

NGFTS

National Guard Full-Time Support



**HUMAN
RESOURCES
INFORMATION
LETTER**



Oklahoma National Guard Human Resources Office

Joint Force Headquarters, Oklahoma National Guard
Oklahoma City, Oklahoma 73111-4398

No. 11-03
Date: 20 October 2011

Forfeiture of Annual Leave for 2011 Calendar Year

Subject: Forfeiture of Annual Leave for 2011 Calendar Year

References:

Annual Leave Fact Sheet

Eligibility: Current Civil Service Employees

Effective Date: 20 October 2011

As required in the Office of Personnel Management's regulations, an employee must schedule his or her annual leave by the third pay period prior to the end of the leave year (i.e., November 19, 2011 for most Federal employees) to avoid forfeiture of his or her annual leave. It is extremely important for Civil Service Retirement System (CSRS) and CSRS Offset employees who plan to retire on January 1, 2, or 3rd of 2012, to schedule their "use or lose" annual leave to avoid forfeiture. For example, if an employee's "use or lose" annual leave (any leave above the employee's leave ceiling (e.g., 240, 360, or 720 hours are the common leave ceiling categories) is not used prior to December 31, 2011, the annual leave will be forfeited.

Your point of contact is MSgt Kala Dyer at (405) 228-5537.

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Acting Director of Personnel/J1