

National Bulletin: 360-25-2

Date: 10/16/2024

Subject: PER-2024 Annual Use or Lose Notice

Action Required By: November 30, 2024

Purpose: This national bulletin provides the Annual Use or Lose Notice for calendar year 2024.

Expiration Date: September 30, 2025.

Background: January 11, 2025, marks the end of the 2024 leave year. The maximum annual leave an employee at the GS-15 level and below may carry to the next leave year is 240 hours. Employees with a balance over 240 hours will automatically lose the excess leave if it is not used before January 11, 2025.

Explanation: Use or lose leave is annual leave above the carryover limit. Use or lose leave may be considered for restoration if:

- The leave has been requested by the employee and denied by the supervisor in writing (i.e., leave request through WebTA, form OPM-71, or email) before the end of pay period 23 on November 30, 2024.
- Previously approved leave was disapproved by the supervisor in WebTA before January 1, 2025.
- Forfeited leave was denied due to administrative error, illness, or exigency of public business.

Reminder, employees with 3 to 14 years of service will earn 10 hours of annual leave in pay period 25.

Employees should use the attached NRCS Leave Restoration Request Template to make leave restoration requests. Leave disapproval or denial and other supporting documentation should be attached to the request. The request should be approved by the allowance holder (state conservationist, deputy chief, or other allowance holder). Approved requests should be submitted to the FPACNow Employee Care Center (ECC) Portal using the "[Other Leave Inquiry](#)" request with the "Restoration" request type, under the ECC Benefits category.

Leave can also be donated through the [Voluntary Leave Transfer Program](#). Leave specialists will accept donations until December 14, 2024. After that, there is no guarantee the donation will be processed by the end of the leave year on January 11, 2025.

Contact: Direct questions about this national bulletin to Jeremy Bennett at Jeremy.Bennett@usda.gov.

Attachments: NRCS Leave Restoration Request Template
OHRM Advisory FY 2024-140 - 2024 Annual "Use or Lose" Notice