

Questions on Non-Travel Compensatory Time

Limit on Accrual of Non-Travel Compensatory Time

The Department does not put a limit on the earning of compensatory (comp) time off. It has delegated that authority to the bureaus. Currently ITA does not have a policy on comp time so there is no limit on its accrual. However, many of the DOC bureaus do have policies that limit the accrual to 80 hours.

Timing on Use of Compensatory Time

The Department has a policy on timing for use of comp time. If the comp time was accrued prior to May 14, 2007, an employee must use it by the end of the pay period ending three years after that date unless an exception is made due to an exigency of the public service.

If the comp time was accrued on May 14, 2007, or later, it must be used no later than 26 pay periods after the pay period in which it was earned and reported on the time and attendance report.

Payment for Compensatory Time

Comp time generally can only be paid, under DOC's policy, if you transfer to another agency, separate from the Federal service or are on LWOP because of military service or workers' compensation. Once either the 3-year time limit or the 26-pay period limit is reached, NFC will begin to deduct the oldest comp time earned from the balance. If an employee has earned comp time both before May 14, 2007 and on or after that date, NFC deducts first the oldest comp time earned from that covered by the 26- pay period since the 3-year time frame extends to May 2010.