

To: All Civilian Employees

Subj: REMINDER TO SCHEDULE USE OR LOSE LEAVE

Employees may carry over to the next leave year a maximum amount of accrued annual leave (360 hours for most employees stationed overseas). Use or lose annual leave is the amount of accrued annual leave that is in excess of the employee's maximum annual leave limitation for carry over into the next leave year. Employees must "use" their excess annual leave by the end of a leave year or they will "lose" (forfeit) it.

An agency may consider restoring annual leave that was forfeited due to an exigency of the public business or sickness of the employee only if the annual leave was scheduled in writing before the start of the third biweekly pay period prior to the end of the leave year.

The deadline for scheduling "Use or Lose" annual leave is 24 November 2018.

All employees are encouraged to check their Leave and Earning Statement (LES) to determine their maximum amount of accrued annual leave that can be carried over to the next leave year.