



DEPARTMENT OF DEFENSE
DEPENDENTS SCHOOLS
OFFICE OF THE DIRECTOR, EUROPE
UNIT 29649 BOX 7000
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May 1, 2003

MEMORANDUM FOR SUPERINTENDENTS
THROUGH: DIRECTOR, DoDDS-EUROPE

SUBJECT: DoDDS-E Policy—Time-Off Award Guidelines

References: (a) DS Regulation 5451.9 (*Incentive Awards*)
(b) DoDEA Personnel Center Standard Operating Procedure (SOP) 01-002


Time-Off Award Guidelines

Time-Off Awards (TOA)

- Time off from duty may be approved without the loss of pay or charge to leave in recognition of one-time, nonrecurring accomplishments or other personal effort that contributes to the quality, efficiency, or economy of Government operations.
- DoDDS employees in the TP pay plan and those employees who are serving on appointments of 1 year or less are **not eligible for Time-Off Awards**.
- Time-Off Awards may be given at any time during the year, but should not be submitted with the performance appraisal packages and may not be supported by the performance appraisal or its justification.
- The total amount of time off which may be approved for a full-time employee during any one-leave year is 80 hours.
- The maximum amount of time off which may be approved for a full-time employee for any single contribution is 40 hours.
- The maximum award that may be approved for a part-time employee is the average number of hours of work in the employee's biweekly scheduled tour of duty.
- In the case of part-time employees or those with an uncommon tour of duty, the maximum amount of time off which may be approved for a single contribution is one-half the maximum amount of time that could be granted during the leave year.
- Approved time off must be scheduled and used within 120 days after approval, and the scheduling of its use is subject to approval by the employee's supervisor.
- Awards can neither be converted to cash payments nor transferred to another employee under any circumstances.
- Supervisors are authorized to approve Time-Off Awards that do not exceed 1 workday.
- Awards in excess of 1 workday must be reviewed and approved by an official at an organizational level higher than the individual making the initial decision, unless the award is recommended by the Director, DoDDS.

Procedures for granting:

- The supervisor shall complete a DS Form 5507, "Time-Off Award," describing the accomplishment, the number of hours approved, and the employee's full name and social security number.
- After approval, the supervisor should present the original DS Form 5507 to the employee, and forward one copy to the employee's timekeeper for time and attendance recording.
- The office initiating the award must prepare an RPA in MODERN. The supporting documentation (DS Form 5507, "Time-Off Award") should be attached to the RPA. If unable to attach the supporting documentation to the RPA, it should be faxed to the PCR at the next level for scanning and attaching to the RPA.
- The PCR codes the RPA and forwards it to the Labor Employee Relations Specialist for the District or Division.


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