



National Capital Region  
Medical Directorate  
**ADMINISTRATIVE INSTRUCTION**  
**- INTERIM -**



JAN 21 2015  
NUMBER 1426.01

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RESOURCES

SUBJECT: Timekeeping, Leave and Pay for Civilian Employees

References: See Enclosure 1

1. PURPOSE. To establish procedures for civilian timecard submission and correction; and to standardize procedures for requesting and approving leave, overtime, and compensatory time.
2. APPLICABILITY. This Interim guidance applies to the National Capital Region Medical Directorate (NCR MD), Walter Reed National Military Medical Center (WRNMMC) to include the DiLorenzo Clinic and the Tri-Service Dental Clinic, Fort Belvoir Community Hospital (FBCH) to include the Dumfries and Fairfax Clinics, and the Joint Pathology Center (JPC). These facilities are collectively referred to hereafter as Joint Medical Treatment Facilities (MTFs).
3. POLICY. It is NCR MD policy that References (a) through (u) establish detailed requirements and guidance governing civilian payroll, personnel management, employee entitlements, and record keeping thereby reducing the potential for fraud, abuse, and mismanagement of resources.
4. RESPONSIBILITIES. See Enclosure 2
5. PROCEDURES. See Enclosure 3
6. EFFECTIVE DATE. This Interim is effective immediately. It will expire upon issuance of NCR MD-AI 1426.01.

  
R. C. BONO  
RADM, MC, USN  
Director

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Enclosures:

1. References
2. Responsibilities
3. Scheduling Procedures
4. Payroll Records
5. Employee Annual Leave
6. Employee Sick Leave
7. Employee Leave without Pay
8. Employees on Temporary Additional Duty Status
9. Military Leave
10. Employee Administrative Leave and Excused Absence
11. Employee Overtime and Compensatory Time
12. Employee Court Leave
13. Employee Other Compensation Including Pay Under Title 38
14. Title 38/Title 5 Quick Reference Guide
  - Appendix 1: Sample Appointment/Termination Record
  - Appendix 2: Sample Timekeeping Record
  - Appendix 3: Sample Work Schedule Change Request
  - Appendix 4: Sample Memorandum for CSR Payroll
  - Appendix 5: Sample Overtime/Compensatory Time Request and Authorization
  - Appendix 6: Sample Time and Attendance Quick Reference Guide for Using Time  
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  - Appendix 7: Sample Defense Civilian Pay System (DCPS) Type Hour Codes

Glossary

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ENCLOSURE 1REFERENCES

- (a) Deputy Secretary of Defense Action Memorandum, "Implementation of Military Health System Governance Reform," March 11, 2013
- (b) DoD Directive 5136.13, "Defense Health Agency (DHA)," September 30, 2013
- (c) National Capital Region (NCR) Medical Directorate Concept of Operations, September 10, 2013
- (d) Office of the Assistant Secretary of Defense Health Affairs Memorandum, "Legal Effect of Joint Task Force Guidance after October 1, 2013," October 4, 2013
- (e) DoD 7000.14R, Volume 8, "Civilian Pay Policy," June 2013
- (f) DoD 7000.14R, Volume 5, "Disbursing Policy," March 2013
- (g) 31 United States Code 3528, "Responsibilities and Relief from Liability of Certifying Official"
- (h) 10 United States Code 2773(a), "Departmental Accounting Officials"
- (i) Public Law 93-579, "Privacy Act of 1974"
- (j) 5 United States Code 6101, "Basic 40 Hours Work Week; Work Schedules, Regulations"
- (k) Office of Personnel Management, "Lunch or Other Meal Periods"
- (l) Office of Personnel Management, "Fact Sheets on Leave Programs"
- (m) 5 United States Code 6304, "Annual Leave and Accumulation"
- (n) 5 CFR 630.302, "Maximum Annual Leave Accumulation-Forty Five Day Limitation"
- (o) 5 United States Code 6307, "Sick Leave, Accrual and Accumulation"
- (p) 5 United State Code 6381-6387, "Family and Medical Leave"
- (q) DoD-I 1400.25, "DoD Civilian Personnel Management System: Training, Education, and Professional Development," December 1996
- (r) 5 CFR 610.301-610.306, "Administrative Dismissal of Daily, Hourly and Piecework Employees"
- (s) 5 United States Code 5550b, "Compensation Time Off for Travel"
- (t) 5 United States Code 5550a, "Compensation Time Off for Religious Observation"
- (u) 5 CFR 550.1002, "Compensation Time Off for Religious Observances"
- (v) 5 United States Code 6126, "Flexible Schedule, Credit Hours, Accumulation and Compensation"
- (w) 5 United States Code 6322, "Leave for Jury or Witness Service, Official Duty Status for Certain Witness Service"
- (x) 5 United States Code 5542, "Overtime Rates, Compensation"
- (y) DTM 12-001, "Title 38 Premium Pay Eligibility and Coverage," March 7, 2012
- (z) JTF CAPMED-I 12600, "Timekeeping Policy and Procedures for Civilian Employees of Headquarters," March 31, 2009 (*hereby cancelled*)

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ENCLOSURE 2

RESPONSIBILITIES

1. JOINT MTF DIRECTORS. The Joint MTF Directors shall:

- a. Enforce a time and attendance process throughout the organization.
- b. Approve overtime and compensatory time requests, or delegate approval authority in writing to at least one organizational level above the level ordering the use of overtime or compensatory time. The civilian employee's immediate supervisor is responsible for ordering the use of overtime or compensatory time. Requests for overtime and compensatory time shall be submitted and approved by the appropriate individuals as outlined in Enclosure 11.
- c. Approve advanced annual leave, advanced sick leave, leave without pay (LWOP), and leave taken under Family Medical Leave Act (FMLA). The MTF Director may delegate this approval authority to at least two organizational levels above the employee. Refer to Enclosures 5-8 for additional guidance on these topics.

2. HUMAN RESOURCES (HR) OFFICE. The HR office shall:

- a. Ensure personnel data supporting payment is updated accurately and timely.
- b. Coordinate all issues that relate to personnel management and civilian employee entitlements as outlined in References (a) through (u) or other governing manpower directives identified by the HR Office.

3. DIRECTOR FOR RESOURCE MANAGEMENT/COMPTROLLER, NCR MD. The Director for Resource Management/Comptroller, NCR MD shall:

- a. Implement timekeeping and pay procedures in compliance with References (a) through (u).
- b. Preserve all payroll records in a centralized location, as required, and prevent their loss and/or destruction. Records shall be maintained IAW Reference (a) to support financial statement audits.
- c. Ensure all payroll records are handled per Reference (i).
- d. Ensure an internal process is in place to check funds availability for all overtime and compensatory time. Overtime budget estimates are required and must be developed on a realistic basis to assure the amounts approved as part of the budget will be considered a firm target and excessive overtime costs are not incurred.

e. Provide reports to assist leaders/managers in monitoring compensatory time balances to ensure compensatory time is used within 26 pay periods or prior to an employee's transfer to another organization and to prevent paying the time out as overtime.

f. Ensure a bi-weekly (on pay period ending (PPE) cycle) reconciliation occurs between a certified listing of employees (provided by the Human Resource Management Department) and the actual pay records.

g. Ensure a bi-weekly (on PPE cycle) reconciliation occurs between amounts Defense Civilian Personnel System (DCPS) paid in labor and the disbursement records reported to Treasury Defense Cash Accountability System (DCAS). Month end reconciliation is difficult to accomplish since the accounting system prorates civilian payroll based on the number of calendar days in the split pay period and there are no official DCPS or DCAS reports for these events.

