

Bulletin for All TSA Employees – 10/15/2020

## Blanket Restoration of Leave Year 2018 Forfeited Leave

The Human Capital (HC) Office is providing a correction to the TSA Broadcast published on February 14, 2019, regarding Blanket Restoration of Leave Year 2018 Forfeited Leave, granted by Administrator Pekoske.

A result of the blanket approval granted by Administrator Pekoske to the entire TSA workforce for restoration of annual “use or lose” leave forfeited through no fault of their own, and as a direct result of the partial government shutdown in 2018, all restored leave must be used within the two year timeframe, or **by January 1, 2022**, NOT January 8, 2022, as previously published. **Note:** The policy states that restored annual leave must be used by the end of the leave year ending two years after the leave year in which the leave was restored.

Additional Information is available in the TSA Management Directive (MD) 1100.63-1, Absence and Leave, and the associated Handbooks, or at this [link](#).

### Questions?

Due to the current COVID-19 pandemic, live agents are not available to answer telephone calls received at the HCAccess Help Desk. Employees can contact the HCAccess Help Desk by e-mail at [HelpDesk@mailserver-hraccess.tsa.dhs.gov](mailto:HelpDesk@mailserver-hraccess.tsa.dhs.gov) or at this [link](#), by fax at 1-877-872-7993, or by phone at 1-877-872-7990 and leave a voicemail. Employees can visit the HCAccess website for valuable Human Resources (HR) information on a wide variety of topics at this [link](#) and visit Human Capital online at this [link](#).