

As of: 29 September 2017

The USE OR LOSE ANNUAL LEAVE balance is shown in ATAAPS (check date of balance) and LES, and is the amount of Annual Leave civilian personnel will forfeit if not used by the end of the Leave Year (06Jan18). Civilian personnel are allowed to carry over 240 hours to the next Leave Year.

The Date for Scheduling "Use or Lose" Annual Leave is November 25, 2017. An agency may restore annual leave that was forfeited due to an exigency of the public business or sickness of the employee only if the annual leave was scheduled in writing before the start of the third biweekly pay period prior to the end of the leave year. (See date for scheduling Use or Lose). Any annual leave scheduled after that date will be forfeited if not used by the final day of the leave year. Annual leave that was not scheduled in advance may be restored only under very limited conditions such as employees affected by the Defense Base Closure and Realignment Act (5 U.S.C. 6304(d)(3)), administrative error, or prolonged sickness of the employee. You must request and get approved, any Use or Lose Annual Leave, for the rest of the Leave Year, by this date if the Annual Leave has to be considered for restoration.

For more information go to:

<https://www.opm.gov/policy-data-oversight/pay-leave/leave-administration/fact-sheets/annual-leave>