4. RESOURCE MANAGERS AND FUND HOLDERS. Resource managers and fund holders, per Reference (f), in addition to other responsibilities, are responsible for designating the proper accounting classification on an obligation document before the obligation is incurred. Additionally, they are responsible for maintaining a system of positive funds control.

5. ORGANIZATION. Depending on the size of the organization and the workload, the organization shall designate a payroll Customer Service Representative (CSR). These individuals are responsible for implementing and overseeing the payroll and time and attendance program. The organization must ensure the responsibilities outlined are covered.

6. PAYROLL CUSTOMER SERVICE REPRESENTATIVE (CSR). The payroll CSR shall:

- a. Maintain employee data;
- b. Maintain work schedule codes;
- c. Monitor input of time and attendance;
- d. Maintain primary and alternate certifiers list;
- e. Ensure employees sign timecards;

f. Work with Internal Auditors and/or conduct management audit reviews of departmental timekeeping procedures, on at least a quarterly basis, to ensure timekeeping controls are adequate and comply with prescribed procedures. A report of the general findings of these reviews will be made to the Head of Department (HD) via the Comptroller. Findings from these reviews will be considered for inclusion in the organization's annual Statement of Assurance.

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g. Serve as the DCPS CSR, validate new DCPS user accounts, maintain payroll tables, resolve DCPS exception reports, and provide selected payroll reports to the Comptroller, as requested.

h. Generate and review the appropriate DCPS reports and resolve any discrepancies to ensure payroll files are complete and accurate. The DCPS reports may include, but are not limited to, conversion of hours report, invalid transaction report, and missing time report.

i. Maintain a file of DD Forms 577 for all timecard certifying officers as identified in Enclosure 3.

j. Inform timecard certifiers of any discrepancies on timecards and reject timecards for corrective action.

k. Keep timecard certifiers abreast of any changes in timekeeping procedures.

l. Provide clarification regarding timekeeping and pay procedures, when unusual situations arise.

m. Provide over-the-shoulder training before granting access to payroll and/or timekeeping systems.

7. SUPERVISORS. Supervisors shall:

a. Ensure their civilian employee's time and attendance is accurately recorded and reported.

b. Per Reference (e), Chapter 2, Paragraph 020102, B1, when approving time and attendance reports, supervisors, other equivalent officials, or higher level managers are representing that, to the best of their knowledge, the actual work schedules recorded are true, correct, and accurate.

c. Review and approval shall be made by the official, normally the immediate supervisor, based on the supporting documents provided.

d. Become familiar with all the pay and entitlements described in this Interim.

e. Ensure an alternate certifier is in place and properly trained for instances, such as leave, where the supervisor is unable to certify their employees' timecards.

f. Ensure each civilian employee understands his/her responsibilities as outlined in this Interim.

g. Review and approve each civilian employee's work schedule, as submitted on the Work Schedule Change Request form, Appendix 3. See Scheduling Procedures for further guidance on work schedules.

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h. Ensure each civilian employee's time and attendance, including the use of leave, overtime, and compensatory time, is accurately recorded. Ensure the leave or compensatory time hours taken on the employee's timecard are supported by and do not exceed the number of hours authorized by the approved leave and/or compensatory time request. The employee's supervisor is responsible for following a process to validate, with reasonable assurance, that their employees' time and attendance is complete and accurate. This process includes use of electronic time log and/or sign in/out sheet.

i. Refer to the employee for correction, his/her current pay period timecard if any time and attendance recorded is incorrect. Review and certify the corrected time and attendance, as appropriate.

j. For any prior pay corrections, ensure the employee corrects his/her timecard and review and certify the prior pay corrections, as appropriate.

k. Ensure all civilian employees' time and attendance is certified and submitted by the due date and time.

l. Ensure civilian employees work all scheduled hours and all overtime hours. Ensure civilian employees leave the work center at the end of their regular work schedule.

m. Review and approve as appropriate, all requests for leave submitted by civilian employees prior to the start of the leave period. Refer to Enclosures 5 - 10 for guidance regarding the specific types of leave.

n. Submit all requests for their employees' overtime and compensatory time to the properly delegated authority, as outlined in Enclosure 11 and Appendix 5. Requests will normally be submitted prior to the employee working the overtime or compensatory time or as soon as practical thereafter.

o. Monitor and manage compensatory time balances to ensure compensatory time is used within 26 pay periods or prior to an employee's transfer to another organization and to prevent paying the time out as overtime.

p. Maintain supporting documentation for their employees' requests related to sick leave, leave taken under FMLA, LWOP, compensatory time off for travel, compensatory time for religious observances, and court leave. Specific supporting documentation requirements are outlined below:

(1) Enclosure 6 for sick leave and leave taken under FMLA.

(2) Enclosure 7 for LWOP.

(3) Enclosure 11 for compensatory time off for travel and compensatory time for religious observances.



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(4) Enclosure 12 for court leave. A copy of supporting documents for court leave and military leave must be forwarded to the Civilian Payroll Office.

8. CIVILIAN EMPLOYEES. Civilian Employees shall:

a. Check-in with the Payroll office during the on-boarding process to ensure they receive and fill out the proper paperwork. Upon departing the organization, civilian employees must check-out with the Payroll office to ensure their final paycheck is accurate.

b. Submit a work schedule request to their immediate supervisor on the Work Schedule form within two days of reporting onboard. The Work Schedule form must be used for all subsequent work schedule changes. See Appendix 4 for further guidance on work schedules.

c. Maintain their timecard. Specifically, they shall:

(1) Ensure their electronic time log entry or hardcopy sign in/out sheet reflects the time of arrival and departure for each day of work; otherwise, the appropriate leave is recorded. Employees' arrival and departure times shall be IAW their work schedule unless prior approval for compensatory or overtime was authorized. Employees' working greater than the scheduled hours without prior approval shall be subject to administrative or disciplinary action.

(2) Account for any overtime or compensatory time worked, as ordered by their immediate supervisor and approved by the properly delegated authority, as outlined in Enclosure 11 and Appendix 5.

(3) Complete, sign and submit their timecard to their supervisor for certification by noon on the last workday of the pay period.

(4) Correct any current pay period time and attendance errors at the request of their supervisor. The employee shall notify his/her supervisor of the corrections to ensure his/her supervisor reviews the corrections and certifies the timecard, as appropriate.

d. Submit leave requests to the appropriate approving authority according to the procedures outlined in Enclosures 5-10.

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ENCLOSURE 3SCHEDULING PROCEDURES

1. BASIC WORK REQUIREMENT. Per Reference (e), Chapter 2, paragraph 020206, the basic work requirement is defined as the number of hours, excluding overtime hours; an employee is required to work or to account for by charging leave. The Office of Personnel Management (OPM) Handbook on Alternative Work Schedules (AWS), available at <http://www.opm.gov/oca/aws/INDEX.asp>, provides guidance on work schedules.
  
2. WORK SCHEDULE FORM. All employees are required to work the schedule as approved by their supervisor. Newly reporting employees shall submit a work schedule request via a Work Schedule form, within two work days of reporting onboard. Any changes to the employee's work schedule must also be approved via the Work Schedule form. The supervisor or Payroll CSR is also responsible for maintaining a file of the Work Schedule forms (Appendix 4).
  
3. PERMISSIBLE SCHEDULES. Employees may request to work an alternative work schedule, per OPM and Department of Defense (DoD) Guidance. This request must be approved on the Work Schedule form by the employee's supervisor and prove to be advantageous to the mission of the organization.
  - a. Regular Work Schedule (AWS 0). Regular work schedule is Monday through Friday with set hours of 8 hours a day within the core hours set by the organization. A basic work week consists of 40 hours, for an 80 hour bi-weekly pay period. Employees will be charged leave according to their regular work schedule.
  
