

From: [Rapp, Adam \(FAA\)](#)
Subject: Union Message on Current Use or Lose Policy
Date: Thursday, September 24, 2020 5:36:55 PM

Please be advised any "Use or Lose" leave must be scheduled and approved in writing before the end of the twenty-third pay period (11/7/2020) of the leave year. Managers and employees are encouraged to schedule and use annual leave during the year to avoid significant accumulation of Use or Lose Leave near the end of the leave year.

Restored leave will be handled in accordance with the policy link below

https://employees.faa.gov/org/staffoffices/ahr/program_policies/policy_guidance/hr_policies/hrpm/HROI/lws/restoration/

Thank you,

Adam Rapp
AFGE Local 200 Secretary