



DEPARTMENT OF THE NAVY
COMMANDER US NAVAL FORCES JAPAN
COMMANDER NAVY REGION JAPAN
PSC 473 BOX 12
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1 Jun 17

From: Commander, U.S. Naval Forces Japan/Navy Region Japan

Subj: SCHEDULING OF ANNUAL LEAVE FOR U.S. CIVILIAN EMPLOYEES

1. The current leave year ends on 06 January 2018. Employees and supervisors are mutually to plan, schedule and use annual leave throughout the leave year.

2. Employees are responsible for requesting and scheduling annual leave in advance, when possible, to facilitate work planning and to permit any necessary rescheduling. Supervisors are responsible for ensuring that each employee schedules their leave in advance, and giving the opportunity to reschedule their leave to prevent forfeiture throughout the leave year and not just at year end.

3. Forfeited annual leave can only be restored in the limited, narrowly defined situations where annual leave is forfeited due to administrative error, exigencies of the public business, or when sickness of the employee prevents the employee from using annual leave.

a. An exigency of the public business is considered to exist when the necessity for canceling previously approved annual leave arises from circumstances of major importance that are beyond the control of the employee affected, could not reasonably have been anticipated, and make it impracticable or not in the public interest to allow the employee the use of leave.

b. Insufficient employees available to meet work requirements or to serve as "acting" in a key position is not considered an exigency of public business. An exigency will not be deemed to exist solely because it would be inconvenient or disruptive to have too many employees absent on year-end leave or because of the pressure of normal workload variations or normal time limitations for work completion.

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4. Annual leave that is forfeited because a request to take annual leave is denied, even where the denial is due to unexpected or emergency work requirements, is not eligible for restoration.

5. If you have additional questions, you may contact Ms. Eiko Norinaga, Labor/Employee Relations and Services Division, Human Resources Office, Yokosuka at DSN 243-8184 or email Eiko.Norinaga.JA@fe.navy.mil.



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