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Time  
Of  
Awards

CHAPTER 2  
APPENDIX D  
TIME-OFF AWARDS

**Purpose**

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To provide supervisors with a means of giving employees time off in recognition of exceptional performance.

**Eligibility**

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All employees paid from appropriated funds.

**Criteria**

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Contributions must directly support the Army mission or result in benefits to the Government. The time off granted must be scheduled and used within one year after approval.

No more than 80 hours can be allowed during any one leave year, or 40 hours for any one act or achievement.

For part-time employees, the maximum allowed during a leave year is the average number of hours in their biweekly scheduled tour of duty, and the maximum allowed for a single contribution is one-half of the average number of hours in their biweekly scheduled tour of duty.

Time off Awards will be given in increments of no less than one hour. The time-off can not be converted to a cash payment under any circumstances.

**Amount of Awards**

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Supervisors may allow up to one day off with minimum justification.

*(Note Employees may be allowed to take the leave in increments of 1 hour). Amounts in excess of one day must be based on the value of the benefits to the organization as reflected in the "Time-Off Awards Scale for a Single Contribution" shown at Figure D-1, this Appendix and as they relate to the Tangible/Intangible charts, Figures A-1 and A-2)*

The extent of the contribution will be considered when determining the amount of time off that is approved. Time Off Awards may be used alone or in combination with monetary or nonmonetary awards to recognize the same kinds of employee contribution.

**Nominating Official**

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Immediate Supervisor.

**Approving Official**

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- Immediate supervisor - Up to one day except when internal office procedures require higher level review. (One day may be more than an eight (8) hour tour when the employee has a compressed schedule.)
- Division/Office Chiefs - Up to 40 hours or equivalent to \$2,000 whichever is less  
Deputy Commander for any one act or achievement.
- Commander - When the time off is valued at more than \$3,000 and no more than \$5,000.

Except when the time-off award is one day or less, the approving official must be at least one level above the nominating official.

### **Dates for Submission**

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Nominations will be submitted to Civilian Personnel Advisory Center within 30 days after the act or service for which the time off is being granted.

### **Documentation Required**

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By preparing a Request for Personnel action. The remarks section of the action should include the type of award, justification, and dates of accomplishment.

#### **Time and Attendance Report**

Time-off awards will be separately identified from other types of absences on the Time and Attendance Report.

Time-Off Awards will be reported in CETAL as Time Off Award (TOA) charged to the same ADP work code.

When the Time-Off Award information is coded into the data system, a remark is automatically generated in the Remarks Section indicating that the time is for a Time-Off Award.

### **Presentation**

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Presentation of this Award will be in accordance with office policy as determined by the Division/Office Chief. The ceremony should be such that it is conducive to motivating other employees to increase productivity and creativity.

(FigureD-1)

## TIME-OFF AWARDS

### TIME-OFF AWARDS SCALE FOR A SINGLE CONTRIBUTION

**Value to Organization**

**Number of Hours**

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**Moderate**

**1 to 10 Hours**

- (1) A contribution to a product, activity, program, or service to the public, which is of sufficient value to merit formal recognition.
- (2) Beneficial change or modification of operating principles or procedures.

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**Substantial**

**11 to 20 Hours**

- (1) An important contribution to the value of a product, activity, program, or service to the public.
- (2) Significant change or modification of operating principles or procedures.

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**High**

**21 to 30 Hours**

- (1) A highly significant contribution to the value of a product activity, program, or service to the public.
- (2) Complete revision of operating principles or procedures, with considerable impact.

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**Exceptional**

**31 to 40 Hours**

- (1) A superior contribution to the quality of a critical product, activity, program, or service to the public.
  - (2) Initiation of a new principle or major procedure, with significant impact.
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(Figure D-2)

## TIME-OFF AWARDS

### TIME-OFF AWARD FOR ONE DAY

Mr. John Hancock, Civil Engineer, GS-810-12, US Army Engineer District, Memphis, Engineering Division, Design Branch, is nominated for a Time-Off Award in the amount of eight (8) hours for his superior performance during the period 11 April 2001 through 14 July 2001. During this period, Mr. Hancock was involved with the design and preparation of plans and specifications for the Bayou, Meta. He provided valuable support to this project by assisting in preparing the design specifications. The work accomplished on the project was the result of a tremendous effort by Mr. Hancock, as well as other team members. His skills and professionalism reflect highly upon him, the Memphis District, and the Corps of Engineer.

*Note If the award is for more than one day, the justification would show the value to the organization based on the scale at Figure D-1. For Example*

If the award is for two days, it would fall in the category of "Substantial - 11 to 20 hours", and would require that the act or service be (1) an important contribution to the value of a product, activity, program, or service to the public, or (2) a significant change or modification of operating principles or procedures. The justification should contain a statement showing the substantial value.