**DEPARTMENT OF THE NAVY**
**PERSONNEL SUPPORT ACTIVITY**
**937 NORTH HARBOR DRIVE**
**SAN DIEGO, CALIFORNIA 92132-5190**

PERSUPPACTSANDIEGOINST 12451.1
Code 34
30 September 1994

PERSUPPACT SAN DIEGO INSTRUCTION 12451.1

Subj: TIME-OFF AWARD FOR CIVILIAN EMPLOYEES

Encl: (1) Time-off awards scale for a single contribution
(2) FISC-SA 12451/13 Recommendation For Incentive Award form
(3) Sample Time-Off Awards Program certificate

1. Purpose. To publish instructions and guidelines for processing Time-Off Awards for civilian employees.

2. Background. The Federal Pay Comparability Act of 1990 (FEPCA), Public Law 101-509, provides Federal Agencies new authority to grant employees time-off from duty, without loss of pay or charge to leave, as an incentive award. Called Time-Off Awards, this new incentive may be used to encourage and reward superior accomplishments or other personal efforts that contribute to the quality, efficiency, or economy of Government operations.

3. Nature and Relationship to Other Awards. Time off awards may be used alone or in combination with monetary or nonmonetary awards to recognize the same kinds of employee contributions. They represent another option available to managers for recognizing excellence in employee performance and service; they are not intended to replace other awards.

4. Policy. Time-off award may be granted to an employee in recognition of superior accomplishment or other personal effort which has contributed to the quality, efficiency or economy of Government operations.

a. Examples of achievements which may be considered for a Time-Off award are:

(1) Making a high quality contribution involving a difficult or important project before the deadline.

(2) Displaying special initiative and skill in completing an assignment or project before the deadline.

(3) Using initiative and creativity in making improvements in product, activity, program or services.

(4) Ensuring the mission of the unit is accomplished during a difficult period by successfully completing additional

work or a project assignment while maintaining the employee's own workload.

(5) Accomplishing a specific, one-time or special assignment that required extra or resulted in the organization receiving recognition for responsiveness to non-programmed requirements.

(6) Successfully participating in a Process Action Team resulting in a significant contribution to the activity's mission.

(7) Submitting a suggestion that has been adopted, but because the suggestion is considered to be within the employee's normal job responsibilities, the employee is not eligible for a cash award.

(8) Sustaining high level performance for an extended period as reflected, for example, in a rating of record.

b. Limitation on Time-Off Awards:

(1) A total amount of time-off which may be granted to an employee during any one leave year is 80 hours. For part-time employees or those with an uncommon tour of duty, the total time which may be granted during the calendar year is the average number of hours of work in the employee's biweekly scheduled tour of duty.

(2) The maximum amount of time-off which may be granted for any single contribution is 40 hours. For part-time employees or those with an uncommon tour of duty, the maximum award for any single contribution is one-half the maximum amount of time that could be granted during the year.

(3) Time-off granted as an award must be scheduled and used within 1 year after the award is made. If the total amount of a time-off award is not used within 1 year after its approval, any unused time-off is forfeited and may not be restored.

(4) A time-off Award does not convert to cash under any circumstances.

5. <u>Action</u>. The granting of time-off awards will be as follows:

a. Officers in Charge/Staff Department Heads may grant time-off awards without further review for periods not to exceed one (1) workday.

b. For periods of more than one (1) workday, the decision to grant time-off award and the amount of such award must be reviewed and approved by the Executive Officer.

c. Any time-off award will be supported by appropriate written justification which will include a description of reason for granting the award and the method used to calculate the amount of the award. To determine the amount of time-off award, consult the Time-Off Award Scale For A Single Contribution contained in enclosure (1). Enclosure (2), Recommendation For Incentive Award form (FISC-SD 12451/13) will be used for granting/recommending time-off awards. Forward time-off award recommendations to Code 34 for processing. Detachments outside the San Diego area may FAX recommendations to Code 34 and mail a hard copy within 24 hours. Anticipate about 4 working days to process recommendations, including the Notification of Personnel Action (Standard Form 50) from the HRO, FISC.

d. Once the time-off award has been approved and Standard Form 50 (Notification of Personnel Action) with effective date of the award has been issued, then enclosure (3) may be used along with the Standard Form 50 to notify employee of the award.

e. Usage of time-off award will be reported through time and attendance reporting procedures and separately identified from other types of absences. The usage will be recorded as Time-Off Award (TOAWD).