  - b. Flexitour (AWS 1). Flexitour is a fixed work schedule, Sunday through Saturday, whereas a full time employee adheres to the same start/stop time each day (8 hours per day and 40 hours per week).
  
  - c. Maxiflex (AWS 5). Maxiflex is a flexible work schedule that contains core hours on fewer than 10 workdays in the bi-weekly pay period and in which a full-time employee has a basic work requirement (the number of hours, excluding overtime hours, an employee is required to work or to account for) of 80 hours for the bi-weekly pay period, but in which an employee may vary the number of hours worked on a given workday or the number of hours each week within the limits established for the organization.
  
  - d. Compressed Work Schedule (AWS 6). Compressed work schedule is a fixed work schedule, which enables full-time employees to complete the basic work requirement of 80 hours, in fewer than 10 full workdays in each bi-weekly pay period, by increasing the number of hours in the workday. There are no flexible times in a compressed schedule. Employee times of arrival and departure from work are set, as are the days on which the employee is to complete the

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basic work requirement. Employees working a compressed work schedule will be charged leave IAW their basic work schedule. The three most common compressed schedules are:

- (1) Employees are permitted to work four 10 hour days with one regular day off (RDO) each week.
- (2) Employees are permitted to work eight 9 hour days and one 8 hour day with one RDO each pay period.
- (3) Employees are permitted to work six 12 hour days and one 8 hour day with three RDO each pay period.

#### 4. ALTERNATIVE WORK SCHEDULES (AWS)

- a. The AWS program shall not result in the establishment of additional supervisory positions, or require any supervisor to extend their workday beyond the scheduled hours of work. In situations where the presence of a supervisor is required, management will coordinate schedules of supervisory and nonsupervisory personnel to ensure office coverage.
- b. Participation in AWS is on a voluntary basis; no individual shall be required to participate. However, all requests to participate will be consistent with mission requirements and workload demands. In some cases, a supervisor may find it necessary to require certain individuals or organizational components to remain on the same work schedule or to adjust employees' work hours (arrival and departure times) to accommodate the needs of the organization. Further, a supervisor may temporarily suspend or change the day off, or permanently terminate participation in AWS within their organizational components for operational reasons.
- c. A supervisor who denies or terminates participation in AWS must notify the employee in writing at least one full pay period in advance and submit a change in work schedule using the Work Schedule form.

#### 5. WORK HOURS

- a. Per the OPM Handbook on Alternative Work Schedules, regular daytime working hours are defined as 0600 to 1800 hours. When setting a compressed work schedule (AWS 6), the employee's regularly scheduled tour of duty must be set between 0600 and 1800 hours. Otherwise, if the employee works outside regular daytime working hours (i.e., 1800 to 0600), the employee is entitled to night differential pay.
- b. Regular Work Schedule is a 40 hour work week consisting of 5 workdays between the hours of 0700 and 1630.
- c. First shift schedule is an 8 hour day between the hours of 0700 and 1630 for 5 consecutive days.

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- d. Second shift schedule is an 8 hour day between 1430 and 0100 for 5 consecutive days.
- e. Third shift schedule is an 8 hour day between 2230 and 0800.
- f. Special Schedule is the following standard three-watch schedule developed outside the aforementioned shifts that will be utilized by Nutrition Services Department.
  - (1) First shift is an 8 hour day between the hours of 0500 and 1330 for 5 consecutive days.
  - (2) First shift is an 8 hour day between the hours of 1100 and 1930 for 5 consecutive days.
  - (3) First shift is an 8 hour day between the hours of 0600 and 0030 for 5 consecutive days.
- g. Excepted Schedule is any work schedules other than the aforementioned schedules approved by the Organization of WRNMMC or his/her designee.

6. LUNCH PERIOD. During each shift, employees must be allowed a specific period of time off to eat lunch. Per Reference (l), a break in working hours of more than one hour may not be scheduled in a basic workday. Per Reference (m), this limitation applies to the lunch period. The lunch period cannot be scheduled at the beginning or end of the shift. The lunch period is non-compensable time, for which neither basic or overtime compensation is payable. The length of the shift or workday will be extended by the length of the lunch period. An employee cannot forego their lunch period in order to shorten the length of the shift or workday. Employees on regular work schedules must work 8 hours per day, excluding the lunch period; employees on alternative work schedules must work 80 hours every two weeks, excluding lunch periods. Supervisors and employees must understand that a scheduled lunch period is free from all duty obligations, except in emergency situations.

## 7. TARDINESS

- a. Employees are required to be at their duty/work station and ready to commence work at time their tour of duty starts. An employee who fails to report at the time of his/her tour of duty starts is considered tardy. A tardy employee must report immediately to his/her supervisor for disposition of the tardiness.
- b. Tardiness represents a significant cost to the organization, both in cost of actual time lost and in the disruption of work routine. Accordingly, supervisors are directed to give personal attention to this problem on a continual basis to ensure tardiness is held to a minimum. The punctuality of an employee is a direct reflection of work habits. Thus, it is not so important that an employee did not work during the tardy period, but rather he/she failed to report for work on time. In this respect, tardiness of one minute maybe just as significant as tardiness for ten

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minutes. There are many factors to be considered in determining the appropriate disposition of tardiness and therefore specific requirements cannot be given in this AI.

c. Supervisors who experience continuing tardiness problem with employees should consult with the Labor Management Employee Relation section of the Civilian Human Resources Center (CHRC) as soon as a potential problem surfaces.

d. Supervisors are encouraged to explore all options when dealing with tardiness. A change in work schedule on either a temporary or permanent basis may be a tool to assist an employee in resolving tardiness issues. These options should be explored in order to resolve the issue prior to initiating disciplinary actions.

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ENCLOSURE 4PAYROLL RECORDS

1. TIME AND ATTENDANCE RECORDS. Official time and attendance shall be recorded in DCPS for all employees. Each immediate supervisor or their designated alternate is responsible for verifying and certifying each timecard for their civilian personnel. Supervisors are also responsible for verifying that their civilian employees' time and attendance is complete and accurate.

2. TIMECARD ENTRIES

a. Employee timecards

(1) Civilian employees will complete their timecards per this AI. Civilian employees must be familiar with the Type Hour Codes (THCs), provided in Appendix 7.

(2) Civilian employees shall sign their timecards prior to their supervisor certifying their timecard.

(3) Civilian employees shall submit all requests for leave to their immediate supervisor or their designee via a Request for Leave or Approved Absence for (OPM 71). See Enclosure 5-10 for additional guidance on leave.

(4) All overtime and compensatory time shall be submitted via a Request for Overtime or Compensatory Time form (NCR OT/CT) as outlined in Appendix 5.

b. Changes after Timecard Submission. If a civilian employee needs to change a previously submitted entry (i.e., leave was taken after timecard was submitted, and therefore was not recorded), the civilian employee must record the appropriate prior pay period correction and notify their supervisor of the corrected timecard. The supervisor will then certify the correction as appropriate.

3. CERTIFICATION OF TIMECARDS. Certification of time and attendance records is required. Under most circumstances, this will be accomplished by the civilian employee's immediate supervisor. When this is not feasible due to the supervisor's absence, someone functioning in a supervisory capacity that is aware of the civilian employee's attendance, and is properly designated as an alternate certifier (as discussed in Enclosure 2), must complete the certification. As discussed in Enclosure 2, all individuals who certify timecards must have their DD Form 577 on file.

a. Certifications must be accomplished prior to submission of the timecard.

