LP restored account #3 will not roll to LQ. It will remain in the LP account. To add additional hours at the start of new leave year, enter code LP and effective date 999999. These new hours will be added by the system to the hours previously entered.

## **Q4. What is the order of precedence in DCPS for using restored leave accounts?**

If an employee has insufficient annual leave to cover the annual leave charges submitted through time and attendance, DCPS will convert the leave to code LR. If LR is insufficient, LQ will be charged. If the balance in restored account #2 is insufficient, LP will be charged .