

Attachment 2 -Spreadsheet Layout

The first 16 columns of the spreadsheet are identical to the normal Annual Leave Restoration Data spreadsheet referenced in User Group Memo [Annual Leave Restoration Guidance and Instructions for Leave Year 2022](#) dated 12/28/2022. Columns (Q and R) are added for this expiration extension process.

Only employees for whom the restored leave is being extended should be provided on the spreadsheet.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
	Dept	Bureau	Sub Bur	SPO	Org	Name Last	Name First	Name Middle	Ssn	Employee Status History Type	Forfeited Leave hours	Forfeited Leave Minutes	Blank Hours	Blank Minutes	Reg Hours	Reg Minutes	LV YR FORFETIED	EXPIRATION PAY PERIOD
1																		
2	N	01		99 BC	60866437 JACKSON	SCOTT	L		123456789	A	120	0.00	0	0	25	0	2020	202301
3	N	01		99 BC	60866437 JACKSON	SCOTT	L		123456789	A	81	0.50	0	0	65	0	2021	202402
4	N	01		99 BC	60866437 JACKSON	SCOTT	L		123456789	A	40	0	0	0	40	0	2022	202502

- i) **Submission should only include the 18 columns (A - R) listed above with no column order and format changes.**
- ii) “Reg Hrs” (column O) and “Reg Minutes” (column P) are to be the number of COVID Restored Leave hours and minutes to have the expiration pay period extended.
 - ***These columns require whole numbers (no decimals) and actual minutes only.***
- iii) “LV YR FORFETIED” (column Q) is the original year for which the leave was restored.
- iv) “EXPIRATION PAY PERIOD” (column R) is the current expiration pay period for which the balance is being extended.

Note: In the sample above the employee had forfeited leave restored for 2020, 2021, and 2022. The regular hours and minutes reflect the amount of COVID Leave to have the expiration pay period (PP) extended.

In this case:

2020 Leave Year, the employee had let 25 hours of COVID related restored leave expire at the end of PP 2023-01. That is eligible for an extension.

2021 Leave Year, only 65 hours of the 81 hours and 30 minutes were COVID related restoration, thus only 65 hours requested to be extended.

2022 Leave Year, all 40 hours forfeited/restored were COVID related restorations, thus all 40 will be backed out and extended.

If during this process, employees who are identified with forfeited leave due to the support of COVID-19 national emergency exigency, which have not yet been restored, please submit them through the normal spreadsheet submission process. In the submission e-mail, indicate which leave year, with an expiration pay period of 2026-02.

