
United States Department of Agriculture
Marketing and Regulatory Programs
Animal and Plant Health Inspection Service

**Administrative
Notice**

APHIS 23-2

01/30/2023

Leave Usage Order for Annual Leave Restoration Purposes Policy

As of the effective date of this notice, the MRP leave usage order policy found in [MRP Directive 4630.1, Section 4g Policy, dated January 28, 2020](#), is cancelled for all APHIS employees in a leave earning category. However, all other leave restoration requirements remain in place. The following requirements must be met for forfeited use or lose annual leave to be considered for possible restoration:

- Leave must have been scheduled, in writing or electronically, before the beginning of the third pay period prior to the end of the leave year. In 2022, the leave must have been scheduled by the end of pay period 23, 2022. Pay period 23 ended on November 19, 2022.
- First level supervisors must cancel the leave, in writing:
 - Identifying the operational exigency causing the leave cancellation,
 - Explaining why the leave could not be approved, and
 - Specifying the day(s) and hour(s) cancelled.
- The second level supervisor must also concur, in writing, in the decision to cancel leave.

Requests for restoration must be forwarded through established administrative channels to the appropriate approving official noted below no earlier than pay period one and no later than pay period six of the new leave year.

Forfeited 2022 annual leave is eligible for restoration beginning pay period one, 2023. The authority to approve the restoration of annual leave due to exigencies of the public business is delegated to the Administrator, Deputy Administrators, and Directors (Program, Regional, Center, Lab, and Division). This authority may not be further re-delegated within the programs. Guidance on the restoration process is found in the MRP Human Resources Desk Guide (HRDG), Subchapter 4630, Absence and Leave, Section B, subsection e, [Restoring Annual Leave](#). (For samples see: [restoration approval](#), [partial denial](#), and an [AD-582](#).) Programs are responsible for ensuring the proper application of restoration policy and regulations.

Program approved restorations may be submitted to the HR Operations - Processing Section no earlier than pay period one of the 2023 leave year by sending copies of the signed restoration response memo and the [AD-582](#), Authorization for Restored Annual Leave. Programs may establish internally, the staff or individual responsible for submitting the documentation to HR Operations.

This new policy is in effect for one year or until superseded by an APHIS or MRP directive, whichever occurs first. This policy excludes bargaining unit employees, until bargaining obligations are met.

Please refer policy questions to Nella Roberts through email at Nella.H.Roberts@usda.gov and operational questions to your [Program's servicing Leave and Compensation Specialist, HR Operations](#).

/s/

Robert J. Huttenlocker
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