



(U) Restoration of Forfeited Annual Leave

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Human Resource Service Center for SID (MD6)
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(U) Just a reminder: if you would like to request that your forfeited 2005 annual leave be restored, you must do so by April 7, 2006.

(U) Here are the key dates for the 2005 leave year:

- 09 January - 15 October 2005: Employees are required to take compensatory time before annual leave.
- 16 October 2005: First pay period that use-or-lose annual leave can be used before compensatory time.
- 15 November 2005: Last day to formally schedule annual leave in order to have it considered for restoration.
- 07 January 2006: End of the CY-2005 leave year.
- 07 April 2006: Last day to request restoration of forfeited annual leave for the CY-2005 leave year.

(U) To restore leave, please complete "Streamlined Form P6322, Restoration of Forfeited Annual Leave Request":

[Streamlined Form P6322](#)

(U) No additional paperwork is needed. Please send the form to your appropriate HR Advisor, who can be found on the [MD6 web page](#).

(U) Please note: excess annual leave is actually forfeited and deleted from the leave account at the end of the leave year. When the restoration request is processed, a restored leave account is established by payroll. The restoration process may take several weeks.

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