

Time Off Award

Award Eligibility: In recognition of superior accomplishment or other personal effort that contributes to the quality, efficiency, or economy of Government operations.

Time-off awards are not intended for continuing high-level performance or to replace performance awards. Employee must demonstrate high-quality accomplishment(s), which contribute to the quality, efficiency, or economy of Government operations. Time-off awards may be used in combination with cash or honorary awards. To avoid any perception of impropriety, however, large time-off awards should not be combined with substantial cash awards.

Time-off awards expire one year from their effective date.

Time-off awards may be granted individually or by organization (See submission/ approval criteria below).

Amount of Award: The maximum amount of time off granted to an individual for a single contribution is 40 hours. The minimum award is four hours or one-half workday. One workday equates to the number of hours scheduled for work for the approved day off. The total amount of time off which may be granted to an employee in any one-leave year is 80 hours. Awards must be scheduled and used within one year of the effective date.

Time off awards may not be transferred. Managers and supervisors must make every effort to ensure that the employee is able to use the time-off award before he or she leaves the organization. Time off awards should be scheduled and used so as not to adversely affect organizational productivity or an employee who is in an annual leave "use or lose" status.

Time off awards may not be converted to cash under any circumstance.

For Individual Time-off Awards:

DLA Contingency Support civilian employees are entitled to receive time off upon completion of a contingency deployment of 90 consecutive days or more. This is to provide time to take care of personal and professional matters that were deferred while on deployment. Time off after deployment will normally begin as soon as possible, normally within 72 hours following return to home station. Civilian employees will be granted 40 hours of time off after deployment. When team contributions are recognized by the use of Time Off Awards, all members of the team will be granted time off of the same duration unless the recognition is for a specific function performed by only one person.

Award Submission: To request a Time Off Award, please click on the "Initiate" link at bottom of page. In addition, a narrative justification is required and may be attached to the award request. The justification needs to state the employee's high quality accomplishment(s), which contribute to the quality, efficiency, or economy of Government operations.

Click the submit button to forward to requesting activity's DLA Human Resources Center (DHRC). The narrative justification and other supporting documentation for award must be retained on file by the requesting activity.

Award Approved by: The immediate supervisor and an official at least one level above the immediate supervisor. The Director of an organization may sign as both recommending and approving official.

For Organization Time-off Awards:

Award Submission: All Time-off Awards for an entire unit (J-Code, Directorate, or Field Activity), must be approved by the appropriate Commander or Director, coordinated with Human Resources (J-1), then approved by the Vice Director and Director, DLA.

Information on Award submission can be found at: <http://www.hr.dla.mil/downloads/awards/AwardProcessing.pdf>

A narrative justification is required and may be attached to the award request. The justification needs to state the employee's high quality accomplishment(s), which contribute to the quality, efficiency, or economy of Government operations.

Once the award has been approved by the Director, DLA, the Request for Award package and all supporting documentation will be forwarded to the requesting activity with a copy furnished to the activity's requesting Customer Support Office for processing. The narrative justification and other supporting documentation for this award must be retained on file by the requesting activity.

Award Approved by: The first level of approval for an organizational Time-off Award is the Commander or Director

of the J-Code, Directorate, or Major Field Command. Further approval will be at the Vice Director and Director level as noted above.