



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY, PACIFIC
FORT SHAFTER, HAWAII 96858-5100



REPLY TO
ATTENTION OF :

APPE-CP

21 November 2002

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: USARPAC Policy on Restoration of Annual Leave - Policy
Memorandum 4-02

1. References.

- a. DoD 1400.25-M, Department of Defense Civilian Personnel Manual (CPM), Subchapter 630, Leave, December 1996.
- b. Title 5, Code of Federal Regulations, Part 630, Absence and Leave.
- c. Title 5, United States Code, Section 6304, Annual Leave Accumulation.
- d. Memorandum, Deputy Assistant Secretary (Civilian Personnel Policy), 7 December 2001, subject: Restoration of Annual Leave.

2. Purpose. Provides U.S. Army, Pacific (USARPAC) policy on restoration of annual leave for civilian employees. This memorandum expires one year from the date of issue unless superseded/rescinded sooner.

3. Policy.

a. Annual leave shall be restored if lost because of administrative error, employee sickness, or exigencies of the public business. To be considered for restoration, annual leave must have been scheduled and approved in writing three full pay periods before the end of the leave year.

b. Authority to approve restoration of annual leave will be exercised as follows:

(1) MSC commanders approve restoration of annual leave lost due to administrative error or employee sickness. MSC commanders may authorize approval by subordinate commanders one level below the MSC when appropriate.

(2) USARPAC Chief of Staff approves restoration of annual leave for HQ, USARPAC employees lost due to administrative error or employee sickness.

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(3) MSC commanders and USARPAC Chief of Staff approve restoration of annual leave lost due to exigent circumstances. Department of the Army delegated authority through Commanders of major Army commands to Installation Commanders to determine an exigency of major importance existed which prevented the employee from taking "use or lose" annual leave. Restoration of leave normally applies only to employees directly affected by the exigency. MSC commanders may further delegate this authority to subordinate commanders one level below the MSC when appropriate.

c. Commanders should review current policies on restoration of leave to ensure compliance with USARPAC policy.

4. Issuance. This policy memorandum supersedes Policy Memorandum 3-01, 18 October 2001, to include new guidance from Department of the Army.


JAMES L. CAMPBELL
Lieutenant General, USA
Commanding

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Commander

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USARPAC Chief of Staff

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