

## COMPENSATORY TIME OFF FOR TRAVEL

Time spent in official travel (transit) status by an employee away from the employee's official duty station when such time is not otherwise compensable.

<b>Eligibility</b>	SES, and Intermittent employees are not eligible
<b>Credible Time</b>	<ul style="list-style-type: none"> <li>• From home to the terminal or temporary duty station (if either one is outside a 50 mile radius), minus commuting time.</li> <li>• Flight/time in transit time</li> <li>• Any duty station to and from terminal</li> <li>• Official duty station to and from temporary duty station (if outside 50 mile radius)</li> <li>• Usual waiting time: pre-departure or connecting flight(s) CSREES/ERS: Up to 1 hour domestic, up to 2 hours international flight ARS/NASS: Up to 2 hour domestic, up to 3 hours international flight</li> <li>• Traveling between two temporary duty stations</li> <li>• The time stops when the employee reaches the temporary duty station or hotel</li> </ul>
<b>Non-creditable Time</b>	<ul style="list-style-type: none"> <li>• Extended waiting period: CSREES/ERS: time beyond 1 hour domestic, 2 hours international flight for pre-departure or connecting flight(s); ARS/NASS: time beyond 2 hour domestic, 3 hours international flight for pre-departure or connecting flight(s)</li> <li>• Meal periods which do not occur while traveling or during waiting time at a terminal</li> <li>• Time spent commuting home to and from work</li> <li>• Holiday – hours during their tour of duty</li> </ul>
<b>Limitation</b>	Unlimited hours can be earned
<b>Approval</b>	Supervisor approves T&A's
<b>Recording time earned and used</b>	<ul style="list-style-type: none"> <li>• Recorded in 15 minute increments</li> <li>• Record on T&amp;A worksheet (REE 331)</li> </ul>
<b>Forfeiture</b>	<ul style="list-style-type: none"> <li>• If not recorded before 6 pay periods after return to permanent duty station</li> <li>• 26 pay periods after the hours were earned.</li> <li>• Voluntary transfer to another agency</li> <li>• Movement to a non-covered position</li> <li>• Separation from the Federal Government</li> </ul>
	<ul style="list-style-type: none"> <li>• Return from Military Reserve (active duty)</li> <li>• Return from OWCP (on the job injury)</li> </ul>
26 pay periods start over	

NOTE: There is no monetary value. It is solely for the purpose of taking leave. Compensatory Time Off for Travel earned cannot be paid out, i.e. lump sum.