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**Subject:** FOUO://Local National Programs: COVID-19 Information Update - Transfer of CY2019 Local National Annual Leave beyond 31 Mar 2020-Exception to Tariff

**Importance:** High

**From:** LOCK, CLINT E JR GS-14 USAF USAFE 86 FSS/FSC

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**Subject:** FOUO://Local National Programs: COVID-19 Information Update - Transfer of CY2019 Local National Annual Leave beyond 31 Mar 2020-Exception to Tariff

**Importance:** High

Commanders/Supervisors of Local National (LN) Employees -

**BLUF:** Under the current extraordinary situation caused by COVID-19 crisis, an exception to normal annual leave “use or lose” rules (CTA II Art. 33 para 6) was granted by HQ U-A/A1K dtd 27 Mar 20. The following procedures wrt the transfer of annual leave from previous calendar year (2019) applies to LN employees.

1. Current Basic Rule IAW the CTA II Tariff agreement for Local Nationals

- a) Leave should be granted and taken within the current calendar year (CY). Transfer into the next CY is only permissible if justified by compelling operational reasons or reasons personal to the employee.
- b) When transferred into the next CY, leave must be started **no later than 31 Mar 2020**.

2. Exception Prerequisites Organizations with LN employees who still have accrued annual leave from CY 2019 are authorized to transfer these annual leave days **beyond 31 Mar 2020** under the following prerequisites:

- a) The supervisor must provide justification based on compelling operational reasons (“leave extension is based on employee with essential mission due to the current crisis”) Justification must be documented on the regular leave request ([USAFE Form 857](#)) or separate memo signed/dated by supervisor and acknowledged by employee signature/date.
- b) Such exceptionally transferred leave must be granted and started within 2 months after the underlying reason (see 2a) ceases to exist. If the leave from CY 2019 has not been granted and started **by 31 DEC 2020** at the latest, it will be forfeited (Art. 33 par. 6c of the CTA II).

3. All other tariff provisions wrt transfer of leave, in particular to (long) sick absence, remain unaffected. Timekeepers must follow existing documentation rules for transferred leave once 2019 leave is taken.

The above provisions are to be considered as over-tariff and therefore are only applicable when the prerequisites are met.

Our Non-US EMR-Team (DSN: 480-5365) stands ready to advise.

v/r  
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