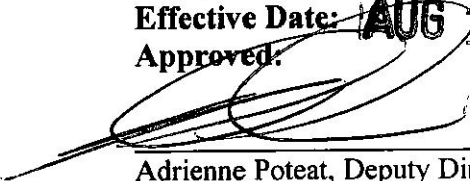




Court Services and Offender Supervision Agency
for the District of Columbia

POLICY STATEMENT

Policy Statement 550.2
Policy Area: Human Resources
Effective Date: **AUG 12 2011**
Approved:


Adrienne Poteat, Deputy Director

COMPENSATORY TIME OFF FOR TRAVEL

I. COVERAGE

This Policy Statement applies to all Court Services and Offender Supervision Agency (CSOSA) staff with the exception of Senior Executive Service (SES), temporary employees, and volunteers. This Policy Statement does not apply to the Pretrial Services Agency.

II. BACKGROUND

The Office of Personnel Management (OPM) implemented legislation that entitles eligible Federal employees to earn Compensatory Time Off for Travel (CT/T) for time spent traveling between an employee's official duty station and temporary duty station, for travel during uncompensated, non-work hours. Each agency is given the opportunity to publish its own instruction to administer the new CT/T authority within OPM guidelines. This Policy Statement implements and prescribes CSOSA CT/T policies.

III. POLICY

Employees in official Temporary Duty (TDY) travel status may earn Compensatory Time Off for Travel (CT/T) for time spent traveling between the employee's official duty station or residence and the temporary duty station(s) for which travel is approved. CT/T may be approved when the travel time is necessary, reasonable and not otherwise compensable. Time spent at the temporary duty station is not eligible for CT/T. CT/T may only be provided when the travel time(s) causes an employee to exceed the scheduled tour of duty for a basic 40 hour workweek. CT/T is creditable to the employee as future time off from work, and may not be issued as a monetary payment.

Supervisors and managers must be diligent in reviewing and approving/disapproving requests for TDY travel in order to minimize the need for CT/T. The duration and location(s) of approved official TDY travel must coincide as closely as possible with those of the approved travel purpose. CT/T cannot be earned for TDY travel time resulting from personal travel or preferences without specific, allowable justification.

Employees requesting CT/T must submit a complete written request and supporting documentation listed in Appendix B, paragraph G.5 to their direct supervisors within five work days after the conclusion of approved TDY travel or they forfeit the opportunity to request CT/T. Supervisors and managers are the CT/T approving officials. Each complete request for CT/T must be evaluated and approved/disapproved by the direct supervisor on its individual merits.

Timekeepers are responsible for processing approved requests for CT/T using specific CT/T payroll coding, as provided herein.

Employees wishing to use CT/T balances to support planned leave must inform their supervisors and Timekeepers, in advance, that CT/T will be used.

Compensatory Time Off for Travel is forfeited if not used by the end of the 26th pay period after the pay period during which it was credited if the employee transfers to another Agency and when the employee separates from the Federal government.

IV. AUTHORITIES, SUPERSEDURES, REFERENCES AND ATTACHMENTS

A. Authorities

5 U.S.C. § 5550b
5 C.F.R. § 550, Subpart N
Federal Workforce Flexibility Act of 2004

B. Supersedures

None

C. Procedural References

Office of Personnel Management (OPM) Guide, Compensatory Time Off for Travel
OPM Question and Answer Guide for Compensatory Time Off for Travel

D. Attachments

Appendix A Definitions

Appendix B Responsibilities

Appendix C General Procedures

Appendix D Request for Compensatory Time Off for Travel Worksheet

**APPENDIX A
DEFINITIONS**

- A. Employee Residence – the primary residence from which the employee commutes to his/her official duty station.
- B. Official Duty Station – The employee’s worksite which, for the purposes of this Policy Statement, is Washington, DC.
- C. Otherwise Compensable Hours of Work - Time already being compensated for. For example, if an employee travels on a work day during the hours of their regular work schedule, that time is considered “otherwise compensable hours of work,” since the employee is being paid. If, however, an employee travels on a day that is not considered part of the regular work week (Saturday or Sunday, for example, if the employee works Monday through Friday), the employee may be entitled to CT/T.
- D. TDY Travel – Travel for work purposes that is officially authorized and approved, in advance, by a designated approving official(s) to a Temporary Duty Station which is at least 35 miles away from the employee’s official duty station.
- E. Temporary Duty Station – The location where an employee temporarily performs work while on approved TDY travel away from the official duty station. A temporary duty station is considered to be the employee’s official duty station for the purposes of this Policy Statement.
- F. Travel Day – All or portions of a regular, compensable workday that is approved by the employee’s supervisor and the Office of Financial Management to travel to/from TDY Travel locations.
- G. Travel Time – Time spent by the employee actually traveling between the official duty station or the employee’s residence and the approved TDY travel destination.
- H. Usual Wait Time – Time spent waiting at the transportation terminal for security, flight arrival or departure, between connecting flights, and at baggage claim. Determinations regarding what is creditable as “usual waiting time” are within the sole and exclusive discretion of the employing agency and shall not exceed two hours for the outgoing trip and two hours for the return trip for travel on a common carrier. Employees traveling using a personally owned vehicles (POV) or government-owned vehicles (GOV) will not be compensated for waiting periods.
- I. Unusual Wait Time – Time in excess of the Usual Wait Time. CT/T may not be earned for wait times when the employee experiences an unusually long wait prior to his or her initial departure or between actual periods of travel during which the employee is free to

