



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS EAST
PSC BOX 20005
CAMP LEJEUNE NC 28542-0005

MCIEASTO 12630.1
CHRO

20 DEC 2011

MARINE CORPS INSTALLATIONS EAST ORDER 12630.1

From: Commanding General
To: Distribution List

Subj: RESTORATION OF ANNUAL LEAVE

Ref: (a) 5 CFR 630 (NOTAL)

1. Situation. Civil service employees of the United States Government are eligible to carry-over a maximum of 30 days or 240 hours of annual leave from one leave year to the next. If an employee's annual leave balance at the end of a leave year exceeds 30 days, the excess days are normally forfeited. However, the reference allows for restoration of annual leave under certain circumstances.

2. Cancellation. CG MCIEAST Policy Letter 002-08 of 1 Apr 08.

3. Mission. To establish local policy and procedures for Marine Corps Installations East (MCIEAST) Installation Commanders, heads of staff sections, and department heads, to ensure restoration of annual leave is processed in accordance with the reference.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) To ensure proper procedures and compliance with laws, rules, and regulations are followed when processing requests for restoration of annual leave.

(b) Civil service employees who meet the criteria to have their annual leave restored shall be afforded the opportunity to do so.

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distribution is unlimited.

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(2) Concept of Operations. This Order shall be utilized when Installation Commanders set local policy for requesting restoration of annual leave within the MCIEAST Area of Responsibility.

b. Subordinate Element Missions

(1) MCIEAST Chief of Staff shall:

(a) Approve or deny the restoration of annual leave requests for Department Heads of the General and Special Staff; and

(b) forward completed requests to the Comptroller for final restoration processing.

(2) MCIEAST Subordinate Commanders or their Designated Representative shall:

(a) Approve or deny the restoration of annual leave requests for personnel assigned to his/her command;

(b) endorse and submit approved requests to the local Civilian Human Resource Office (CHRO) for processing; and

(c) return disapproved requests to the employee.

(3) Local CHROs shall:

(a) Advise and assist commanders and management officials regarding their responsibilities and proper procedures regarding restoration of annual leave;

(b) review requests for restoration of annual leave, and ensure all applicable documentation and submission procedures are adhered to, in accordance with this Order; and

(c) endorse completed requests and forward to the Comptroller for final restoration processing.

(4) Supervisors shall:

(a) Ensure leave requests that are disapproved due to a direct connection with operational commitments, are properly documented. A copy of the request shall be retained

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for the record, and the original will be returned to the employee;

(b) ensure employees are aware of this program, and requests that meet the criteria for restoration are processed, in accordance with this Order;

(c) adequately control the administration of the restoration of annual leave. All appropriate documentation will be processed, in accordance with this Order; and

(d) monitor employees' annual leave to ensure all use-or-lose is properly planned for and taken.

(5) Employees shall:

(a) Ensure all use-or-lose annual leave is projected, scheduled in writing, and approved by the appropriate leave approving authority before the start of the third bi-weekly pay period prior to the end of the leave year, as required by the reference;

(b) prepare requests for restoration of annual leave in letter format, and forward for endorsement to the first level supervisor or designee. The letter shall include the following:

1. Dates for which leave was approved
2. Amount that was to be used
3. Beginning and ending dates of the exigency (necessary if different from the leave year)
4. Copy of the document indicating cancellation of the previously approved leave
5. Date/tentative date the rescheduled leave will be taken

(c) In addition to the letter, submit either the approved Request for Leave or Approved Absence (OPM Form-71), a signed annual leave planner showing projected leave, or a memorandum indicating the leave was requested and approved;

(d) schedule and use restored annual leave within two leave years after:

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1. Date of restoration of the annual leave forfeited because of administrative error

2. Date the employee is determined to be recovered from illness or injury and able to return to duty

3. Date fixed by the head of the agency or designee as the date of termination of the exigency of the public business

c. Coordinating Instructions. Annual leave in excess of 30 days may be restored in lieu of forfeiture if one of the following conditions are met:

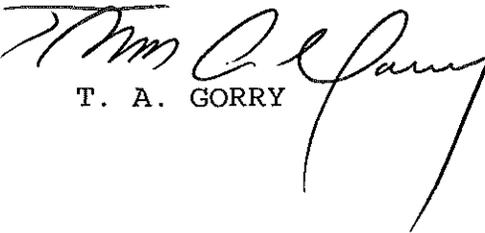
(1) Administrative Error which Caused the Loss of Annual Leave Otherwise Accruable. For example, an employee's Service Computation Date (SCD) was incorrect and the employee was not receiving the correct leave accrual. The employee's SCD was corrected, and the leave hours due were granted retroactively, which placed the employee in a use-or-lose situation; the employee had more use-or-lose hours than the number of work hours remaining in the leave year.

(2) Sickness of the Employee. Applicable if it is determined the annual leave was forfeited because the sickness or injury occurred late in the leave year, or was of such duration that the excess annual leave could not be rescheduled for use before the end of the leave year. For example, the employee suffered an on-the-job injury and was placed on continuation of pay, during the time in which they would have otherwise taken the use-or-lose annual leave.

(3) Exigencies of the Public Business or Operational Demands. These must be of such magnitude or significance that the employee can not be excused from duty to avoid forfeiture of scheduled annual leave. If an employee uses compensatory time or previously restored leave, the regular leave earned during the leave year must also be used or it will be subject to the 30-day carryover forfeiture. Use of compensatory time or previously restored leave does not constitute an exigency of public business. Any annual leave that is forfeited as a result can not be restored. For example, three people man the Fire Department dispatch desk; one resigns, the other gets promoted. The employee's remaining use-or-lose leave must be cancelled so the emergency dispatch desk remains operational.

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5. Administration and Logistics. Not applicable.
6. Command and Signal
 - a. Command. This Order is applicable to MCIEAST.
 - b. Signal. This Order is effective the date signed.


T. A. GORRY

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