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b. In no instance will an employee certify his or her own timecard. If this occurs, it will result in disciplinary action.

c. The Payroll CSR will ensure a file of DD Forms 577 for each person authorized to certify time and attendance records for employees is maintained.

4. SUBMISSION OF TIMECARDS. Immediate supervisors will ensure the timely certification of timecards and submit it to the department Time and Attendance (T&A) Clerk or CSR for input into DPCS. As discussed in Enclosure 2, the Payroll CSR will publish a schedule of timecard submission dates.

5. DCPS TYPE HOUR CODES. Appendix 7 lists the commonly used THCs utilized by civilian employees. Questions regarding availability and use of THCs may be addressed to the Payroll CSR.

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ENCLOSURE 5EMPLOYEE ANNUAL LEAVE1. ANNUAL LEAVE ACCUMULATION

a. Full-time Employees. The rate at which annual leave is earned depends upon the employee's length of service. An employee whose appointment is for ninety days or longer earns annual leave beginning with the first full bi-weekly pay period in a duty status. If an appointment is for less than ninety days, the employee is not entitled to annual leave until after being employed for a continuous ninety days under successive appointments (i.e., without a break in service). Per Reference (m), available at:

<http://www.opm.gov/oca/leave/html/annual.asp>, the following accumulation rates apply:

(1) Four hours for each full bi-weekly pay period for an employee with less than 3 years of service.

(2) Six hours for each full bi-weekly pay period for an employee with 3 years, but less than 15 years of service except that the accrual for the last full bi-weekly pay period in each year is 10 hours.

(3) Eight hours for each full bi-weekly pay period for an employee with 15 or more years of service.

b. Part-time Employees. Part-time employees, for whom a regularly scheduled tour of duty on one or more workdays during each administrative workweek has been established, earn annual leave on a pro rata basis. As described for full-time employees, ninety days continuous employment is a requirement to earn annual leave. Per Reference (n), the following accumulation rates apply:

(1) One hour for each 20 hours in a pay status for an employee with less than 3 years of service.

(2) One hour for each 13 hours in a pay status for an employee with 3 years, but less than 15 years of service.

(3) One hour for each 10 hours in pay status for an employee with 15 or more years of service.

c. Temporary Employees. Temporary employees are not eligible to accrue annual leave.

d. Maximum Accumulation and Restoration

(1) References (n) through (p) provide guidance related to the maximum accumulation of annual leave. The maximum amount of annual leave that can be carried forward from one leave year to the next is 240 hours. Civilian employees should consult the CHRC, OPM guidance,



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and/or DoD guidance for additional information regarding maximum annual leave accumulation limits.

(2) Reference (o) provides statutory authority for the restoration of annual leave in certain circumstances. To understand these circumstances and the requirements that must be met for annual leave to be restored, civilian employees and/or their immediate supervisor should consult the HRD, OPM guidance, DoD guidance. If a civilian employee has restored annual leave, the employee should consult the Payroll CSR to understand how the restored annual leave is accounted.

2. SCHEDULING ANNUAL LEAVE. Management is responsible for the planning and effective scheduling of annual leave throughout the year. Positive action should be taken by supervisors to ensure annual leave is scheduled for use during the year so as to avoid situations where employees approach the end of the leave year with a significant amount of annual leave that must be used or forfeited. While employees have an obligation to request annual leave in a timely manner, failure on their part to do so does not relieve management of its responsibility to ensure employees manage their leave. When an employee chooses not to request to use annual leave to avoid forfeiture, the employee is not entitled to have the forfeited leave restored for later use.

### 3. GRANTING AND APPROVING ANNUAL LEAVE

- a. Per Reference (l), annual leave is provided so that employees may have time off for recreation, vacation, etc., or for personal and emergency purposes. The accrual of annual leave is the right of the employee, subject to the right of management to fix the time at which leave may be taken.
- b. Annual leave can be granted per the minute.
- c. Civilian employees must submit a leave request to their supervisor for approval. Consecutive days may be submitted on one leave request, provided it is the same kind of leave. The employee must enter the correct THC, provided in Appendix 7, for the leave being requested.
- d. The immediate supervisor must review all leave requests and indicate approval or disapproval, prior to the employee commencing leave. As discussed in Enclosure 2, the immediate supervisor must have an authorized signature card, DD Form 577, on file with Payroll CSR.
- e. Annual leave should normally be requested at least seven work days in advance. It is the employee's responsibility to ensure whether or not annual leave has been approved prior to commencing leave. Absence which could not be planned and approved in advance, due to unforeseen circumstances, must be reported to the employee's supervisor as soon as reasonably possible prior to the start of the employee's designated workday.

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f. Annual leave request will first be charged against any accrued compensatory time prior to annual leave being charged. Per Reference (e), Chapter 3, paragraph 030302, E7, if the employee's annual leave will be forfeited by the use of compensatory time; annual leave may be charged first. It is strongly recommended that supervisors verify accrued compensatory time status prior to granting annual leave. Supervisors should plan well enough in advance for employees to use accrued annual leave. As a steward of the taxpayer's funds, an employee's supervisor should work with the employee to ensure available compensatory time is used before annual leave.

g. Supervisors should verify that employees have enough annual leave to be able to take the number of leave hours requested. CSR can provide the leave balances for employees as requested.

h. When an employee has exhausted all accrued annual leave, Leave without Pay (LWOP) will be charged. In extenuating circumstances, when LWOP is requested with an accrued annual leave balance, it must be approved by the HD or by the appropriately delegated authority at least two organizational levels above the employee. See Enclosure 7 for additional guidance on LWOP.

i. Leave and work schedules, as well as mission completion assignments, must be considered so there is minimized restored annual leave while completing the assigned mission.

4. RECORDING ANNUAL LEAVE. The employee shall record the annual leave hours taken on the appropriate days on their timecard. Leave requests must be submitted and approved for each absence denoted on each timecard. The total leave hours recorded on the timecard cannot exceed the number authorized on the approved annual leave request. Employees shall use the appropriate THCs given in Appendix 7. Employees should see their Payroll CSR for further guidance on applying the correct codes.

5. ADVANCED ANNUAL LEAVE. Per Reference (l), at management's discretion, a civilian employee may be granted annual leave in advance of its accrual with the following being considered:

a. The amount that is advanced must not be greater than the amount that the employee will accrue during the remainder of the leave year.

b. Personnel actions that would interrupt normal accrual must not be pending such as LWOP.

c. The balance of the employee's retirement fund should be sufficient to cover the advanced leave in the event of unexpected separation. When an employee is terminated, the employee is required to refund any outstanding advanced annual leave balance; this will be deducted from the employee's paycheck, cash collection, or retirement fund.

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d. The employee shall submit a request for advanced annual leave to the appropriate approver via the Advance Leave Request Memorandum Appendix 4. The employee shall submit the request at least three weeks in advance. The HD or appropriate approving official shall approve advanced annual leave or must delegate approval authority to the organizational level at least two levels above the employee. The approved advanced annual leave documentation must be forwarded to CHRC.

e. The employee shall document advanced annual leave hours taken on the appropriate days on their timecard. The hours taken cannot exceed the number authorized by the approved leave request.

6. DELAYED RECEIPT OF LEAVE BALANCES FROM ANOTHER ACTIVITY. If the official personnel folder containing the SF 1150, Record of Leave Data, with the employee's actual leave balance is delayed in reaching the gaining activity, and the employee must take leave, the gaining activity is authorized to use the leave balance shown on the employee's last Leave and Earning Statement (LES), subject to verification with the CHRC.

