

Personnel Employee Bulletin

November 7, 2007

USE OR LOSE ANNUAL LEAVE

The 2007 leave year ends January 5, 2008. To avoid possible forfeiture of “use or lose” annual leave, employees must schedule in writing the balance of their use or lose leave no later than November 24, 2007, and make every effort to take use or lose leave by January 5, 2008.

Should an employee be unable to take appropriately scheduled use or lose annual leave because of an extended illness or supervisory denial based on mission requirements, a request may be submitted for restoration of forfeited leave following the end of the leave year. Such requests must document in detail the reasons why the leave could not be taken before the end of the leave year. Requests for leave restoration are forwarded through the organizational chain of command to the servicing Human Resources Office, DLA Human Resources Center-Columbus (DHRC-C) or DLA Human Resources Center-New Cumberland (DHRC-N).

For questions regarding use or lose annual leave or restoration of forfeited leave, contact your servicing Employee Relations Specialist or Human Resources team.

For additional information, please contact your servicing DLA Human Resources Center, <http://www.hr.dla.mil/cntctus.htm>. The Personnel Employee Bulletin will be published on the first and third Wednesday of each month.