



# Restored and Annual Leave for 2022

## What is “restored leave?”

By law, employees accrue annual leave at the rate of four, six, or eight hours per pay period depending on their length of service. Employees can carryover unused leave from one year to the next. However, an employee is only allowed to carry over a maximum of 240 hours of leave from one year to the next. When an employee’s leave balance exceeds 240 hours at the end of the year, they will lose the hours that go over the 240-hour limit.

Sometimes, an employee might not be able to use their annual leave. This might occur if an employee has planned a vacation and had their leave approved in advance, but they then must cancel those plans because their agency needed their support during an emergency. When this happens, the District government may restore some or all the leave the employee was unable to use, even if it exceeds the 240-hour cap. We refer to leave provided in these situations as “restored leave.” An employee typically has two years from the date when the leave is restored— or is first available for use—to take advantage of restored leave.

## What is happening with restored leave this year?

Due to the public health emergency, it was impractical, if not impossible, for many employees to use their annual leave. For this reason, employees who had more than 240 hours of annual leave at the end of 2020 and 2021, had those excess hours “restored” instead of lost.

The District government initially informed employees they had until the end of 2022 and the end of 2023 to use their restored leave. However, because the public health emergency did not expire until April 2022, we extended the time employees could use their restored leave through April 2024.

Prior to the announcement of the extension of restored leave through April 2024, some employees used their restored leave instead of their annual leave to avoid losing their restored leave balances at the end of this year. As a result, they ended up having excess annual leave. Employees in this situation will have their leave adjusted automatically so they can take advantage of the April 2024 deadline for using restored leave.

*Example 1.* At the beginning of 2022, Ruby had 40 hours of restored leave. In mid-March, Ruby traveled to Myanmar in search of additional gems, and she used 40 hours of restored leave. As the year draws to a close, Ruby hasn’t done much traveling and now has 285 hours of annual leave and 0 hours of restored leave. What happens to her leave at the end of the year? DCHR will transfer 40 hours of annual leave to Ruby’s restored leave account, and Ruby will have access to those 40 hours through April 2024. This leaves Ruby with a balance of 245 hours of annual leave. Due to leave accrual limits, Ruby’s annual leave will be reduced by 5 hours to 240 hours in 2023. She will then have 240 hours of annual leave and 40 hours of restored leave.

*Example 2.* At the beginning of 2022, Jasmine had 40 hours of restored leave. In June, Jasmin visited Okinawa to explore sanpin cha (Jasmine tea), and she used 40 hours of annual leave. As the year draws to a close, Jasmine neglected taking time off because she very much enjoys her work. She now has 285 hours of annual leave and 40 hours of restored leave. What happens to her leave at the end of the year? Since she used annual leave and not restored leave, DCHR will not make any leave adjustment. Instead, Jasmine’s balance of 285 annual leave hours will be reduced by 45 hours to 240 hours. She will then have 240 hours of annual leave and 40 hours of restored leave. She will have 40 hours of restored leave to use until April 2024.

*Example 3.* At the beginning of 2022, Teking Stones had 10 hours of restored leave. In June, Stone visited Thorton Quarry in Illinois to discover geology, and he used 30 hours of annual leave and 10 hours of restored leave. As 2022 comes to a close, Stone has 280 hours of annual leave and 0 hours of restored leave. What happens to his leave at the end of the year? Since he used 10 hours of restored leave and will lose more than 10 hours of annual leave, DCHR will make a 10-hour leave adjustment. Stone’s balances will then reflect 240 annual leave hours and 10 hours of restored leave. Stone will have 10 hours of restored leave to use until April 2024.

## When will the automatic leave adjustments occur?

We anticipate implementing leave adjustments between January 1 and February 28. We will notify impacted employees of any adjusted hours, and when they can expect to see those adjustments reflected in their leave balances in PeopleSoft.

## How do I use my restored leave?

Employees use their restored leave just like annual leave. When making a leave request in PeopleSoft, use the “A – Restored Leave” leave option. When coding your timesheet to use restored leave, use the most appropriate of the following time reporting codes:

- “Restored Leave Scheduled” or
- “Restored Leave Unscheduled.”

## When will my restored leave expire?

When your restored leave expires depends on the year you earned the restored leave. For annual leave restored from 2020 and 2021, we are using the end of the public health emergency as the date from which we count the two-year expiration date. Therefore, restored leave from 2020 and 2021 will be available for employees’ use through April 2024.

At the close of 2022, employees who have more than 240 hours of annual leave will have their annual leave balances reduced to 240. We will evaluate employees’ entitlement to restoration of any leave from 2022 on a case-by-case basis.

## What do I need to do to take advantage of the leave adjustment?

Nothing. DCHR and OCTO are completing the leave adjustments. Beginning March 1, 2023, if you believe there is a problem with your leave balances, you should contact your agency’s HR office.

## What happens to bonus hours?

Some employees received time-off awards during the pandemic. Time-off awards are not impacted by the end of the public health emergency and may still be used at any time by an employee. However, unlike annual leave, time-off award hours have no cash value and will not be paid to an employee should they leave District government service.

## How can I get more information about the leave policies for 2022?

If you have additional questions about the leave policies for 2022, please contact the Department of Human Resources’ policy team at [dchr.policy@dc.gov](mailto:dchr.policy@dc.gov).