

**STATE OF OHIO  
ADJUTANT GENERAL'S DEPARTMENT  
2825 W. Dublin Granville Road  
Columbus, Ohio 43235-2789**

AGOH-HRO-Z

22 October 2010

MEMORANDUM FOR All Full-Time Technicians of the Ohio Army and Air National Guard

SUBJECT: Procedures for Restoration of Annual Leave Forfeited by Technicians

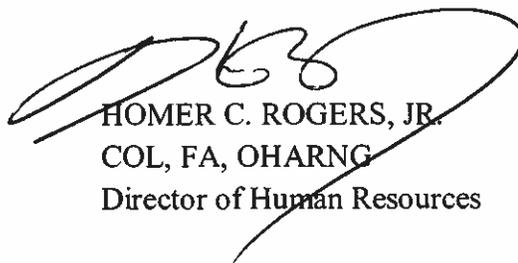
1. Technicians may carry a maximum of 240 hours of annual leave into a new leave year. Annual leave hours in excess of 240 are forfeited (lost) by the employee, unless a restoration request is made and approved.
2. Annual leave that is forfeited may be restored if the loss is due to:
  - a. Exigencies of the public business, as approved by the Assistant Adjutant General (Army or Air), when annual leave was scheduled in advance, operational demands would not permit the leave to be used, and no other reasonable alternative existed; or
  - b. Sickness of the employee when annual leave is scheduled in advance; or
  - c. Administrative errors.
3. To be restored, annual leave which is forfeited must have been requested in writing on an SF71, no later than 20 November 2010. Supervision must deny the use of the leave, in writing, on the SF71.
4. Restored annual leave is placed in a separate leave account. It must be used no later than the end of the leave year two years after the date of the restoration, the date the exigency terminates, or the date the employee recovered from the sickness.
5. Restoration of forfeited leave may be requested using the attached form. The request may be initiated by the technician or local supervision. It must be approved by local supervision and forwarded to the Human Resource Office. Documented denial of requested annual leave must be attached.

AGOH-HRO-Z

SUBJECT: Procedures for Restoration of Annual Leave Forfeited by Technicians

6. For more information, review Chapter 6 of the *Ohio National Guard Technician Handbook for 2010*. The POC for this memorandum is SGT Jennifer Miller, Benefits Specialist, at 614-336-7389, DSN 346- 7389.

FOR THE ADJUTANT GENERAL:



HOMER C. ROGERS, JR.  
COL, FA, OHARNG  
Director of Human Resources