

## “USE OR LOSE” ANNUAL LEAVE

As we approach the end of the leave year, supervisors should remind employees to schedule their “Use or Lose” leave now while there is still time to schedule it. The deadline for scheduling “Use or Lose” leave is Saturday, December 1, 2012.

Scheduling “Use or Lose” annual leave helps you and your supervisor and/or Project Managers in planning for your time away from work and avoiding forfeiture of accrued “Use or Lose” annual leave while ensuring mission requirements are met.

Supervisors and employees are jointly responsible for ensuring that any “Use or Lose” leave is officially scheduled or rescheduled for use during the remainder of the leave year.

In certain situations, a supervisor may deem that there is a work situation of such importance that he/she is unable to grant your requested leave. When a work situation impacts your ability to take “use or lose” annual leave for an extended period of time, the supervisor may request an “exigency of public business.”

Several factors must be considered by the supervisor before requesting an exigency. Employees must have scheduled (via WebTADS or email) their leave by the beginning of the third bi-weekly pay period prior to the end of the leave year -- the 2012 leave year ends on January 12, 2013; therefore, “Use or Lose” leave must be scheduled no later than Saturday, December 1, 2012.

The supervisor must certify that the work situation is such that the scheduled leave cannot be used or rescheduled, and must have considered alternatives before submitting a request for an exigency.

If a requested exigency is approved by the Center Director, the employee’s leave must be denied. The denial must not occur before the exigency is approved.

If a requested exigency is denied, the employee must be allowed to use his/her scheduled “Use or Lose” annual leave.

Please note that an exigency involves a work/project situation and **is not** the result of:

- An employee’s need to use previously restored annual leave to avoid forfeiture.
- An employee’s need to use compensatory time off to avoid forfeiture.
- An employee’s failure to schedule his/her “Use or Lose” annual leave throughout the leave year.

**TIP: It may be helpful when scheduling leave to submit separate leave requests for succinct periods of time instead of submitting all leave with one request. For example, instead of submitting a leave request to cover all planned leave from November through December, you should consider submitting separate requests by pay period or event (day after Thanksgiving through the following Monday). Therefore, if you need to withdrawal your request for specific days or periods of time, it doesn’t affect the other periods previously submitted and approved. Separate leave requests are also helpful for supervisors who need to disapprove and request rescheduling of specific day(s) and not for the entire 2-month period.**

**And don’t forget, “Use or Lose” annual leave may be donated for use by individuals affected by a medical emergency. Additional information may be found on the NSSC Customer Service Website by clicking on: NSSC Customer Service - Advanced Leave/Leave Donations**

**Questions regarding the above may be referred to OHCM, KateSpruill at 41808 or [kate.spruill@nasa.gov](mailto:kate.spruill@nasa.gov), or Nicole Smith at 48783 or [nicole.k.smith@nasa.gov](mailto:nicole.k.smith@nasa.gov).**

**Questions regarding WebTADS may be referred to Michelle Johnson at (757) 224-4107 or [michelle.t.johnson@nasa.gov](mailto:michelle.t.johnson@nasa.gov).**