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|--|--|---|--------------------------------|
| REQUEST FOR RESTORATION OF FORFEITED ANNUAL LEAVE <i>(See information on reverse before completing this form.)</i> | | INSTRUCTIONS: Submit original. | DATE OF REQUEST |
| PRIVACY ACT STATEMENT | | | |
| AUTHORITY: | 10 U.S.C. 136; EO 9397, November 1943 (SSN). | | |
| PRINCIPAL PURPOSE: | Used to compute and control leave usage and leave balances. | | |
| ROUTINE USE(S): | Information may be disclosed for any of the DLA blanket routine uses. | | |
| DISCLOSURE: | Voluntary. However, failure to provide all the requested information may result in disapproval of restoration request. | | |
| DLA PRIVACY ACT SYSTEM NOTICE S434.15 applies. | | | |
| TO | FROM <i>(Typed or printed name of employee)</i> | OFFICE SYMBOL | TELEPHONE EXTENSION |
| SECTION I - BASIS FOR RESTORATION <i>(To be completed by employee. X applicable block and provide justification below.)</i> | | | |
| 1. REASON | a. ADMINISTRATIVE ERROR | b. SICKNESS | c. EXIGENCY OF PUBLIC BUSINESS |
| 2. JUSTIFICATION | | | |
| 3. DATE LEAVE REQUESTED | | 4. BEGINNING DATE OF LEAVE | 5. ENDING DATE OF LEAVE |
| 6. AMOUNT OF LEAVE REQUESTED | | 7. DATE LEAVE APPROVED | 8. DATE LEAVE CANCELLED |
| 9. DATES OF CANCELLED LEAVE <i>(List)</i> | | | |
| NOTE: OPM 71, APPLICATION FOR LEAVE, OR OTHER DOCUMENTS MUST BE ATTACHED TO SUPPORT ITEMS 3 - 9. | | | |
| 10. AMOUNT OF LEAVE FORFEITED | | 11. DATE OF ENDING OF EXIGENCY OR ILLNESS | |
| SECTION II - SUPERVISOR'S STATEMENT | | | |
| 12. NAME | 13. ORGANIZATIONAL TITLE | 14. SERIES | 15. GRADE |
| 16. REASON FOR CANCELLATION OF LEAVE | | | |
| 17. EFFORTS MADE TO RESCHEDULE LEAVE PRIOR TO THE END OF THE LEAVE YEAR <i>(Provide chronology of all subsequent requests, approvals, and cancellations)</i> | | | |
| 18. I have reviewed all parts and written documentation and recommend approval. I CERTIFY I have carried out my responsibilities as indicated on back of form. | | | |
| a. SIGNATURE | | b. DATE | |

SECTION III - OFFICIAL DETERMINING EXIGENCY OF PUBLIC BUSINESS (For HQ DLA, Executive/Staff Director or Higher; for PLFAs, Directorate Head or Higher)

19. I CERTIFY that the operational demands or requirements stated in this request were of such magnitude or significance that the employee could not be excused from duty to avoid forfeiture of scheduled annual leave.

a. NAME

b. DATE

c. SIGNATURE

SECTION IV - APPROVAL/DISAPPROVAL OF REQUEST (To be completed by Servicing Customer Support Office (CSO))

TO

FROM

INFORMATION COPY TO:

20. REQUEST IS APPROVED FOR _____ HOURS.

21. REQUEST IS DISAPPROVED.

22. REMARKS

23. CUSTOMER ACCOUNT MANAGER SIGNATURE

24. DATE

25. APPROVED RESTORATION PERIOD FOR THIS REQUEST EXPIRES (DATE)

REFERENCES

- A. DLA One Book, LEAVE.
- B. DLA Agreement with AFGE Council 169.

INTRODUCTION

Supervisors are responsible for (1) establishing leave schedules early in the year to ensure that all employees are given an opportunity for a reasonable vacation, and, (2) scheduling or rescheduling leave throughout the year so that employees use any leave that would otherwise be forfeited at the end of the leave year. Supervisors are further reminded to review subordinates' annual leave situation at least semiannually. Failure to carry out the above responsibilities may result in the return of this request without action.

DEFINITIONS

- A. **ADMINISTRATIVE ERROR:** Administrative or clerical error causing the forfeiture of annual leave. Evidence or supporting documents must be attached. Briefly describe the error and the surrounding circumstances in the space provided on front of this form.
- B. **SICKNESS:** Illness, injury, or medical condition requiring the use of sick leave, which precluded the use of scheduled annual leave. Such sickness must have occurred at such a time late in the leave year, or, was of such duration, that the annual leave could not be rescheduled for use before the end of the leave year. Attach OPM 71 and/or other supporting documents. State periods employee was on sick leave in Items 4 and 5. If ending date is later than end of leave year and is unknown, an estimate must be given.
- C. **EXIGENCY OF THE PUBLIC BUSINESS:** Management decision that specific kinds of operational demands or requirements are of such magnitude or significance that employees cannot be excused from duty to avoid forfeiture of scheduled annual leave.
 - 1. Operational demands precluding the use of scheduled annual leave must be described fully.
 - 2. Explain how the above operational demands were of such magnitude that there were no reasonable alternatives to cancelling scheduled annual leave. Describe fully.