From: FEMA-Mission-Support-News
To: FEMA-ALL
Cc: FEMA-OCHCO-Executive-Officer
Subject: 2024 Annual "Use or Lose" Leave Planning Guidance
Date: Friday, September 27, 2024 12:41:10 PM

Mission Support Employee Communication

Employees may only carry over a maximum amount of accrued annual leave, which is 240 hours for most employees. Any hours in excess of the maximum amount will be forfeited if not used by January 11, 2025.

Scheduling Annual Leave

Employees should coordinate with their supervisor throughout the year to schedule their annual leave. As employees continue to support emergency response efforts, supervisors should work closely with employees to manage their leave and minimize the potential for forfeiture.

Any accrued annual leave over the maximum amount will be forfeited if not used by the last day of Pay Period 26, Saturday, January 11, 2025.

Restoring Annual Leave

As part of routine procedures, agencies may restore annual leave that was forfeited. For leave year 2024, leave must be scheduled and approved by the employee's supervisor in WebTA no later than Saturday, November 30, 2024, and be subsequently canceled under certain conditions:

- Exigency of the public business;
    - The FEMA Administrator or designee (head of an Office or Directorate) must determine that an exigency of the public business requires the employee to be at work. The determination must be made at the time of the exigency and appropriately documented. Please note: The pressure of normal workloads, seasonal variations in work, or other situations that careful scheduling might prevent do not constitute an exigency of the public business.
- Administrative error; or
- Illness of the employee.

Restoration of the forfeited annual leave may occur under the following limited circumstances:

- Leave was requested and approved prior to November 30, 2024;

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Restoration of the forfeited annual leave may occur under the following limited circumstances:

- Leave was requested and approved prior to November 30, 2024;
- Previously approved leave in WebTA was later denied by the supervisor before the leave was scheduled to occur;
- The reason for the denial was documented in WebTA, email, or other written means; and
- The denied leave could not be rescheduled and used before the end of the leave year.

Donating Annual Leave

If you have “use or lose” annual leave that you do not have time to use or it is not eligible for restoration, consider helping a coworker in need by donating to the Voluntary Leave Transfer Program.

“Use or lose” leave donations must be entered in WebTA by Saturday, January 4, 2025.

Planning for FERS or CSRS Retirement

Employees who plan to retire on or after January 11, 2025, must schedule their “use or lose” annual leave in accordance with this notice to avoid forfeiture. If annual leave is forfeited and does not meet the requirement for restoration, it will not be included in the employees’ lump sum payment for accrued annual leave.

Contact Us

Please contact the Payroll Section at FEMA-HC-Payroll@fema.dhs.gov with any questions.