

STATE OF OHIO
ADJUTANT GENERAL'S DEPARTMENT
2825 W. Dublin Granville Road
Columbus, Ohio 43235-2789

SEP 22 2015

NGOH-HRO-Z

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Procedures for Restoration of Annual Leave Forfeited by Technicians

1. Technicians may carry over a maximum of 240 hours of annual leave into a new leave year. Annual leave hours, in excess of 240, are forfeited (lost) by the employee unless a restoration request is made and approved.
2. Annual leave that is forfeited may be restored only if the loss is due to:
 - a. Exigencies of the public business, as approved by the Assistant Adjutant General (Army or Air), when annual leave was scheduled in advance, operational demands would not permit the leave to be used and no other reasonable alternative existed; or
 - b. Sickness of the employee when annual leave is scheduled in advance; or
 - c. Administrative errors.
3. In order to be considered, requests for restoration of forfeited annual leave must meet the following criteria:
 - a. The annual leave must have been requested—using an OPM Form 71—**no later than 28 November 2015**. (Leave requests submitted after this date will be returned without action.)
 - b. The annual leave must have been approved and also subsequently disapproved, by the appropriate supervisor, on the same OPM Form 71, upon which the original request was submitted.
 - c. Requests for restoration of forfeited annual leave must be submitted on the attached form: AGOH-HRO-B3 (16 Sep 2015). Supervisors must recommend approval of the restoration, using this form, and forward the request to the Ohio National Guard

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Human Resources Office (HRO) **no later than 22 January 2016**. The original OPM Form 71 must be attached to the request and must clearly indicate that the request for leave was disapproved by the appropriate supervisor.

4. Restored annual leave is placed in a separate leave account in the new leave year. Restored leave must be used no later than the end of the 2018 leave year.

5. For more information, review TPR 630 Chapter 2, Paragraph 2-5 dated August 27, 2010. The POC is Mr. Don French, Benefits Supervisor, at 614-336-7388/DSN 346-7388.

FOR THE ADJUTANT GENERAL:

Encl
as



JAMES R. CAMP, Col, OHANG
Director of Human Resources

**REQUEST FOR RESTORATION OF
FORFEITED ANNUAL LEAVE**

Name: _____ Last 4 SSN: _____
(Please type or print)

Number of restored hours requested: _____
(Attach copies of OPM-71's for scheduled leave that was disapproved.)

Check reason for restoration:

- Sickness**-Scheduled annual leave could not be taken due to sickness.
 Exigency of public business - scheduled annual leave could not be taken or rescheduled due to urgent and critically important work requirements.
 Administrative Error - annual leave was forfeited due to documented administrative error.

Describe circumstances supporting restoration (e.g., dates that annual leave was originally scheduled, date of sickness, nature/criticality of exigency, nature of administrative error, etc.):

Signature: _____ Date: _____

Supervisor's Recommendation

- Recommend approval. The forfeited annual leave meets the requirement for restoration.
 Recommend disapproval. A statement of the reason(s) is attached.

Supervisor's Name: _____ Location _____

Signature: _____ Date: _____

Approving Official's Decision (HRO Use Only)

- Request approved. The forfeited annual leave meets the requirements for restoration.
 Request disapproved. See attached memorandum.

Approving Official's Name: _____ Title _____

Signature: _____ Date: _____

Note: Any restored annual leave must be used within two years after the date of restoration or it is again forfeited with no further rights to restoration.