

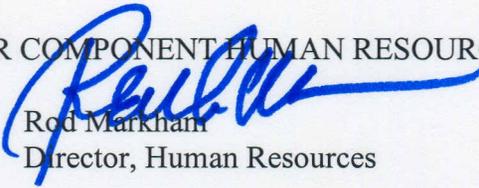


OCT 09 2008

Washington, D.C. 20530

MEMORANDUM FOR COMPONENT HUMAN RESOURCES OFFICERS

FROM:

  
Rod Markham  
Director, Human Resources

SUBJECT:

Annual Leave Restoration Procedures

This is a reminder regarding the annual leave restoration procedures requirements for the 2008 leave year. Employees and managers share a long-standing responsibility for planning and scheduling annual leave throughout the year. Positive action should be taken to assure that annual leave is scheduled for use during the year so as to avoid its forfeiture at the end of the leave year.

In accordance with the DOJ Order 1630.1B, Leave Administration dated July 22, 1991, there are strict criteria and documentation requirements which must be met before annual leave in excess of an employee's ceiling (referred to as "use or lose leave") is eligible for restoration. The leave year ending date for 2008 leave year is January 3, 2009, and the date for scheduling "use or lose" annual leave is November 22, 2008.

The DOJ Order 1630.1B is located at the following web address:  
<http://www.usdoj.gov/jmd/ps/gui16301b.htm>.

The Office of Personnel Management's leave year ending dates are located at this web address: <http://www.opm.gov/oca/leave/HTML/Leaveyeardates.asp>

If you have any questions, please contact Rachel Villare on (202) 616-3707 or via e-mail at [Rachel.Villare@usdoj.gov](mailto:Rachel.Villare@usdoj.gov).