



GSA PAYROLL SERVICES BRANCH (PSB) PROCEDURES FOR RESTORED ANNUAL LEAVE: 2023

As the leave year end approaches, this is a reminder of the deadlines associated with restored annual leave.

There are several reasons for which annual leave may be restored, with the most common being an "exigency of public business". For other circumstances, in addition to an exigency of public business, please refer to detailed criteria in the General Services Administration (GSA) Time and Leave Administration Handbook, OAD P 6010.4. or your specific agency policy.

All restored annual leave requests must be approved by the Heads of Services or Staff Offices, the Regional Administrator, or their designee. A written memorandum, with appropriate accompanying documentation, should be sent to Bart Jestel, Chief, GSA PSB through the appropriate servicing Human Resources Director. The written memorandum must include:

- 1) The calendar date the leave was approved by the official having authority to approve leave;
- 2) The date(s) during which the leave was scheduled for use and the amount of leave (days/hours) that was scheduled;
- 3) The facts and circumstances that precluded the use of annual leave at the time it was scheduled and why it could not be rescheduled;
- 4) The beginning and ending dates for the exigency of public business; and
- 5) Written documentation of the annual leave request. A Request for Leave or Approved Absence form (OPM 71) may be used as documentary evidence (or the electronic equivalent).

Applications for restored leave should not be sent to the PSB prior to the closing of leave year end (pay period ending January 13, 2024). Approved restored annual leave requests may be faxed to the GSA PSB at (816) 823-5435, emailed to the email address below, or mailed to the GSA PSB, 2300 Main Street 2NW, Kansas City, MO 64108. **Restored annual leave requests received by January 27, 2024, will be processed by the PSB and the restored annual leave should be available to use after pay period ending February 24, 2024.** All subsequent approved requests received should be processed within two pay periods after the pay period they are received by the PSB.

If you have any questions, please contact the GSA PSB Customer Service Representatives via email at KC-Payroll.Finance@gsa.gov or at (844)-303-6515.