

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

NGOH-HRO-Z

27 October 2014

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 to 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 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. To be restored, annual leave which has been forfeited for the leave year ending 10 January 2015, must have been requested on an OPM Form 71, **no later than 29 November 2014**. Supervision must deny the use of the leave on the OPM Form 71.
4. Requests for restoration must be approved by local supervision and forwarded to the Human Resource Office, **no later than 23 January 2015**. Requests for restoration of forfeited leave may be accomplished by using the attached Request for Restoration of Forfeited Annual Leave Form. Documented denial of requested annual leave must be clearly stated on the OPM Form 71 and the attached form.
5. 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 2016 leave year.

***"When Called, We Respond With Ready Units to Execute Federal, State, and Community Missions."***

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

FOR THE ADJUTANT GENERAL:

Encl  
as



HOMER C. ROGERS, JR.  
COL, FA, OCHARNG  
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 cancelled.)

**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.