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ENCLOSURE 6EMPLOYEE SICK LEAVE

1. SICK LEAVE ACCUMULATION. Sick leave includes that taken and charged to sick leave for active employees and for those scheduled to be retired for disability. Per Reference (n), available at: <http://www.opm.gov/oca/leave/html/sicklvs.asp>, full-time employees accrue sick leave at the rate of 4 hours for each bi-weekly pay period. Part-time employees accrue sick leave at the rate of 1 hour for each 20 hours in a pay status. There is no maximum limitation.

2. GRANTING SICK LEAVE

a. Per Reference (q), sick leave is provided for the following circumstances:

- (1) Personal medical needs.
- (2) Care of a family member.
- (3) Adoption-related purposes.
- (4) Bereavement.

b. ADVANCED SICK LEAVE. Reference (l) provides statutory authority for civilian employees to request advanced sick leave. Per Reference (e), Chapter 5, paragraph 050304, advanced sick leave may be granted to an employee except as provided below:

(1) It shall not be advanced to an employee holding a limited appointment (e.g., one expiring on a specific date) in excess of the amount to accrue during the remainder of the appointment.

(2) It shall not be advanced to an employee where it is known that the employee is contemplating retirement or resignation or, in other cases, where there is not reasonable assurance the employee will return to duty.

(3) It shall not be advanced to an employee who is required to furnish a medical certificate for each absence claimed as sick leave or where such a requirement existed during the year preceding the request.

c. Depending on the circumstances, an employee may request accrued sick leave, advanced sick leave, LWOP or may invoke their rights under the Family and Medical Leave Act (FMLA). For policies and guidance related to these types of leave and provisions, the employee and/or their immediate supervisor should consult the CHRC, OPM guidance, and/or DoD guidance.

d. Sick leave may be granted per the minute.

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- e. Use of sick leave for anything other than its intended purpose (i.e., where use of annual leave or earned compensatory time is more appropriate) is strictly prohibited.
- f. An employee who becomes ill during a period of annual leave or earned compensatory time may have the period of illness charged to sick leave and the charge against annual leave or earned compensatory time reduced accordingly. Application for substitution of sick leave for annual leave will be made to the supervisor after return to duty and will be made to the supervisor after return to duty and will be substantiated in the same manner as any other request for sick leave.
- g. Temporary employees are not eligible to accrue sick leave.

### 3. Requesting Sick Leave

- a. Where an employee is aware of the need to use sick leave, they should submit a leave request at least seven days in advance of taking the sick leave. Such instances where an advanced sick leave request would be necessary may include, but are not limited to:
  - (1) Personal or a family member's medical, dental, or optical examination.
  - (2) Care for family member with a serious health condition.
  - (3) Bereavement.
  - (4) Adoption-related proceedings.
- b. When the need to take sick leave in advance is not known, the employee must notify their supervisor as soon as reasonably possible prior to the start of their designated workday. These instances may include, but are not limited to:
  - (1) Personal illness or incapacitation.
  - (2) Illness or incapacitation of a family member.

Upon returning to duty, the employee must submit a sick leave request.

- c. When an employee wishes to request advanced sick leave, if possible they shall submit the request in at least three weeks in advance. Requests for advanced sick leave must include a statement from the employee's doctor indicating the nature of the illness or disability and the probable return to duty date. The approved advanced sick leave documentation must be forwarded to CHRC.
- d. For annotating the use of their sick leave, employees shall use the THC's outlined in Appendix 7. Employees should see their Payroll CSR for further guidance on applying the correct codes.

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4. Approving Sick Leave. The approval level for sick leave requests depends upon the type of sick leave requested, no matter what statutory authority provides for the sick leave (i.e., Family Friendly Leave Act (FFLA) and FMLA).

a. Accrued Sick Leave. The employee's immediate supervisor will approve requests for accrued sick leave.

b. Advanced Sick Leave and LWOP. The Joint MTFs and Center Directors shall approve advanced sick leave and LWOP (i.e., unpaid leave) or may delegate approval authority to the organizational level at least two levels above the employee.

c. Supporting Documentation

(1) For periods of absence of more than three workdays, a medical certificate or other administratively acceptable evidence in support of the use of sick leave is required. For periods of absence of three working days or less, evidence in support of such absence is normally not required. However, in individual cases, if the supervisor has reason to believe an employee may be abusing sick leave, evidence may be required to support all subsequent applications for sick leave. The employee will first be advised verbally of this concern. If this does not bring about the desired change in the employee's use of sick leave, the employee will be notified in writing that all future absences must be supported by a medical certificate or other administratively acceptable evidence. This written notice will also explain fully why the employee is suspected of abusing sick leave privileges and a copy will be forwarded to the HD. In the event the employee subsequently fails to submit the required supporting documentation, this may be considered an offense justifying disciplinary action. Upon returning to duty after three or more days on sick leave, the employee must have supporting documentation from his/her physician that he/she is fit for duty.

(2) FMLA. When invoking their FMLA rights, per Reference (n), the employee's supervisor and/or appropriate leave approving authority has a right to three days advance notice from the employee, where practicable. In addition, the supervisor and/or appropriate leave approving authority may require an employee to submit certification from a health care provider to substantiate that the leave is due to the serious health condition of the employee or the employee's immediate family member. Failure to comply with these requirements may result in a delay in the start of FMLA leave. Supervisors may require employees to present certification of fitness to return to work when the absence was caused by the employee's serious health condition. The employee's return to work may be delayed without proper certification.

5. Recording Sick Leave. Upon returning to duty, employees will record the sick leave hours taken on the appropriate days on their timecard. The total leave hours recorded on the timecard cannot exceed the number authorized by the approved sick leave request. Employees shall use the appropriate THCs given in Appendix 7. Employees should see their Payroll CSR for further guidance on applying the correct codes.

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6. The Federal Employees' Compensation Act (FECA). FECA is administered by the Office of Workers' Compensation Programs (OWCP) of the United State (U.S.) Department of Labor (DOL). All civilian employees are covered under the Act. Employees are provided compensation benefits for disability due to personal injury sustained while in the performance of duty or due to employment-related disease. FECA also provides for the payment of benefits to dependents if the injury or disease causes the employee's death.

a. The CHRC processes OWCP claims and maintains file copies. The organization does not have authority to approve or deny any employee's claim for compensation benefits. The authority lies solely within DOL.

b. Employees should report every job-related injury to their supervisor as soon as possible; medical documentation is required for all injury-related absences.

c. For Continuation of Regular Pay (COP), applicable DCPS codes of "LU" and "LT" will be utilized; "LU" for day of injury and "LT" for days thereafter. Employees and/or their immediate supervisor should see their Payroll CSR for further guidance on applying the correct THC's.

d. Employees and/or their immediate supervisor should consult the CHRC for policy and guidance related to benefit information, instructions, applicable and required forms, and important deadlines regarding FECA. Additional information is also available on the DOL website at: <http://www.dol.gov/owcp/dfec/regs/compliance/ca-11.htm>.

7. Voluntary Leave Transfer Program (VLTP). The OPM provides detailed information, forms, and instructions at: <http://www.opm.gov/oca/leave/> (Voluntary Leave Transfer Program Regulations). Employees may also contact the VLTP coordinator at CHRC.

