

# Request for Restoration/Carry-Over of Annual Leave

## PART I: DENIAL OF LEAVE IN EXCESS OF MAXIMUM CARRYOVER, AND APPROVAL OF AN EXIGENCY OF THE PUBLIC BUSINESS

The following employee(s) have submitted a timely request for annual leave; however, the work situation and timing preclude rescheduling to avoid forfeiture of the leave at the end of the year. Disapproved leave request(s) is/are attached.

Name (Last, First, MI)	Social Security Number	Date of Leave Request	# Hrs AL Requested	# Hrs Restored (Completed by RS)

Approval is requested to deny the required leave based on an exigency of the public business which is of such importance that the employee(s) listed above cannot be excused from duty, including consideration of such factors as cost, productivity, work schedules, safety, health, the availability of reasonable alternatives for doing the work and the effects of postponement or redefinition of the work requirements. The specific exigency period, the period of time the condition will exist which will keep the employee from taking leave, is from: \_\_\_\_\_ to: \_\_\_\_\_

### JUSTIFICATION


SIGNATURE (Department/Office Manger):	DATE:	CONCURRENCE (Manager, Human Resources Department):	DATE:

### APPROVAL/DISAPPROVAL

<input type="checkbox"/> APPROVED  <input type="checkbox"/> DISAPPROVED	SIGNATURE (Associate Director):	DATE:

## PART II: REQUEST FOR RESTORATION OF ANNUAL LEAVE

TO: RS10/NASA PAYROLL AND CENTER PERSONAL SERVICES OFFICE

Based on the approved exigency of public business, the signature of the Associate Director also restores annual leave for the employee(s) listed above in accordance with all applicable regulatory requirements. The restored annual leave cannot exceed the amount requested or the eligible amount entered in the last column by the MSFC Payroll Office, and must be scheduled and used no later than: \_\_\_\_\_

This form should be reproduced and returned to the Administrative Officer of the originating organization to serve as notification of the annual leave restoration.