

October 13, 2006

Headquarters Human Resources Management Division

TO: Officials-in-Charge of Headquarters Offices

FROM: Director, Headquarters Human Resources Management Division

SUBJECT: Use-or-Lose Annual Leave and Restored Leave

As the end of the calendar year approaches, it is time to review annual leave balances and leave schedules. Supervisors should ensure that all employees have the opportunity to take their use-or-lose annual leave before the leave year ends on January 6, 2007, thus avoiding possible forfeiture of leave on that date.

This year has been marked by exceedingly high demands for continuous employee support to the Return to Flight, science and space exploration missions and activities, and supporting the President's Management Agenda. Supervisors should meet with employees as soon as possible to review their leave schedules so that all employees have the opportunity to use their use-or-lose. This avoids not only the possible forfeiture of excess annual leave at the end of the year, but prevents problems with office coverage during November and December as employees hurry to use all of their use-or-lose leave.

Please remember, in order for leave to be restored, it must first be forfeited at the beginning of the leave year; the excess leave is not automatically carried over. To ensure that any excess leave that is forfeited is eligible for restoration, the leave must have been scheduled prior to November 25, 2006, and must also meet the conditions below:

- The leave must have been requested and approved via WebTADS at least three pay periods prior to the end of the leave year (November 25, 2006); **and**
- The prescheduled leave was canceled via WebTADS by the supervisor because of:
 - Return to Flight, science and space exploration missions, support for the President's Management Agenda initiatives, or
 - An emergency, usually due to operational demands or other exigencies, or
 - The leave was forfeited due to personal illness or administrative error.

In order to request restored leave supervisors should cite one of the reasons/conditions listed above along with the associated employee names and leave amounts to be restored. **Submit requests for restored leave or leave donations to Denise Hurey in Suite 4N39-A by Friday, December 8, 2006.**

Restored annual leave is subject to a two-year time limitation for use. Restored leave remaining on the employee's credit at the end of the two-year period will be forfeited without any right to further restoration. Please make every effort to keep leave restoration requests to an absolute minimum. In addition to the restored leave options, the voluntary leave donation program is a great opportunity to donate use-or-lose leave to an approved participant in the program.

If you have any questions, please contact Denise Hurey on 202-358-2105 before November 25, 2006, so she may assist you prior to the cutoff date for scheduling leave.

Leah Hollander

Officials-in-Charge of Headquarters Offices

Deputy Administrator/Ms. Dale

Associate Administrator/Mr. Geveden

Chief of Staff/Mr. Morrell

Deputy Chief of Staff and White House Liaison/Mr. Jezierski

Assistant Administrator for Security and Program Protection/Mr. Saleeba

Associate Administrator for Aeronautics Research Mission Directorate/Dr. Porter

Associate Administrator for Exploration Systems Mission Directorate/Dr. Horowitz

Associate Administrator for Institutions and Management/Mr. Scales

- Assistant Administrator for Diversity and Equal Opportunity/Mr. Aguilar (Acting)
- Assistant Administrator for Human Capital Management/Ms. Dawsey
- Assistant Administrator for Infrastructure and Administration/Ms. Dominguez
- Assistant Administrator for Procurement/Mr. Luedtke
- Assistant Administrator for Small and Disadvantaged Business Utilization/Mr. Delgado
- Executive Director, NSSC/Mr. Arbuthnot

Associate Administrator for Program Analysis and Evaluation/Dr. Pace

Associate Administrator for Science Mission Directorate/Dr. Cleave

Associate Administrator for Space Operations Mission Directorate/Mr. Gerstenmaier

Chief Engineer/Mr. Scolese

Chief Financial Officer/Ms. Sykes

Chief Health and Medical Officer/Dr. Williams

Chief Information Officer/Dr. McManus (Acting)

Chief Safety and Mission Assurance/Mr. O'Connor

Chief of Strategic Communications/Mr. Sterner (Acting)

- Assistant Administrator for Communications Planning/Mr. Hopkins
- Assistant Administrator for Education/Mr. Hairston (Acting)
- Assistant Administrator for External Relations/Mr. O'Brien
- Assistant Administrator for Legislative Affairs/Mr. Chase
- Assistant Administrator for Public Affairs/Mr. Mould

Director, Innovative Partnerships Program Office/Mr. Yadvish (Acting)

Director, Integrated Enterprise Management Program/Mr. German

General Counsel/Mr. Wholley

cc:

Assistant Associate Administrator/Ms. Johnson

Director, Strategic Investments/Mr. Shank

Executive Secretariat/Mr. Box

Office of the Administrator/Ms. Hoover

Office of the Administrator/Ms. Mays

Office of the Deputy Administrator/Dr. Keiser

Office of the Deputy Administrator/Ms. Potter

Press Secretary/Mr. Acosta