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ENCLOSURE 7EMPLOYEE LEAVE WITHOUT PAY

1. Leave Without Pay (LWOP). Per Reference (e), Chapter 5, Section 0526 and Reference (l), LWOP is a temporary non-pay status and absence from duty, granted in response to an employee's request. Approval is a matter of administrative discretion. The Joint MTFs and Center Directors shall approve LWOP or may delegate approval authority to the organizational level at least two levels above the employee. An employee cannot demand LWOP as a matter of right, except in the cases of disabled veterans under Executive Order 5396 and Reservists or National Guardsmen who are entitled to LWOP when they are required to perform military training duties. Annual and/or sick leave should be exhausted prior to taking LWOP. The effects of LWOP need to be carefully researched regarding benefits, career tenure, and within grade increases.

2. Granting LWOP. LWOP will be granted to an injured employee for at least the first year the employee is receiving injury compensation under 5 United States Code (U.S.C.) §8101. In all other cases, LWOP will be granted only when the services of the employee can be spared; and when it is clear that at least one of the following circumstances exists:

- a. Increased job ability will result.
- b. Protection or improvement of the employee's health will result.
- c. Retention of a desirable employee who would otherwise leave the organization.
- d. A bona fide emergency exists.

3. Applications for LWOP. LWOP for thirty calendar days or less shall be requested the Advance Leave Request Memorandum (Appendix 4). The employee's time and attendance reports will show the exact dates of LWOP. For LWOP in excess of thirty calendar days, the supervisor must inform the MTF or Center, Human Resource Office (HRO) to submit a Standard Form (SF) 52, Request for Personnel Action. If the LWOP request is made for health reasons, the employee may be requested to furnish a statement from their physician or other licensed health care practitioner, indicating the need for the absence and the prognosis of the employee's ability to return to work at the end of the period of LWOP. An employee's absence on extended LWOP and subsequent return to duty must be recorded in their Official Personnel Folder. The employing office must process a personnel action (SF 52) for each instance of extended LWOP.

4. Leave Without Pay (LWOP) for Employees Who Have Permanent Change of Station (PCS) to the Continental United States (CONUS). All locally hired dependent employees who have completed 12 months of overseas Federal service within a 10 year period, and have a favorable performance rating, are authorized to take a total of 6 months of LWOP. The employee may



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request two 3-month extensions by submitting an Advance Leave Request Memorandum to the Joint MTFs and Center Directors for Resources at least 30 days prior to the expiration of the LWOP period. At the expiration of the LWOP authorization(s), the Civilian Liaison to HRD will process a termination action.

5. Consequence of LWOP. For each pay period that 80 hours of LWOP is accumulated, it will result in no leave (sick or annual) being accrued for that pay period.

6. Unauthorized Absence

a. When an employee is absent from duty without authorization and does not give notification to their supervisor, the employee should be carried in a pending or nonpaid status until their supervisor determines the cause of the absence. If the supervisor subsequently approves and authorizes sick leave or annual leave, upon returning to work, the employee must submit the appropriate leave request. Upon the supervisor's approval of the leave request, the employee must make the appropriate entry on their timecard. The hours recorded on the timecard cannot exceed the number authorized by the approved leave request. If the absence is disapproved, it will be charged as Absence without Leave (AWOL). If AWOL is charged for a period of less than a full workday, the time should be charged in exact hours and minutes.

b. If unauthorized absence continues for a period of five workdays, and if it appears the employee has no intention of returning to duty, removal action most likely should be initiated. Whenever it appears an employee will remain absent for an extended timeframe, the CHRC should be contacted immediately.

c. If an employee notifies their supervisor they are ill and unable to report to work, and if the application for sick leave is subsequently disapproved, such absence would normally be charged as AWOL.

ENCLOSURE 8

EMPLOYEES ON TEMPORARY ADDITIONAL DUTY STATUS

1. Temporary Additional Duty (TAD). When a civilian employee is absent from duty en route to attending temporary duty (TDY) or training classes, and not on location within the normal working area, normal daily schedules will be credited for work hours, Monday through Friday. Civilian employees may be entitled to compensatory time off for travel and for time spent in a travel status away from the employee's official duty station when such time is not otherwise compensable. Specific guidance on compensatory time off for travel is provided in Enclosure 11.

a. To avoid overtime or compensatory time, a supervisor must direct an employee on an AWS to revert to a regular work schedule (8 hours a day, 40 hours a week) for the entire pay period(s) the TAD occurs.

b. When extended sessions or weekend sessions require more than 40 hours a week, the excess hours may be credited as overtime or compensatory time. The request for overtime or compensatory time must be submitted and approved IAW the guidance provided in Enclosure 11.

c. All annual leave planned before or after TAD will be submitted and approved prior to commencing TAD. See Enclosure 5 for additional guidance on annual leave.

2. TAD for Permanent Part-Time Employees. Permanent part-time employees on TAD will be paid their basic work scheduled hours for the actual hours in class, at straight pay up to 40 hours per week, Sunday through Saturday.

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ENCLOSURE 9MILITARY LEAVE

The purpose of Military Leave is to provide members of the National Guard and Reserve components of the Armed Forces with approved absence in a pay status meeting active duty training requirements. Military Leave must not be confused with Military Furlough. Military Furlough is an extended absence without pay while the employee serves on extended active duty in the Armed Forces. The following guidance will be followed when granting and taking military leave:

1. GRANTING MILITARY LEAVE. Military Leave of 120 hours may be granted to permanent, full-time employees. Part-time career employees are entitled to Military Leave on a prorated basis. The rate is determined by dividing 40 into the number of regularly scheduled hours for the employees. Military Leave will only be granted upon presentation of orders issued by competent military authority. A copy of the military orders must be forwarded to the Civilian Payroll Office (CPO). An employee may be charged Military Leave only for the hours that they would otherwise have worked and received pay.
  
2. USE OF MILITARY LEAVE. Military leave will be requested via OPM 71. A minimum of 1 hour is charged to Military Leave. An employee is entitled to use annual leave, military leave, earned compensatory time off for travel, or sick leave intermittently with LWOP while on active duty or active/inactive duty training.
  
3. ADDITIONAL 22 DAYS OF MILITARY LEAVE (LL). There are two conditions under which employees are entitled to an additional 22 days of Military Leave:
  - a. Reservists or National Guard members who perform military duty in support of civil authorities in the protection of life and property are eligible for an additional 22 workdays of Military Leave.
  
  - b. Employees who perform full-time military service as a result of a call or order to active duty in support of a contingency operation are entitled to 22 days of Military Leave. The term "contingency operation" means a military operation that:
    - (1) Is designated by the Secretary of Defense as an operation in which members of the armed forces are or may become involved in military actions, operations, or hostilities against an enemy of the United States or against an opposing military force; or
  
    - (2) Results in the call or order to, or retention on, active duty of members of the uniformed services under Section 688, 12301(a), 12302, 12304, 12305, or 12406 of Title 10, U.S.C., Chapter 15 of Title 10, U.S.C., or any other provision of law during a war or during a national emergency declared by the President or Congress.

