

United States Department of the Interior

BUREAU OF LAND MANAGEMENT

Montana State Office

5001 Southgate Drive, P.O. Box 36800

Billings, Montana 59107-6800

<http://www.mt.blm.gov/>

In Reply To:
1400-630 (933.PH) P

April 4, 2003

EMAIL TRANSMISSION - 04/07/03
Information Bulletin No. MT-2003-039

To: State Management Team

From: Deputy State Director, Division of Support Services

Subject: Annual Leave Prior to Separation

The purpose of this memorandum is to ensure that supervisors are not granting annual leave prior to an employee's separation from the Bureau. In general, employees may not be granted "terminal leave" when it is known in advance that a separation will occur such as a resignation, termination, or retirement. The purpose of this requirement is to ensure that separations occur immediately upon the last day of active duty (last day worked), to prevent the additional accrual and additional lump sum payments for leave, and to avoid awarding service credit for periods after the actual active duty day.

Authorization of "terminal leave" may be appropriate for the following exceptions:

- Due to an exigency of the service (i.e., a Bureau-related need requiring retention of the employee in a leave status);
- Removal from the service that is a non-disciplinary action;
- Reduction-in-force;
- An employee has applied for disability retirement.

On separation, an employee is paid a lump-sum for accumulated annual leave which includes the regular carryover balance from the previous leave year, if any, plus annual leave accrued but unused during the current leave year, if any, plus any unused restored annual leave.

When an employee, on approved leave, notifies his/her supervisor that he/she will not return to duty, the employee's separation date is effective upon receipt of notification to the supervisor and any such leave used may not form the basis for accruing additional leave.

Questions regarding this memorandum may be directed to Tracy Thoricht, in the Branch of Human Resources, at (406) 896-5224.

Signed by: Diane M. Friez, Acting

Authenticated by: Donna K. Zentz, MT-933

Distribution

Assistant Field Manager, Glasgow Field Station

Assistant Field Manager, Havre Field Station