



## United States Department of the Interior

BUREAU OF INDIAN EDUCATION

Human Resources Office

1011 Indian School Rd NW, Suite 150

Albuquerque, New Mexico 87104

Date: October 2, 2017

To: All Bureau of Indian Education Employees

From: Anna Smith, Human Resources Officer *Anna D. Smith*  
Bureau of Indian Education

Subject: Scheduling of "Use or Lose" Annual Leave to Avoid Forfeiture

This is a reminder that the current leave year ends on January 6, 2018. All Title V employees must schedule their "use or lose" annual leave no later than the end of Pay Period 2017-25, November 24, 2017, in order to avoid forfeiture for the leave year.

The maximum amount of annual leave that may be carried over to a new leave year is limited to 240 hours for full-time employees and 720 hours for members of the Senior Executive Service. Please ensure that all employees review their annual leave balances and schedule their leave in order to avoid forfeiture.

Employees with restored leave from a previous year should keep in mind that there is a two-year limitation on such leave. Therefore, if your two-year limitation expires at the end of this leave year, you should first use your restored leave to prevent permanent forfeiture of this leave.

The scheduling of annual leave is a statutory requirement that cannot be waived. Employees must schedule their "use or lose" leave on a leave request form, such as attached, and have it approved in writing by their supervisor on or before the deadline. Disapproval of the leave request or subsequent cancellation of scheduled leave must also be in writing. Verbal requests for annual leave are not valid when restoration of forfeited annual leave is requested. Guidance for requesting restoration of forfeited annual leave will be issued from this office in early 2017.

If an employee is projected to have "use or lose" or "restored" annual leave that otherwise would be subject to forfeiture at the end of the leave year, he or she may donate this annual leave to a leave recipient under the Voluntary Leave Transfer Program. The donor may not donate more than the number of hours remaining in the leave year (as of the date of transfer) for which the leave donor is scheduled to work and receive pay. Attached is OPM Form 630A, which is used to make donations within the Department of the Interior.

If you have any questions, please contact the BIE Human Resources Office at (505) 563-5304.

Attachments