

### TIME OFF AWARD SCALE

The following chart is recommended and should be used unless another time-off award scale has been adopted by the servicing human resources office.

<b>TIME OFF SCALE</b>	
<b>VALUE OF THE EMPLOYEE'S CONTRIBUTION</b>	<b>HOURS TO BE AWARDED</b>
<b><i>MODERATE</i></b> – A contribution to a product, program or service to the public which is of sufficient value to merit formal recognition. Beneficial change or modification of operating principles or procedures.	1 - 10 Hours
<b><i>SUBSTANTIAL</i></b> – An important contribution to the value of a product, activity, program or service to the public. Significant change or modification of operating principles or procedures.	11 - 20 Hours
<b><i>HIGH</i></b> – A significant contribution to the value of a product, activity, program or service to the public. Complete revision of operating principles or procedures with considerable impact.	21 - 30 Hours
<b><i>EXCEPTIONAL</i></b> – A superior contribution to the quality of a critical product, activity, program or service to the public. Initiation of a new principle or major procedure with significant impact.	31 - 40 Hours