

## Annual Leave Forfeiture and Voluntary Leave Transfer Notice

NASA civil service employees should review their annual leave balances, keeping in mind the carryover limitations. Annual leave in excess of the carryover limitation is considered “use or lose” and must be used before the end of the leave year (January 12, 2013) to avoid forfeiture.

Maximum Annual Leave That May Be Carried Over into the New Leave Year	
Federal Employees Stationed within the United States	240 hours
Federal Employees Stationed Overseas	360 hours
Members of the Senior Executive Service, Senior-Level and Scientific, and Professional Employees	720 hours

**SPECIAL NOTE:** Leave year 2012 has 27 pay periods; therefore, employees will accrue an additional pay period of leave. For employees in a 6 hour category, the normal 10 hours of leave will be earned in the pay period ending December 15, 2012. The maximum carryover will not change, so employees should be sure to consider this additional accrual when scheduling use or lose leave. All use or lose leave, including the additional amount earned for the 27<sup>th</sup> pay period, is reflected on the leave and earnings statement and may be viewed in Employee Express.

If it appears that an employee may have to forfeit annual leave, the following information should be considered:

### **For Employees:**

- Annual leave that is forfeited may only be restored based on an exigency of the public business approved by the Center Director, illness of the employee, or an administrative error.
- Forfeited annual leave that will be considered for restoration must have been scheduled (requested and approved) before the start of the third biweekly pay period prior to the end of the leave year (i.e., December 1, 2012). Informal notification or verbal requests/approvals are not sufficient for scheduling leave; **therefore, you must request “use or lose” leave in writing and have it approved by Saturday, December 1, 2012.**
- Employees are responsible for requesting, scheduling, and using annual leave. If leave is not scheduled or if approved leave is not used, any resulting forfeiture will be considered to be by the employee’s choice (unless one of the conditions for restoration of leave apply).
- If your request/approval for leave is documented in hard copy or via e-mail (rather than through WebTADS), maintain copies of these records. These documents will be needed if you have to request restoration of forfeited leave.

### **For Supervisors:**

- Assist your employees in planning and scheduling the use of annual leave on a year-round basis to provide for reasonable vacation periods and to ensure the use of leave that employees might otherwise forfeit.
- Take prompt action on leave requests. Written approval of “use or lose” leave (in WebTADS, e-mail, or hard copy) must be dated no later than **Saturday, December 1, 2012** if there is a possibility that the leave may be forfeited and restoration requested.
- Request that an exigency of public business be approved if you see no alternative to cancellation of employee’s “use or lose” leave, and the leave cannot be rescheduled before the end of the leave year. An exigency of public business must be approved by the Center Director in accordance with NASA Procedural Requirements (NPR), NPR 3600.1A, before you cancel such leave.

## **Donating Your Excess “Use or Lose” Leave to the Voluntary Leave Transfer Program**

An employee may donate annual leave directly to another Federal employee who has a personal or family medical emergency and who has exhausted his or her available paid leave. All Voluntary Leave Transfer Program donations must be submitted through WebTADS. In any leave year, an employee may donate not more than one-half of the amount of annual leave he or she would accrue during the leave year. An employee with “use or lose” annual leave may donate the lesser of one-half of the annual leave he or she would accrue in a leave year or the number of hours remaining in the leave year for which he or she is scheduled to work and receive pay. For more information about the leave transfer program, please visit the NSSC Customer Service Advanced Leave/Leave Donations Web site at [www.nssc.nasa.gov/leave](http://www.nssc.nasa.gov/leave). You may also access the Office of Personnel Management (OPM) Leave Administration Web site at <http://www.opm.gov/oca/leave/> for additional information.

Any questions concerning this notice, contact:  
**NSSC Customer Contact Center**  
1-877-677-2123 (1-877-NSSC123) or [nssc-contactcenter@nasa.gov](mailto:nssc-contactcenter@nasa.gov)

