



# SPECIAL ORDER



Series	Number	Originating Unit	Effective Date	Expiration Date
2013	12	OFC	January 23, 2013	N/A

Subject:

## Use or Lose Leave Enforcement and Requests for Restoration

Members are reminded that they are responsible for submitting their requests for restored annual leave as per the Fire and EMS Order Book Article IX, Section 4. Generally, no D.C. Fire and Emergency Medical Services Department administrative employee is allowed to carry over annual leave in excess of 240 hours. Operational personnel are not allowed to carry more than 264 hours.

All requests to restore annual leave in excess of 240 hours or 264 hours shall be submitted to the Fire & EMS Chief, by close of business, January 31, 2013. Company and Battalion Commanders are to remind any member in their command, who is not in full duty status, to comply with the submission deadline of January 31, 2013. Late submissions will not be considered.

All Special Reports requesting restoration of annual leave for the 2012 leave period ending January 12, 2013, must be submitted in accordance with the Financial Operations and Systems Memorandum, dated December 27, 2012, which sets forth the following written requirements:

- Employee's name and PeopleSoft ID number.
- Completed F & EMSD Form 11.2.
- Amount of hours to be restored.
- Justification for the request, including pertinent dates and reason for the forfeiture.

In addition, Employees and members must attach leave slips that have been **approved, canceled and dated at least three pay periods prior to the end of the leave year.**

Requests for restoration of annual leave will not be honored after February 11, 2013. If you have any questions or require additional information, contact the Assistant Fire Chief of Services at 202-673-3320. The only type of request that will be accepted are those that were not processed due to an administrative error prior to the end of the 2012 leave year, but not detected until after February 12, 2013.

Restored leave is maintained in the PeopleSoft payroll system and will be available for use for 2 years from the date leave is restored. If documents are timely submitted, the Office of Pay and Retirement Services (OPRS) will update the employees leave balance in PeopleSoft within 2 pay periods after receipt of the approval from the agency.

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**Employees will only receive notification from OPRS if their leave is denied.** Any employee who requested restored leave is expected to check their annual leave balances in PeopleSoft or review their pay stubs to verify whether their leave has been restored.

  
Kenneth B. Ellerbe  
Fire & EMS Chief