



# SBA Information Notice

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**TO:** All SBA Employees

**CONTROL NO.:** 3000-2951

**SUBJECT:** Use or Lose Annual Leave

**EFFECTIVE:** 11/4/2010

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This is a reminder to all employees and supervisors to schedule annual leave for the rest of the year as soon as possible. This will allow supervisors to approve employee leave requests in a fair and equitable manner and ensure adequate office staffing during holiday periods.

## **Scheduling Use or Lose Annual Leave**

General Schedule employees can carry over a maximum of 240 hours of accrued annual leave to the next leave year. Employees who are members of the Senior Executive Service (SES) can carry over 720 hours of annual leave, unless a higher level was previously established. The Projected Use or Lose section of your Statement of Earnings and Leave shows how many hours, if any, you must use before the end of the leave year, **January 1, 2011**. If your projected use or lose balance is not used, restored, or donated by the end of the leave year it will be lost.

## **Restoration of Annual Leave**

Use or lose annual leave requested and approved in writing before **November 20, 2010**, may qualify for restoration if it cannot be used due to:

- exigency of the public business
- employee illness or
- administrative error

An exigency is an urgent need for an employee to be at work and must be of such importance that excess annual leave cannot be used. A supervisor who believes a situation is serious enough to justify canceling an employee's scheduled annual leave must complete SBA Form 1066, Approval of Exigency, and obtain the approval of a Management Board member (including Regional Administrators). An employee whose leave was requested and approved in writing before November 20 and could not be used due to the specified reasons **must reschedule** (request and obtain approval) the leave prior to the end of the leave year. See Chapter 8 of SOP 36 00, Attendance and Leave, for additional guidance related to the restoration of forfeited leave.

**Note** - Requests for Restoration of Forfeited Leave should be submitted to the Office of Human Capital Management, Workforce Relations Division **AFTER the leave year ends on January 1, 2011 and not before.**

## **Donation of Use or Lose Leave**

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**EXPIRES:** 11/1/2011

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To avoid forfeiting accrued annual leave, an employee may donate the leave to an SBA employee approved to receive leave by completing SBA Form 1605, Request to Donate Leave to a Leave Recipient. Leave may also be donated to an employee at another government agency who has been approved under the Voluntary Leave Transfer Program by completing OPM Form 630-B, Request to Donate Leave to a Leave Recipient (Outside Agency) Under the Leave Transfer Program. Completed forms must be forwarded to Patricia Jones in the Workforce Relations Division by **December 10, 2010**.

Employees should direct questions regarding this notice to their immediate supervisor. Supervisors should direct questions regarding this notice to their servicing [ER/LR Specialist](#).

Kevin E. Mahoney  
Chief Human Capital Officer