

attempt to reschedule the leave could result in forfeiture. (See Attachment 1 - Decision Information)

ARS:

For approval of the annual leave cancellation, ARS supervisors must submit leave cancellation requests and justification to Roy Wells, Deputy Director, Human Resources Division, HCPD, ATTENTION: Terri Ponte. Rather than use U.S. Postal Service, you may Fax the signed cancellation request memo, along with copies of the signed leave slips to 301-504-1493 and keep the original copy with the T&A file in case it is needed.

NASS, CSREES, and ERS

For approval of the cancellation of annual leave, a supervisor must request, via a memorandum to their agency head, (not to Roy Wells) cancellation of the leave and provide justification for the decision. (See Attachment #1 - Decision Information.)

These cancellation requests must be sent immediately when it is known that the employee cannot use the annual leave as scheduled. (Reminder this is a separate process to be done earlier than the request to restore leave.)

SAMPLE CANCELLATION MEMO (Attachment #2): To request the approval of the CANCELLATION of annual leave, you may wish to use the attached sample memo. This memo contains pertinent information needed for the prompt and efficient processing of the cancellation of leave.

STEP 2 RESTORATION OF ANNUAL LEAVE

REE

After pay period 01, 2008, but before April 1, 2008, proceed with the following steps:

1. Prepare a memo requesting restoration of the canceled annual leave hours
2. Attach the T&A printout of PP26 and PP1
3. Send copies of approved leave slips that were submitted prior to November 24, 2007
4. Attach the memo that approved the cancellation of the leave
5. Fax all information to: 301-504-1493 (Please keep original in the T&A folder.) or,
6. Mail to: Roy Wells, Deputy Director

ATTENTION: Terri Ponte

REE Pay, Leave, and Employee Records, HRD, AFM, Stop 5103

5601 Sunnyside Avenue

Beltsville, Maryland, 20705-5103

After review, you will receive an email memo stating whether or not the restoration was approved.

SAMPLE RESTORATION MEMO (Attachment #3): To request the approval of the RESTORATION of annual leave, you may wish to use the attached sample memo. This memo contains pertinent information needed for the prompt and efficient processing of the restoration of annual leave.

If we can be of assistance for any concern/s regarding leave cancellation or restoration, please contact Terri Ponte on 301-504-1474 or terri.ponte@are.usda.gov , or Ted Nykiel on 301-504-4426 or ted.nykiel@ars.usda.gov.
