

HUMAN RESOURCES MANAGEMENT MANUAL CDC CHAPTER 451-1

DATE OF ISSUE: 03/30/98

CIO POINT OF CONTACT: Office of Program Support, Human Resources Management Office
Work Force Relations Branch

MATERIAL SUPERSEDED: Personnel Memorandum No. 93-2, Time Off Awards Program, dated 6/11/93

TIME OFF AWARDS PROGRAM

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Attachments: Recommendation for Time Off Award Form, CDC 0.1186

I. PURPOSE

This chapter establishes the policy and procedures for granting and processing Time Off Awards.

II. INTRODUCTION

CDC has established an Incentive Awards Program to reward employees for superior accomplishments. One component of the Incentive Awards Program is the Time Off Award. This Award is given in recognition of superior accomplishment or other personal effort that contributes to the quality, efficiency, or economy of Government operations. This program is described in this issuance.

III. REFERENCES

- A. 5 CFR Part 451
- B. 5 USC 4501-4507
- C. HHS Instruction 451-1-60

IV. REQUIREMENTS

A. Eligibility

The Program is open to all CDC civilian employees. Groups of civilian employees as well as individuals are eligible under this program. Each recipient of a group award is subject to the rules that apply to individuals. Commissioned Corps Officers are not eligible for this awards program.

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B. Approval Authority

The Center/Institute/Office (CIO) Directors have the authority to approve time off awards with further delegation allowed. Supervisors originate the award, deciding when it is appropriate recognition.

C. Type of Leave

A Time Off Award is administrative leave. It is granted to an employee as an excused absence without loss of pay and is not charged to the leave balance of the employee. This type of leave can not be sold or exchanged for monies.

D. Amounts of Time Off

The maximum amount of time off that may be granted to any individual during a leave year is 80 hours. The amount of time off that may be granted for a single contribution is:

- Minimum amount: one-half of a employee's regular work day;
- Maximum amount: one full work day up to ten hours.

E. Scheduling Time Off

Time off must be scheduled and taken within 120 days of the effective date of the award. In cases where time off is not used within 120 days from the effective date of the award, it will be lost except when physical incapacitation from duty occurs during this period. The scheduling of time off is subject to the approval of the supervisor.

F. Award Criteria

Examples of employee achievement that might be considered for a Time Off Award include:

- Making a high-quality contribution involving a difficult or important project or assignment;
- Displaying special initiative and skill in completing an assignment or project before the deadline;

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- 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;
- Using initiative and creativity in making improvements in a product, activity program, or service. This could be applied specifically to achievements of total quality management goals as follows:
 - Providing exceptional service to a customer by demonstrating unusual creativity, resourcefulness, or sensitivity in meeting the customer's requirements;
 - Developing new procedures or guidelines that improve the quality of services provided to the customer and increase the customer's perception of satisfaction.
- Other comparable employee achievements.

A Special Act or Service or On-the-Spot Award may not be granted in addition to a Time Off Award for the same achievement. However, granting a Time Off Award does not preclude recognizing the achievement with an honor award.

A Time Off Award may not be granted when monetary awards of a greater value are merited.

A Time Off Award may not be redeemed or exchanged for monies under any circumstances. The U.S. Office of Personnel Management regulations prohibit the employee from receiving compensation in monies for loss of the time off regardless of the reason.

G. Award Processing

Awards should be initiated using Form CDC 0.1186 (see Attachment), available through regular supply channels. The nomination must include:

- Nominee name, social security number, title, timekeeper number, series, grade and step, and salary;
- Number of hours in the biweekly scheduled tour of duty;

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- Number of hours recommended for award;
- A written justification describing the contribution being recognized;
- Name, title and signature of the official recommending the award and date;
- Name, title and signature of higher level approving official designated by the CIO and date.

Once approval is obtained, the initiating CIO will forward the completed nomination form to the Servicing Personnel Office, and a copy to the employee's timekeeper.

H. Responsibilities

1. Supervisors

- Decide when a time off award is appropriate recognition.
- Consider all qualified employees and recommend all deserving employees for Time Off Awards based on established criteria and procedures.
- Initiate Time Off Award Recommendations as soon as possible but not more than 30 days after the employee's contribution.
- Route Time Off Award Recommendations through appropriate channels for approval and processing.
- Announce approved Time Off Award to employee and inform employee that he/she has up to 120 days from the effective date to use the award. As with other forms of leave, the scheduling of time off is subject to management approval.
- Forward the completed nomination form to the Servicing Personnel Office and a copy to the timekeeper maintaining records for the employee.

2. Servicing Personnel Office

- Review Time Off Award Recommendations for completeness and conformance to agency policy.
- Log and process Time Off Awards within pay period received.

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- Mail SF 50 to appropriate CIO administrative official for distribution to employee.
- Maintain records and files of Time Off Awards.
- Provide information and reports yearly or on an as-needed basis to the Incentive Awards Office or appropriate CDC management officials.

3. Employees

- Complete the SF 71, Application for Leave, and have it approved in advance by his or her immediate supervisor.
- Use time off within 120 days from the award effective date, except in cases where physical incapacitation for duty precludes use of time off within this period.

4. Timekeepers

Refer to the HHS Timekeeper's Manual for specific and detailed timekeeping instructions and appropriate forms.

RECOMMENDATION FOR TIME OFF AWARD

1. Name of Employee* 2. Social Security Number*

3. Job Title, Center/Institute/Office, and Division*

4. Grade/Series/Step* (example: GS/203/7-3) 5. Salary* 6. Timekeeper Number *

7. Scheduled biweekly tour of duty* 8. Number of hours recommended*

9. JUSTIFICATION:

10. Recommended by:

Name and Title (typed) Signature Date

11. Approved by:

Name and Title (typed) Signature Date

(To be completed by Personnel)

12. Personnel Official Signature Date

13. Date Award Granted 14. Total Hours Granted

CDC 0.1186 Revised 1/98 *For group awards, attach information for Items 1-8 on separate sheet.

Privacy Act Statement

This information requested on this form, including your Social Security number, is collected under the authority of 5 U.S.C. 1302 and Executive Orders 10561 and 12196. This information is used by authorized personnel, including supervisory, administrative, and HRMO staff for recommendation for the Time Off Award. Furnishing the requested information, including your Social Security number is voluntary. The Social Security number is being collected for identity verification purposes. Processing of this request will be facilitated with complete information.