

## Attachment 5: Frequently Asked Questions

| Questions:  | Answers:  |
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| When can the agency pull the restored leave data?   | The query can be run at anytime   |
| Is there a recommended report for agencies to run to conduct the investigation into the amount and reason for the restoration of leave? | <p>The following reports can help the agencies determine balances:</p> <ul style="list-style-type: none"> <li>• <b>Attachment 3:</b> Combine file would help identify who has a balance.</li> <li>• <b>Attachment 4:</b> Combine history file will provide a snapshot in time. This will help agencies identify who had restored leave that expired.</li> <li>• None of the reports would provide the reason for the restored leave, that information should be housed with each agency.</li> </ul> |
| In what format should the information be provided back to IBC?  | Excel Spreadsheet (see <b>attachment 2</b> for the required format)   |
| What information will be provided on the spreadsheet?   | See <b>attachment 2</b> for the required format   |
| Is it required for the agencies to submit one spreadsheet per Department?   | We will allow it down to the sub/bureau level. Please consolidate at the highest level reasonable for the agency. If you have further questions, please contact Scott Jackson at 303-969-7372 or by email at <a href="mailto:scott_1_jackson@ibc.doi.gov">scott_1_jackson@ibc.doi.gov</a>   |
| Whose responsibility is to identify the correct balance to be submitted to IBC?   | The agency is in the best position to determine for whom the restored leave requests submitted applied to the COVID-19 exigency and provide the unused balance to extend the expiration date.   |
| Which years should the agencies be looking at?  | Departments should consolidate all annual leave restored/accrued from the time the employee first received restored leave due to COVID-19 (Leave year 2020, 2021, or 2022)  |
| What if my employee lost restored leave from 2020?  | If the leave was restored due to the COVID-19 emergency, the agency should validate the leave and the reason for restoration and insert the employee at the bottom of the spreadsheet, ensuring the appropriate year is identified when submitting to IBC.  |
| Does this restored leave apply to employees who received NDAA's section 1111 excess leave balance as restored leave?                    | Beginning in 2021, NDAA section 1111 allowed for an increase in employee carryover balance, which was populated for IBC agencies as restored leave with a one-year expiration with no opportunity to extend. <b><i>This leave should not be included in the submission to IBC.</i></b>  |

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| <p>When is the restored leave spreadsheet and approval due back to IBC?</p>   | <p><b>No later than September 30, 2023.</b></p>  |
| <p>When will the restored leave file be processed?</p>  | <p>As each agency submits its spreadsheet and approval, IBC will work to update the balance and extension within two pay periods if no errors are encountered.</p>   |
| <p>What happens if an agency does not return their spreadsheet and approval by September 30, 2023?</p>  | <p>Their restored leave file will not be processed until after those who met the deadline are processed.</p>   |
| <p>If an employee has transferred from or to another agency, who is responsible (losing or gaining agency) for handling the restored leave documentation?</p> | <p>The gaining agency is responsible and should coordinate with the losing agency to validate whether transferred restored leave was due to COVID-19. The gaining agency would have to insert the employee at the bottom of the spreadsheet, ensuring the appropriate year is identified when submitting to IBC.</p> |