

**PART IN415 – LEAVE
SUBPART A - GENERAL**

IN415.2

B. Annual Leave

Annual Leave is to be scheduled and used throughout the leave year, in order to avoid excessive amounts of leave being taken at the end of the year due to use or lose. Under normal situations the maximum amount of leave to be granted will be limited to 10 consecutive workdays (two weeks). Any request of more than the 10 consecutive workdays at one time will be reviewed and approved on a case-by-case basis by the State Conservationist. Employees and supervisors must manage their leave time to avoid the excessive amount of use or lose leave at the end of the leave year.

Q. Earned Compensatory Time Off

Granting employees the ability to earn compensatory time should be closely monitored and only granted when absolutely needed to complete necessary NRCS work. Supervisors should avoid any one employee from earning excessive amounts of compensatory time off. Effective immediately employees will only be allowed to carry a maximum of 24 compensatory time off hours at any time. Any amount earned and carried over this maximum must be approved by the State Conservationist.

(IN360-GM, Amend. IN12, January 20007)

IN415-11(1)