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ENCLOSURE 10EMPLOYEE ADMINISTRATIVE LEAVE AND EXCUSED ABSENCE

1. ADMINISTRATIVE LEAVE DURING SUSPENDED OPERATIONS. Per Reference (e), Chapter 5, paragraph 051603, administrative leave may be granted when employees are prevented from working due to extreme weather conditions or other severe disruptions. Volume 610 of Reference (q) and Reference (s) govern the administrative dismissal of employees in situations where the Joint MTFs and Center Director uses their authority to close all or part of an organization and, consistent with that closure, administratively excuses the non-mission essential civilian workforce. This includes unanticipated curtailment of operations based on extreme weather, natural disasters (i.e., fires, floods, earthquakes), emergency rescue work, unforeseen interruptions of transportation or building services (i.e., maintenance work projects, breakdown of machines, power failures, and safety risks), or Force Protection Condition Delta (FPCON Delta). This authority is not intended to cover extended periods of interrupted or suspended operations that can be anticipated sufficiently in advance to permit arranging for assignment to other work or scheduling of annual leave, use of compensatory time off, or LWOP. The Joint MTFs and Center Director will establish and publish emergency dismissal and closure procedures that are appropriate for the organization's location. In addition to the guidance referenced here, the Joint MTFs and Center Director or their designee should consult the CHRC when developing emergency dismissal and closure procedures. Per Reference (s), Volume 610, the following criteria apply to the administrative dismissal of employees:

a. Group dismissal should be rare and authorized only when conditions are severe or normal operations would be significantly disrupted. This authority may not be used to create the effect of a holiday to include activity down time and training days.

b. Before group dismissal authority may exceed 3 consecutive workdays, the Joint MTFs and Center Director must consider using options such as details to other activities, use of unscheduled leave, or the use of furlough authority. In rare cases, when group dismissal is approved beyond 3 consecutive workdays, the administrative order must document why other alternatives could not be used and the reason(s) for the length of the anticipated dismissal.

c. When all or part of an activity is closed for short periods because of planned management action and arrangements cannot be made to perform other work, employees shall be notified as far in advance as possible, but no less than 3 full workdays when circumstances permit, and shall be required to take annual leave or compensatory time off, unless LWOP is requested.

2. EXCUSED ABSENCE. Per Reference (e), Chapter 5, Section 0516, excused absence is an absence from duty, administratively authorized, without loss of pay and without charge to leave. The Joint MTFs and Center Director or their designee has the authority to grant excused absence in limited circumstances for the benefit of the organization's mission or a government-wide recognized and sanctioned purpose. See Reference (e), Chapter 5, Section 0516 and Reference (s), Volume 630 for common situations in which agencies generally excuse absence without

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charge to leave. In addition to the guidance referenced here, the HD should consult the CHRC when determining if circumstances meet excused absence criteria.

3. Documentation. When administrative leave or excused absence is authorized under these conditions, the CHRC will direct civilian employees to generate the appropriate leave request and document the hours accordingly on their timecard.

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ENCLOSURE 11

EMPLOYEE OVERTIME AND COMPENSATORY TIME

1. OVERTIME (OT) AND COMPENSATORY TIME (CT)

a. Overtime (OT) and compensatory time (CT) are for emergent circumstances only. Per Reference (s), Volume 543, Federal civilian physicians and dentists under the Physicians and Dentists Pay Plan (PDPP) are not authorized for OT or CT. Examples of conditions that warrant OT or CT include:

- (1) Unannounced requirements for nonrecurring reports or responses to higher authority.
- (2) Unforeseen loss of manpower for which no replacement or substitute can be used.
- (3) Unforeseen loss of equipment for which no replacement or substitute can be used.

b. Per Reference (e), Chapter 2, Section 020208, CT earned may be granted for irregular or occasional OT work only. All written requests for CT will include a statement indicating the employee agrees to receive CT in lieu of OT.

c. All OT and CT must be approved at the appropriate level in advance of the performance of the work. The only exception will be truly emergent situations that the supervisor could not anticipate.

d. OT rates apply to the hours in excess of eight in a day or forty in a week.

2. OVERTIME (OT) AND COMPENSATORY TIME (CT) REQUESTS. The OT/CT request, Appendix 5, must be used for the approval of OT and CT. This form satisfies the requirement that OT and CT is properly authorized and approved. Additionally, the OT/CT provides stronger internal controls, process efficiency, and process standardization.

a. The employee's supervisor is responsible for ordering the use of OT or CT and must fill out and submit the request on the employee's behalf. The supervisor shall use the appropriate OT and CT type hour codes (THCs) listed in Appendix 7. The employee's supervisor should also provide a justification in the appropriate field, certifying that the work is essential, cannot be accomplished during normal working hours, and no co-worker has the experience or ability to complete the requirement.

(1) The employee's supervisor shall submit the OT or CT for review and approval to the properly delegated authority as outlined in Enclosure 11. The approver may provide additional remarks in the appropriate field on the OT or CT request.

(2) The request for OT or CT must be routed and approved before the OT or CT can be earned unless the situation is considered emergent.

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(3) During the OT or CT request and approval process, an internal process for ensuring funds availability must be followed.

b. Upon approval of the OT or CT request, the employee shall account for the hours earned on timecard using the appropriate THC listed in Appendix 7, Sections a. and d. The OT or CT hours earned cannot exceed the number authorized by the approved OT or CT request.

c. To use CT earned, the employee shall submit a leave using the appropriate THC in Appendix 7. The employee's immediate supervisor is responsible for reviewing and approving the request for CT taken. The employee shall record the hours taken on the appropriate days on their timecard. The hours taken cannot exceed the number authorized by the approved leave request.

3. COMPENSATORY TIME OFF FOR TRAVEL. Per Reference (v), CT off for travel is earned by an employee for time spent in a travel status away from the employee's official duty station when such time is not otherwise compensable. To be entitled for CT off for travel, the employee's TAD (funded or no-cost) must be for work-related purposes only. Employees on TAD orders as non-medical attendants or for any other non-work related purposes are not entitled to earn CT off for travel. If entitled to it, CT off for travel cannot be denied by management or waived by the employee. If management does not wish to grant CT off for travel, management can choose not to send civilian employees on TAD.

a. Compensable Time. Refers to the periods of time creditable as hours of work for the purpose of determining a specific pay entitlement.

b. Creditable Travel. Travel must be officially authorized. In other words, travel must be for work purposes and must be approved by official travel orders. For the purpose of CT off for travel, time in a travel status includes:

(1) Time spent traveling between the official duty station and a TDY station.

(2) Time spent traveling between two TDY stations.

(3) The "usual waiting time" preceding or interrupting such travel (e.g., waiting at an airport or train station prior to departure). Each Organization has the sole and exclusive discretion to determine what is creditable as "usual waiting time."

c. Commuting Time. Commuting time is handled according to the following scenarios:

(1) Travel outside of regular working hours between an employee's home and a TDY station or transportation terminal outside the limits of his or her official duty station is considered creditable travel time. However, the employee's normal home-to-work/work-to-home commuting time must be deducted from the deducted from the creditable travel time.

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(2) Travel outside of regular working hours between a worksite and a transportation terminal is creditable travel time, and no commuting time offset applies.

(3) Travel outside of regular working hours to or from a transportation terminal within the limits of the employee's official duty station is considered equivalent to commuting time and is not creditable travel time.

d. Calculating Compensatory Time (CT) Off for Travel. OPM provides examples for calculating creditable travel time, available at: <http://www.opm.gov/oca/compmemo/2005/2005-03-att2.asp>.

e. Crediting, Use, and Approval. Compensatory time (CT) off for travel is credited and used in quarter hour increments.

(1) As with other OT and CT request procedures, the employee's supervisor shall submit the request for the employee to earn CT off for travel prior to the employee commencing travel. The request shall include the OT request, a copy of the employee's TAD orders, a copy of the complete flight itinerary with any changes indicated on the itinerary, and a detailed explanation of Travel CT being requested. The request will be submitted as discussed in Enclosure 11. The request will be approved by the properly delegated authority as outlined in Enclosure 11. The employee's supervisor or the Payroll CSR is responsible for maintaining the documentation in support of the employee's CT off for travel.

(2) Upon approval of the CT off for travel, the employee will post the CT off for travel earned on the corresponding current or prior period timecard. CT off for travel earned cannot exceed the number of hours authorized by the approved CT off for travel request. The employee shall use the appropriate THC given in Appendix 7. The employee must sign their current or amended timecard, and the employee's supervisor shall certify the timecard for the current or prior pay periods.

