

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

NGOH-HRO-Z

11 October 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Procedures for Restoration of Annual Leave Forfeited by Technicians

1. Technicians may carry over a maximum of 240 hours of 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 forfeited 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 is scheduled in advance; or
 - c. Administrative errors.
3. To be restored, annual leave which is forfeited, must be requested on an OPM Form 71, no later than 19 November 2011. Supervision must deny the use of the leave on the OPM Form 71. Request for restoration of forfeited leave may be accomplished by using the attached Request for Restoration of Forfeited Annual Leave form. Requests for restoration must be approved by local supervision and forwarded to the Human Resource Office, *no later than 3 Dec 2011*. Documented denial of requested annual leave must be clearly stated on the OPM Form 71 and the attached form.
4. Restored annual leave is placed in a separate leave account in the new leave year. Restored leave must be used no later than the end of the leave year 2013.

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5. For more information, review Chapter 6 of the *Ohio National Guard Technician Handbook 2010*. The POC is CW4 Carmen Davis, Benefits Supervisor, at 614-336-7121, DSN 346- 7121.

FOR THE ADJUTANT GENERAL:

Encl
as



HOMER C. ROGERS, JR.
COL, FA, OHARNG
Director of Human Resources

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