rest, sleep or otherwise use the wait time for his or her own purposes, even if such time is spent at the transportation terminal. Requests for CT/T for unusual delays may be approved at the sole and exclusive discretion of management based on the circumstances of the delay. Scheduled layovers on common carriers are never considered unusual wait time. Note that waiting periods that occur during an employee's regularly scheduled working hours are compensable as part of the employee's regularly scheduled administrative work week as Otherwise Compensable Work Hours.

**APPENDIX B
RESPONSIBILITIES**

- A. The CSOSA Director, or designee, is responsible for setting general agency policy regarding Compensatory Time Off for Travel (CT/T).
- B. The Associate Director for Human Resources is responsible for:
 - 1. Developing and maintaining appropriate procedures for the administration of CT/T, consistent with Federal law, rule, or regulation.
 - 2. Providing necessary guidance and assistance to CSOSA leadership.
 - 3. Ensuring CT/T documentation is processed within the payroll system.
- C. Managers and supervisors are responsible for:
 - 1. Ensuring employee TDY travel is authorized and approved consistent with CSOSA TDY travel policy.
 - 2. Determining the method(s) and scheduling of travel and transportation most advantageous to the government, considering cost and other relevant factors.
 - 3. Ensuring travel is arranged so that the need for CT/T is avoided or minimized by arranging for the employee to travel on a work day if possible, practical and cost advantageous to the Government. If an employee is granted travel time on a workday there is no allowance for CT/T for the portion of the travel during the employee's regular work hours. If an employee travels to or from a temporary duty station on a non-scheduled day, CT/T is authorized.
 - 4. Crediting CT/T to eligible employees in accordance with this Policy Statement. CT/T may not be advanced.
 - 5. Approving requests to use CT/T in increments of one-quarter hour (15 minutes).
 - 6. Ensuring CT/T is properly approved, recorded, and documented separately from other forms of compensatory time in the payroll system.
 - 7. Considering exceptions to the requirements of this Policy Statement on a case-by-case basis.
- D. Timekeepers are responsible for:
 - 1. Understanding the rules, regulations, and record-keeping procedures regarding CT/T.

2. Recording and maintaining time and attendance (T&A) data in the payroll system accurately, including CT/T earned and used.
3. Keeping supervisors informed of CT/T balances, as well as for the timely submission of time cards.
4. Maintaining pertinent CT/T documentation as required by National Archives Records Administration (NARA) guidelines.

E. OHR Payroll Office is responsible for:

1. Understanding the rules, regulations, and record-keeping procedures regarding CT/T and providing advice and guidance to timekeepers, supervisors, and employees as needed.
2. Ensuring that time and attendance (T&A) data is entered accurately, including CT/T earned and used.
3. Keeping supervisors informed of changes to CT/T regulations, statutes, and other directives and instructions.
4. Maintaining pertinent CT/T documentation per the National Archives Records Administration (NARA) guidelines.
5. Providing periodic training to ensure timekeepers and supervisors are provided with timely CT/T information.
6. Returning decisions on appeals to the assigned timekeeper for action, if any action is required.

F. Employees are responsible for:

1. Familiarizing themselves with the policies and procedures outlined in this Policy Statement.
2. Employees may request other travel arrangements; however, reimbursement for time will be limited to those determined as most advantageous to the Government. Leave may be requested for additional travel time but must be considered by the employee's supervisor on the same basis as any other leave request.
3. Adhering to the procedural requirements for requesting and using CT/T.

4. Submitting requests for CT/T within five working days upon return from travel. Failure to submit the request within the established time frame will result in forfeiture of CT/T for that trip unless an exception is approved by the applicable Associate Director or equivalent or designee. Failure to follow proper procedures for requesting and using CT/T may result in a denial of the CT/T, AWOL being charged and/or disciplinary action.
5. Completing the Request for Compensatory Time Off for Travel Form (Appendix D) to request CT/T. As applicable, employees must attach the documentation listed below to the request.
 - a. Flight itinerary as provided by the agency approved contractor;
 - b. Hotel check-out bill
 - c. Conference Agenda
 - d. CSOSA Request for Compensatory Time / Overtime Form
6. Submitting an OPM Form 71, Request for Leave or Approved Absence, to use CT/T that has been earned.
7. Scheduling and using all accumulated CT/T within 26 pay periods after it is credited (not necessarily when it was earned). Failure to use the accumulated CT/T within 26 pay periods will result in a forfeiture of the CT/T.

