



DEPARTMENT OF DEFENSE  
EDUCATION ACTIVITY  
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ARLINGTON, VA 22203-1635

Human Resources Regional Service Center

08-HRC-002  
Date April 28, 2008

DEPARTMENT OF DEFENSE EDUCATION ACTIVITY  
POLICY MEMORANDUM

SUBJECT: Guidance on Time-Off Awards

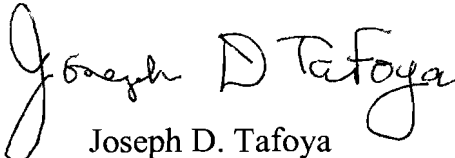
References: (a) DoD 1400.25-M, "Civilian Personnel Manual," December 3, 1996  
(b) DoDEA Regulation 5451.9, "Incentive Awards," July 10, 1997, as amended

It is the policy of the Department of Defense Education Activity (DoDEA) that employees who have been granted a time-off award must use the time within 1 year of the effective date of the award. This policy memorandum changes the previous DoDEA policy pertaining to time-off awards which required the use of these awards within 120 calendar days of approval.

Time-off awards are intended to recognize superior accomplishments or other personal efforts that contribute to the quality, efficiency, or economy of government operations. This policy memorandum implements the guidance contained in subchapter 451.14.3 of reference (a), which provides that time off granted as an award should be scheduled and used within 1 year after the effective date of the award.

This policy is effective retroactively beginning on July 1, 2007. All time-off awards effective on or after July 1, 2007, will be forfeited if not used within 1 year of the effective date of the award. Time-off awards effective on or after July 1, 2007, that were forfeited because of the previous 120-day policy for use of such awards will be reinstated for the appropriate 1-year use time period.

The provisions of this policy will be included in the next reissuance of DoDEA Regulation 5451.9, "Incentive Awards," (reference b). Questions concerning this policy should be directed to your servicing human resources specialist, your payroll technician, or the DoDEA, Human Resources Regional Service Center, Labor/Management Employee Relations Unit at (703) 588-3990.

  
Joseph D. Tafoya  
Director