



LEAVE RESTORATION REQUEST FORM

PRIVACY ACT STATEMENT

Pursuant to the Privacy Act of 1974, 5 U.S.C. § 552a, USAID furnishes the following statement to individuals supplying information in connection with an application for leave restoration.

AUTHORITY: 5 U.S.C § 6304, 5 CFR 630 subpart C, and ADS 480.

PURPOSE: USAID collects this information for use in determining whether individuals are entitled to restoration of forfeited annual leave.

ROUTINE USES: USAID collects and maintains this information. This information is not shared outside of USAID.

DISCLOSURE: Disclosure is voluntary. However, without the requested information, USAID will not be able to process the employee's request for restoration of forfeited leave.

SORN: USAID-16 Employee Time, Attendance, and Payroll Records.

SECTION 1 - ADMINISTRATIVE DATA

1. EMPLOYEE NAME (*Last, First, MI*)

2. PHONE NUMBER

3. EMAIL ADDRESS

4. ASSIGNED BUREAU, OFFICE OR POST

5. EMPLOYEE SIGNATURE

SECTION 2 - LEAVE RESTORATION REQUEST INFORMATION

6. Select the authorized reason for which the employee is requesting restoration of forfeited annual leave. Please refer to ADS chapter 480 for detailed information on the requirements for requesting leave restoration for the categories listed below.

Administrative Error

Exigency of the Public Business

Illness of the Employee

Designated Essential Employee During a National Emergency

7. NUMBER OF HOURS FORFEITED

8. NUMBER OF HOURS REQUESTED FOR RESTORATION

9. JUSTIFICATION STATEMENT: Briefly describe the circumstances surrounding the employee's situation that prevented the use of annual leave.

SECTION 3 - APPROVAL

Leave restoration requests based on an administrative error require supervisor approval prior to submission to the Bureau for Management, Office of the Chief Financial Officer, Payroll Division (M/CFO/P) for final approval.

Leave restoration requests based on an illness of the employee require supervisor approval prior to submission to M/CFO/Payroll for final approval and must include a copy of the approved sick leave in lieu of previously approved requests for annual leave.

Exigency of the public business requests must be approved by the supervisor and the decision officer prior to submission to M/CFO/Payroll for final approval and must include the original approved leave request, the decision officer's determination, and the approving officer's statement. Refer to ADS chapter 480 for the definition of decision officer.

Leave restoration requests based on an essential designation status during a national emergency must be approved by the supervisor and the decision officer prior to submission to M/CFO/Payroll for final approval and must include a copy of the written designation letter.

10. SUPERVISOR'S ACTION:
 Approved Disapproved

SIGNATURE AND DATE

REMARKS *(provide remarks for disapprovals)*

11. DECISION OFFICER'S ACTION:
 Approved Disapproved

SIGNATURE AND DATE

REMARKS *(provide remarks for disapprovals)*

12. M/CFO/PAYROLL DIVISION CHIEF ACTION:
 Approved Disapproved

13. NUMBER OF HOURS APPROVED FOR RESTORATION

REMARKS *(provide remarks for disapprovals)*

M/CFO/PAYROLL DIVISION CHIEF (or designee) SIGNATURE AND DATE