

RESTORATION OF ANNUAL LEAVE CHECKLIST

Exigency of the Smithsonian

- Employee schedules use-or-lose and the supervisor approves or disapproves the schedule in writing (in webTA) before the start of the third pay period before the end of the leave year.
- Supervisor submits a proposed cancellation of leave memorandum (see attached sample) for approval by the Manager, Financial Management Department.

The cancellation request should:

- acknowledge that the affected employee may have to forfeit annual leave as the result of the request,
- describe the nature and urgency of the circumstance causing the cancellation,
- explain why delaying the work is not feasible, and
- show the lack of a reasonable alternative to canceling the scheduled leave.

- Manager, FMD approves cancellation of the leave in writing prior to the end of the leave year.

Employee submits a memo requesting restoration of leave because of the exigency through the supervisor and the Manager, FMD to the Director of Human Resources. The request should be submitted no sooner than the end of the leave year, but prior to the end of pay period 02 of the new leave year.

- The request for restoration should include:
 - copies of the approved leave request and the approved cancellation request,
 - the amount and dates of forfeited annual leave,
 - the beginning and real or anticipated ending date of the exigency, and
 - the reason the employee's leave could not be rescheduled for use before the end of the leave year.

Illness of the Employee

- Supervisor sends a memorandum to the Director of Human Resources describing the conditions that qualify the employee for restoration.

The request for restoration should include:

- the amount of annual leave forfeited because of illness,
- documentation that the annual leave was scheduled in a timely manner and approved in writing, *or* verification that the illness was of such duration that the leave could not be scheduled or taken,
- the beginning and real or anticipated ending date of the illness, and
- the reason the forfeited leave could not be rescheduled before the end of the leave year.