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**Functional Series [600](#)
Budget and Finance**

INTERIM UPDATE 08-11

SUBJECT: Processing Time-Off Awards in webTA

NEW MATERIAL: This notice announces that the process for using time-off awards under webTA has changed from the process under AETA. WebTA contains a distinct transaction type for both requesting and recording the use of the time-off hours. It is important that employees use these new procedures in claiming the time-off hours that they have earned.

EFFECTIVE DATE: 08/21/2008

POLICY

**USAID/General Notice
M/CFO
08/21/2008**

Subject: Processing Time-Off Awards in webTA

The process for using time-off awards under webTA has changed from the process under AETA. WebTA contains a distinct transaction type for both requesting and recording the use of the time-off hours. It is important that you use these new procedures in claiming the time-off hours that you have earned. The balances for time-off awards have been updated in webTA to reflect the latest balances as shown in the NFC Payroll system. We are working out procedures with HR to update these balances whenever a new time-off award has been approved. The following is an updated version of the Notice published April 11, 2002, which reflects the pertinent language contained in the appendix to ADS 491 titled 'Descriptions of Incentive Awards', pages 39-40.

This document will be updated by HR to reflect the changes below and in particular, to extend the period of time for using time-off awards from six months to twelve months:

a. The immediate supervisor is the approving official in the actual scheduling of the time off. To reinforce the connection between the accomplishment being recognized and the time-off award, the employee and immediate supervisor are to schedule the date(s) of the time off as soon as possible after the approval of the award. The

employee and supervisor are advised to schedule the time off, taking into account the employee's annual leave balance so as not to adversely affect an employee who has annual leave subject to forfeiture at the end of the leave year.

b. The effective date of the award is the date the approving authority signs and dates the Time-off Award Form (AID Form 400-11). The recipient may use the time off any time within 12 months after the effective date of the award. In cases where the time off is not used within twelve months after the date of approval, the time off will be forfeited.

Although time off awards do not involve additional cash disbursement by the Agency, they have a cost to the organization in terms of productivity lost. In granting time off, supervisors are advised to consider how the employee's absence from duty will impact the organization's ability to carry out its functions.

c. In scheduling the time off, the employee and immediate supervisor are required to complete a Request for Leave in the webTA system. In completing the Leave Request, the employee should select the Leave Type: 'Time Off/Incentive Award' and indicate the dates and number of hours of time off on the calendar provided on the webTA Leave Request.

d. After the time off has been requested, and the employee's supervisor has approved the Request, webTA will post the hours on the appropriate time card. Please note that the hours should be charged to the Transaction Code 'Time off Award Used' and not to 'excused absence (administrative leave)', or "XE" as was the case under the AETA system. Charging the hours to 'Time off Award Used' will decrement the award hours balance in webTA and on NFC's records, and eliminate the need to keep cuff records of these balances.

e. An employee who becomes physically incapacitated while using time off may be granted sick leave for the period of incapacitation. The employee is responsible for notifying the supervisor immediately to report the illness during the period of excused absence.

Limitations

a. Pursuant to 5 CFR 451.104(f), time-off awards cannot be converted to cash under any circumstances.

b. Employees who are reassigned within the Agency may use any remaining balance of time-off hours in their new Office/Bureau/Mission of assignment but must coordinate the scheduling of any remaining hours with their new supervisor

c. A time-off award cannot be transferred to an approved leave recipient under the Voluntary Leave Transfer Program (see ADS 482).

Point of Contact: Any questions concerning this Notice may be directed to Angela Burkard, M/CFO/P, aburkard@usaid.gov or (202) 712-0225.

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