

REQUESTING NDAA-1111 LEAVE

The following guide details how to determine if you are eligible for NDAA-1111 carryover leave, and how to ensure this leave is captured in ITAS.

HOW TO LOCATE NDAA-1111 LEAVE

1. Locate the NDAA-1111 on your most recent Leave and Earnings Statement (LES).

Captured on the LES as “RESTORED” leave with a USE-LOSE/TERM DATE of 1/01/22

LEAVE								
TYPE	PRIOR YR BALANCE	ACCRUED PAY PD	ACCRUED YTD	USED PAY PD	USED YTD	DONATED/ RETURNED	CURRENT BALANCE	USE-LOSE/ TERM DATE
ANNUAL	240.00	8.00	56.00	0.00	8.00	0.00	288.00	200.00
SICK	700.00	4.00	28.00	0.00	3.50	0.00	724.50	
RESTORED	20.00	0.00	0.00	0.00	0.00	0.00	20.00	01/01/22

2. Provide a copy of your LES to you AO/Timekeeper and request this leave is entered into our time and attendance system, ITAS.

3. Once entered in ITAS, ensure that the balance entered matches the “RESTORED” figure shown on your LES; the balance can be verified from the “Request Leave” page upon logging into ITAS*.

Captured on the ITAS Request Leave page as “NDAA-1111”

New Request			
Leave type	Balance	Hours	Remark
Annual Leave	15.75	0.0	Projected: 76.0
Sick Leave	91.0	0.0	
Comp Time	0.0	0.0	
Religious Comp Time		0.0	
Comp Time for Travel (CTT)	0.0	0.0	
NDAA-1111 01/03/2021	60.0	0.0	
FMLA Leave	480.0		
FMLA - Annual Leave		0.0	Birth of a child/care of a newborn
FMLA - Sick Leave		0.0	Birth of a child/care of a newborn
FMLA - LWOP		0.0	Birth of a child/care of a newborn
Expanded FMLA (LWOP)	24.0	0.0	Elder Care
Family Friendly Leave	104.0	0.0	Care of family member - child birth

Please Note: leave can only be captured, and taken, in ITAS to the closest .25 hour. For example, if your LES shows 7.86 hours of NDAA-1111, ITAS would show 7.75 hours of NDAA-111.