APPENDIX C GENERAL PROCEDURES

A. Creditable Travel Time

Employees who follow this Policy Statement and properly submit their request for CT/T must be credited with CT/T status if the employee is/was required to travel away from his/her official duty station, and the travel time is not otherwise compensable hours of work or excluded by this Policy Statement, applicable law, rule, or regulation.

B. Travel Status

1. Time in a travel status includes time an employee actually spends traveling between the official duty station or residence and a temporary duty station or between two temporary duty stations.
2. Travel from an employee's residence to a temporary duty station may be creditable as time in a travel status; however, the normal home-to-work commute time must be deducted from the creditable travel hours. Timekeepers must use MapQuest or equivalent website to compute travel distance from the employee's residence to the transportation terminal. The amount of time granted is not the actual time the employee spent in travel to the transportation terminal, but the MapQuest (or equivalent) duration.
3. In situations where an employee is allowed to use an alternate mode of transportation other than the mode of transportation the agency offers, or the employee travels at a time or route other than the time or route selected by the agency, the lesser of the estimated time in a travel status or the actual time in a travel status must be credited.
4. For employees who are on multiple-day travel assignments and choose to return home at night or on the weekend, only the travel from home to the temporary duty station on the first day and travel from the temporary duty station to home on the last day is qualifying as time in a travel status - subject to the deduction of normal commute time.
5. The following situations are **not** creditable as time in a travel status for the purposes of this Policy Statement:
 - a. Time spent at a temporary duty station between arrival and departure;
 - b. "Unusual" or extended wait time between actual periods of travel when an employee is free to rest, read, listen to music, eat, or otherwise use the time for his or her own purposes; refer to Appendix A, Item I.

- c. Travel between the employee's residence and a transportation terminal (e.g., airport, train station, etc.) unless the transportation terminal is in excess of the employee's typical commute to their official duty station. This is considered commute time and is not compensable. If this type of travel occurs, the employee will only be compensated for the difference between the travel between the residence and transportation terminal, minus the daily commute time.
- d. Travel in conjunction with the performance of union representational duties.

C. Limitation

There is no limit to the amount of time that can be earned as CT/T. Employees are reminded that the CT/T must be used within 26 pay periods of when it is credited, or the employee forfeits the expired CT/T.

D. Prohibitions

1. Employees must not receive payment under any circumstances for any unused CT/T earned under the provisions of this Policy Statement. This prohibition includes payments to surviving beneficiaries in the event of an employee's death.
2. Accrued CT/T under this Policy Statement must not be considered in applying premium pay limitations or the established aggregate limitations on pay.

E. Forfeiture of Unused CT/T

1. If an employee does not use credited CT/T within 26 pay periods, the employee forfeits the CT/T – unless the employee can show that at all times during the 26 pay periods since being credited the CT/T that a business exigency prevented use of the CT/T, the employee was on FMLA leave, the employee was out on Office of Worker's Compensation Program (OWCP) time, or the employee was recalled to active duty in the uniformed services.
2. When an employee voluntarily transfers to another agency for any reason, all unused CT/T must be forfeited. This does not include transfers to the Pretrial Services Agency (PSA). Transfers between PSA and CSOSA do not result in the forfeiture of CT/T.
3. When an employee separates from Federal service, all unused CT/T must be forfeited, unless he/she meets the conditions in section E.1 above.

Additional information including Questions and Answers on this subject may be found on the U.S. Office of Personnel Management website at:

http://www.opm.gov/oca/pay/html/compensatory_time.asp

**APPENDIX D
 REQUEST FOR COMPENSATORY TIME OFF FOR TRAVEL WORKSHEET**

Employee Information: **(Completed by employee)**

Employee Name	Days of Work	Hours of Work	Daily Commute Time

Conference/Event Information: **(Completed by employee)**

Conference/Event Name	Dates	City	State

Hotel Information: **(Completed by employee)**

Hotel Name	Street Address	City	State

Flight Information: (Taken from itinerary) **(Completed by timekeeper)**

Date	From Airport Name	To Airport Name	Flight Duration	
			Hours	Minutes

Compensatory Time Off For Travel Computation Instructions: **(Completed by timekeeper)**

Note: If the employee was granted travel during normal work schedule, do not add the associated hours.

- A. Total flight time to temporary duty station: ._____ hours _____ minutes
- B. Total driving time from airport to hotel: ._____ hours _____ minutes
- C. Total driving time from hotel to airport: ._____ hours _____ minutes
- D. Total flight time back to official duty station: ._____ hours _____ minutes

Total entitlement (A+B+C+D+ commute between home and transportation terminal (be sure to subtract the daily commute from this amount):

_____ hours _____ minutes » Round down to nearest 15-minute increment: ._____ hours _____ minutes

Employee Certification: **Signed by employee, supervisor, timekeeper**

By signing this request, I certify that the information provided is accurate, and that I have provided the required supporting documentation per this Directive. I understand that submitting inaccurate information could result in disciplinary action taken against me, up to and including removal from CSOSA.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Timekeeper Signature: _____ Date: _____