

## Scheduling “Use or Lose” Annual Leave and Requests for Restoration of Annual Leave



### District Personnel Manual Bulletin No. 12-297

---

Effective Date	Expiration Date	Related DPM Chapters
October 22, 2014	January 31, 2015	12

---

### Overview

District government employees may not carryover more than two hundred and forty (240) hours of annual leave past the end of the leave year, which is January 10, 2015. Employees are encouraged to use or donate their excess annual leave.

### In this Bulletin

Annual Leave Limits .....	1
Restoring Forfeited Leave.....	1
Donating Annual Leave .....	2
Authority for Leave .....	2
Additional Information .....	2

### Annual Leave Limits

1. In accordance with statutory and regulatory provisions, District government employees who are eligible to accrue annual leave can only carryover the maximum amount of two hundred and forty (240) hours of annual leave into the next leave year. Any annual leave to their credit in excess of the 240 hours (also referred to as “*use or lose*”) will be forfeited (lost) at the end of the leave year.
2. Accordingly, employees with “*use or lose*” annual leave are to schedule the use of such leave by submitting a *D.C. Standard Form 71, Application for Leave*, or inputting the leave request by way of the E-Time system in PeopleSoft **not later than November 29, 2014**.

### Restoring Forfeited Leave

1. Annual leave that would otherwise be forfeited (lost), may be restored for later use if the leave was:
  - a. Scheduled at least three (3) pay periods in prior to the end of the leave year,
  - b. Approved in writing, and
  - c. Subsequently denied due to the demands of the public business.

## Donating Annual Leave

1. Agencies should also remind employees that “*use or lose*” leave may be donated to the District government’s Annual Leave Bank Program administered by the D.C. Department of Human Resources (DCHR). To avoid forfeiture of the leave, the donation to the Annual Leave Bank Program must be made prior to the end of the leave year.
2. Employees may donate “*use or lose*” annual leave to the Annual Leave Bank Program by completing the “*Application to Donate Annual Leave to the Leave Bank*” form. The form must be submitted to the appropriate agency official not later than November 29, 2014. Appropriate agency staff must prepare a “*Leave Used Prior Pay Periods (Adjustments to Automated Leave System)*” form for submission to the Office of Pay and Retirement Services (OPRS) for the pay period ending November 29, 2014. Additional information on the Annual Leave Bank is available on our website at [www.dchr.dc.gov](http://www.dchr.dc.gov), by accessing E-DPM Instruction No. 12-41, *Annual Leave Bank Administered by the D.C. Department of Human Resources*, dated October 24, 2008, or by contacting DCHR’s Benefits and Retirement Administration at (202) 442-9700.
3. The “*Leave Used Prior Pay Periods (Adjustments to Automated Leave System)*” form can be accessed on the OPRS Intranet site at [www.oprs.in.dc.gov](http://www.oprs.in.dc.gov) under the “*Payroll Forms*” link.

## Authority for Leave

1. **Statutory Authority:** D.C. Official Code § 1-612.01 *et. seq.*
2. **Regulatory Authority:** Section 1238 – *Annual Leave – Maximum Accumulation*; and Section 1239 – *Annual Leave Restoration*. of Chapter 12 of the D.C. personnel regulations, Hours of Work, Legal Holidays and Leave.

## Additional Information

Inquiries concerning the provisions of this E-DPM bulletin can be directed to the Policy and Planning Administration, DCHR, at (202) 442-9700.

  
\_\_\_\_\_  
Shawn Y. Stokes  
Director, Department of Human Resources

10/28/14  
Date