



United States
Department of
Agriculture

Marketing and
Regulatory
Programs

Washington, DC
20250

TO: Marketing and Regulatory Programs
All Employees

FROM: Terri E. Meighan
Director
Human Resources Division

SUBJECT: Annual Reminder Use or Lose Annual Leave

With summer fast approaching, I encourage you to plan to take some time off from work to give yourself a much-needed break and rejuvenate your physical, emotional, and mental well-being.

For those of you in a use or lose category, please keep in mind unused annual leave that exceeds your maximum carryover (for most employees, 240 hours) will be forfeited at the end of the leave year, so please work with your supervisor to schedule and utilize any use or lose annual leave.

If you have annual leave that is forfeited at the end of the 2022 leave year (December 31, 2022), it will only be considered for restoration if all of the following conditions are met:

- The leave was requested and approved in writing (or electronically), by November 19, 2022, and
 - ✓ Your supervisor canceled it in writing (or electronically), with approval of a higher-level official, based on an agency emergency, unusual operational demands, or other exigencies, or
 - ✓ The leave was forfeited due to personal illness or administrative error; and
- You used no compensatory time or credit hours during the leave year.

If you have annual leave forfeited under the above conditions, you may request restoration after January 1, 2023. Restored leave from 2022 generally must be used by the end of leave year 2024; any 2022 restored leave remaining at the end of leave year 2024 will be forfeited without the right to further restoration.

If you wish to donate use or lose leave to individuals approved under the Leave Transfer Program, please don't wait until the last minute because the maximum you may donate is the number of hours remaining in the leave year, as of the date you sign the leave donor form, for which you are scheduled to work and receive pay.

The Human Resources Desk Guide (HRDG) contains a [checklist](#) to assist employees who wish to request leave restoration, with further information in Subchapter 4630 of the HRDG, [Absence and Leave](#). If you have additional questions, please consult your Program's Resource Management Staff.

Resource Management Staffs may contact Nella Roberts at nella.h.roberts@usda.gov with additional questions.