



## EXCESS LEAVE CARRYOVER REQUEST PER FY 2021 NDAA

### 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 a higher leave carryover limit.

**AUTHORITY:** 5 U.S.C § 6304, 5 CFR 630 subpart C, and the FY 2021 National Defense Authorization Act, section 1111.

**PURPOSE:** USAID collects this information for use in determining whether individuals are entitled to carryover excess leave, pursuant to the FY 2021 NDAA.

**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 to carryover excess 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 MISSION/OFFICE

5. NUMBER OF HOURS FORFEITED

6. EMPLOYEE SIGNATURE

7. Do you plan to submit or currently have a leave restoration request, AID Form 480-1, pending with the Office of Management, Office of the Chief Financial Officer, Payroll Division (M/CFO/P), as per the [Restoration of Forfeited Annual Leave](#) Agency Notice issued on January 15, 2021?                      Yes                      No

### SECTION 2 - APPROVAL

Excess leave carryover requests pursuant to the FY 2021 NDAA do not require supervisor or decision officer approval. Employees must email the completed and signed AID 480-2 form to [payroll@usaid.gov](mailto:payroll@usaid.gov) for M/CFO/P final approval.

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

9. EXCESS HOURS APPROVED FOR CARRYOVER:

10. REMARKS: (*provide remarks for disapprovals*)

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