

STATE OF OHIO
ADJUTANT GENERAL'S DEPARTMENT
2825 West Dublin Granville Road
Columbus, Ohio 43235-2789


AGOH-HRO-Z

23 October 2009

MEMORANDUM FOR A/C DISTRIBUTION

SUBJECT: Procedures for Restoration of Annual Leave Forfeited by Technicians

1. Technicians may carry a maximum of 240 hours annual leave to a new leave year. Annual leave hours in excess of 240 are forfeited (lost) by the employee unless a restoration request is made and approved.
2. Annual leave that is forfeit may be restored if the loss is due to:
 - a. Exigencies of the public business, as approved by the Assistant Adjutant General (Army or Air), when annual leave was scheduled in advance, operational demands would not permit the leave to be used, and no other reasonable alternative existed; or
 - b. Sickness of the employee when annual leave was scheduled in advance; or
 - c. Administrative errors.
3. To be restored, annual leave which is forfeit must have been requested in writing on an SF71 no later than 15 November 2009. Supervision must deny the use of the leave in writing on the SF71.
4. Restored annual leave is placed in a separate leave account. It must be used no later than the end of the leave year two years after the date of the restoration, the date the exigency terminates, or the date the employee recovered from the sickness.
5. Restoration of forfeited leave may be requested using the attached form. The request may be initiated by the technician or local supervision. It must be approved by local supervision and forwarded to the Human Resources Office. Documented denial of requested annual leave must be attached.
6. For more information, review Chapter 6 of the *Ohio National Guard Technician Handbook for 2010*. POC is CW3 Rose Metoxen, Benefits Specialist, COMM (614) 336-7391, DSN 346-7269.


MICHAEL ORE
COL., MP, OHARNG
Director for Human Resources

Enclosure:
Request for Restoration of Forfeited Annual Leave

**REQUEST FOR RESTORATION OF
FORFEITED ANNUAL LEAVE**

(Please type or print)

Name: _____ **Last 4 SSN:** _____

Number of restored hours requested: _____
(Attach copies of SF-71's for scheduled and approved leave that was cancelled.)

Check reason for restoration:

- Sickness**-Scheduled annual leave could not be taken due to sickness.
 Exigency of public business - scheduled annual leave could not be taken or rescheduled due to urgent and critically important work requirements.
 Administrative Error - annual leave was forfeited due to documented administrative error.

Describe circumstances supporting restoration (e.g., dates that annual leave was originally scheduled, date of sickness, nature/criticality of exigency, nature of administrative error, etc.):

Signature: _____ *Date:* _____

Supervisor's Recommendation

- Recommend approval. The forfeited annual leave meets the requirement for restoration.
 Recommend disapproval. A statement of the reason(s) is attached.

Supervisor's Name: _____ *Location* _____

Signature: _____ *Date:* _____

Approving Official's Decision

- Request approved. The forfeited annual leave meets the requirements for restoration.
 Request disapproved. A statement of the reason(s) is attached.

Approving Official's Name: _____ *Location* _____

Signature: _____ *Date:* _____

Note: Any restored annual leave must be used within two years after the date of restoration or it is again forfeited with no further rights to restoration.