M. Hayes
M. HAYES

Distribution:
PERSUPPACTSANDIEGOINST 5215.1H, List II

# TIME-OFF AWARDS SCALE FOR A SINGLE CONTRIBUTION

| Value to Organization | Number of Hours |
|---|---|
| **Moderate:**<br><br>(1) A contribution to a product, activity, program or service to the public, which is of sufficient value to merit formal recognition.<br><br>(2) Beneficial change or modification of operating principles or procedures. | 1 to 10 |
| **Substantial:**<br><br>(1) An important contribution to the value of a product, activity, program or service to the public.<br><br>(2) Significant change or modification of operating principles or procedures. | 11 to 20 |
| **High:**<br><br>(1) A highly significant contribution to the value of a product, activity, program or service to the public.<br><br>(2) Complete revision of operating principles or procedures, with considerable impact. | 21 to 30 |
| **Exceptional:**<br><br>(1) A superior contribution to the quality of a critical product, activity, program or service to the public.<br><br>(2) Initiation of a new principle or major procedure, with significant impact. | 31 to 40 |

FOR OFFICIAL USE ONLY
This report my contain information subject to the Privacy Act of 1974.

RECOMMENDATION FOR INCENTIVE AWARD

| 1. Employee Name (Last, First, M.I.) | | | 2. Social Security Number | |
|---|---|---|---|---|
| 3. Title | 4. UIC | 5. Org Code | 6. PayPlan/Grade | 7. Step |

8. Employee is recommended for:

___ Quality-Step Increase
___ Performance Award
___ Special Act or Service Award
___ Departmental Flexible Award
___ Beneficial Suggestion
___ Time-off Award
___ Other _____

FOR AWARDS ADMINISTRATOR ONLY
Date Rec'd _____
RoR _____
A/L _____
A/A _____
A/T _____
P/C _____

BY _____
AWARDS ADMINISTRATOR

9. Amount of Award or Number of Hours

10. JUSTIFICATION: (Use reverse side or addtional sheets)

TIME-OFF AWARD MUST BE USED BY: _____

11. RECOMMENDED BY:

12. APPROVED BY:

RECOMMENDATION FOR INCENTIVE AWARD
FISC-SD 12451/13 (Rev. 5-93)

Encl (2)

TIME-OFF AWARDS PROGRAM

_____ hours of time-off without charge to leave or loss of pay are granted to

_____

in recognition of your exceptional efforts that have improved the quality, efficiency, or economy of Government operations or services to the public.

TIME-OFF AWARDS PROGRAM

_____ hours of time-off without charge to leave or loss of pay are granted to

_____

in recognition of your exceptional efforts that have improved the quality, efficiency, or economy of Government operations or services to the public.

FOR OFFICIAL USE ONLY
This report may contain information
subjec to the Privacy Act of 1974

RECOMMENDATION FOR INCENTIVE AWARD

| 1. Employee Name (Last, First, M.I.) | 2. Social Security Number |
|---|---|
| | |

| 3. Title | 4. UIC | 5. Org Code | 6. PayPlan/Grade | 7. Step |
|---|---|---|---|---|
| | | | | |

8. Employee is recommended for:

___ Quality-Step Increase
___ Performance Award
___ Special Act or Service Award
___ Departmental Flexible Award
___ Beneficial Suggestion
___ Time-off Award
___ Other _____

FOR AWARDS ADMINISTRATOR ONLY
Date Rec'd _____
RoR ___
A/L ___
A/A ___
A/T ___
P/C ___

BY _____
AWARDS ADMINISTRATOR

9, Amount of Award or Number of Hours

10. JUSTIFICATION: (Use reverse side or additional sheets)

TIME-OFF AWARD MUST BE USED BY: _____

11. RECOMMENDED BY:

12. APPROVED

RECOMMENDATION FOR INCENTIVE AWARD
FISC-SD 12451/13 (Rev. 5-93)



Enclosure (3)