(3) To use CT off for travel, the employee shall submit a leave request using the appropriate THC in Appendix 7. The employee's immediate supervisor is responsible for reviewing and approving the request for CT off for travel taken. The employee shall record the hours taken on the appropriate days on their timecard. The hours taken cannot exceed the number authorized on the approved leave request.

f. Forfeiture. CT off for travel is forfeited:

(1) If not used by the end of the 26<sup>th</sup> pay period after the pay period during which it was earned.

(2) Upon voluntary transfer to another Agency.

(3) Upon separation from the Federal Government.

g. Under no circumstances may an employee receive payment for unused CT off for travel.



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4. COMPENSATORY TIME (CT) FOR RELIGIOUS OBSERVANCES. All employees may be granted CT off for religious observances as provided for in Reference (v). Per Reference (e), Chapter 5, Section 0511, CT for religious observances may be granted to employees whose personal religious beliefs require not working during certain times of the workday or workweek.

a. Employees are required to submit a written request for an adjusted work schedule in advance for religious CT. The request for time off should not be granted without simultaneously scheduling the hours during which the employee will work to make up the time. Only the number of hours of work needed to make up for previous or anticipated absences from work for religious observances may be scheduled. The adjusted work schedule shall be documented on the Work Schedule form and approved by the employee's supervisor.

b. As provided in Enclosure 11, religious CT hours shall be requested and approved via the Overtime Request form. The request shall be approved by the appropriate authority as outlined in Enclosure 11. The request should be supported by the employee's adjusted Work Schedule and plan for making up the previous or anticipated absences.

c. To use any previously earned religious CT balance, the employee shall submit a leave request using the appropriate THC in Appendix 7. The employee's immediate supervisor is responsible for reviewing and approving the request.

d. The employee must document religious CT earned and taken on their timecard using the appropriate THC in Appendix 7. In either case, the time documented shall not exceed the hours authorized on the approved religious CT request and/or leave request.

e. Per Reference (x), premium pay provisions for OT work do not apply to CT worked for religious observances.

f. For additional guidance on the handling of CT for religious observances, refer to the HRD, OPM guidance and/or Reference (e), Chapter 5, Section 0511.

5. Credit Hours. Credit hours are any hours within a flexible schedule established under 5 U.S.C. 6122 that are in excess of an employee's basic work requirement, and that the employee elects to work to vary the length of a workweek or a workday. Credit hours are distinguished from OT hours in that they are not officially ordered and approved in advance by management.

a. Earning and Using Credit Hours

(1) Earning Credit Hours. Only full-time and part-time employees under a flexible work schedule may earn credit hours. Credit hours may be earned only within the flexible time band established by the agency or union agreement. Work hours that count toward the employee's basic work requirement should not be considered credit hours. Credit hours are those hours that are in excess of the employee's basic work requirement (8 hours in a day, 40 hours in a week, or 80 hours in the bi-weekly pay period). See 5 U.S.C. 6121(4).

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(2) Using Credit Hours. Credit hours must be used within the tour of duty. Credit hours must be earned and used in the same increments as other absences with pay.

b. Accumulating Credit Hours. A full-time employee may accumulate up to 24 credit hours to be carried forward for credit against a later pay period. The 24 credit hours carried forward must be accounted for the same as other types of absences with pay.

c. Part-time Employees. A part-time employee under a flexible work schedule may earn credit hours. A part-time employee may carry forward credit hours from one bi-weekly pay period to a subsequent bi-weekly pay period, in an amount equal to 25 percent of the bi-weekly scheduled hours of work.

d. Payment for Credit Hours. Generally, an employee receives no additional pay for credit hours. When used by the employee, credit hours are considered a part of the basic work requirement (non-overtime work) in the bi-weekly pay period that they are applied. Employees are entitled to his/her basic rate of pay for any credit hours used. However, upon separation from Federal service or when an employee is no longer subject to a flexible work schedule program or transfer to another employing activity, any accumulated credit hours may be paid at the employee's current hourly rate.

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ENCLOSURE 12EMPLOYEE COURT LEAVE

1. GENERAL. Leave for jury or witness service is authorized per Reference (y). Per Reference (e), Chapter 5, Section 0517, civilian employees are authorized court LWOP when summoned in connection to serve as a juror or as a witness in a non-official capacity on behalf of any party in connection with any judicial proceeding to which the U.S., the District of Columbia, or a state or local government is a party.

a. Official Capacity. Civilian employees who perform witness service in an official capacity on behalf of the U.S. or District of Columbia government, a state or local government, or a private party shall not be paid witness fees nor shall the time served as a witness be charged to court leave or annual leave. The time shall be recorded as official duty. If any fees are paid, then they must be turned in to the employing activity.

b. Non-Official Capacity. Civilian employees who testify in a non-official capacity on behalf of a private party to which the U.S., the District of Columbia, a state, or local government is not a party are not entitled to court leave. The employee must take annual leave or LWOP. He or she is entitled to the fees and expenses related to such witness service.

c. Intermittent Employees. Intermittent civilian employees are not eligible for court leave.

2. REQUIREMENTS. An employee who is under proper summons from a court to serve on a jury should be granted court leave for the entire period, regardless of the number of hours per day or days per week the employee actually serves on the jury during the period. Jury service for which an employee is entitled to court leave does not include periods when the employee is excused or discharged by the court, either for an indefinite period, subject to call by the court or for a definite period in excess of 1 day. Therefore, an employee may be required to return to duty or be charged annual leave if excused from jury service for 1 day or even a substantial part of a day. The employee may not, however, be required to return to duty if it would cause a hardship.

3. ANNUAL LEAVE. If an employee is on annual leave when called for jury duty or witness service, then court leave shall be substituted. No charge shall be made to annual leave for the court service.

4. REQUESTS FOR AND USE OF COURT LEAVE

a. Employees shall submit a leave request for court leave, using the applicable THC in Appendix 7. The employee's immediate supervisor shall approve the court leave request in advance of the employee taking the court leave. The request must be supported by the court

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order, subpoena, or summons, if one was issued. The employee's immediate supervisor or the Payroll CSR is responsible for retaining the supporting documentation.

b. The employee shall record court leave taken on their electronic timecard in Automated Time and Attendance and Production System (ATAAPS), using the applicable THC in Appendix 7. The employee's certificate of attendance should support the court leave being taken. The employee's immediate supervisor or the Payroll CSR is responsible for retaining the supporting documentation. The hours recorded cannot exceed the number authorized by the approved leave request.

## 5. SERVICE PAYMENT AND RETENTION OF FEES

### a. Jury Duty Service

(1) Civilian employees who perform jury duty service on behalf of a state or local court is paid jury duty fees. An employee cannot retain these fees and must return these fees to the employing activity by money order or personal check. A certificate of attendance from the clerk of the court must also be submitted. The certificate shows the inclusive dates of jury duty and the amount of fees the court paid to the employee. The certificate of attendance separately should identify fees and allowances. Fees received by the employee are collected while allowances are not collected. If the certificate of attendance does not identify allowances separately, then all moneys are considered fees and shall be collected. The employee may keep reimbursements for expenses received from the court, authority, or party that caused the employee to be summoned and may keep fees that exceed the employee's compensation for the days of service.

(2) Civilian employees who perform jury duty service on behalf of the U.S. or District of Columbia government are not paid jury duty fees.

### b. Witness Service

(1) Civilian employees who perform witness service on behalf of a state or local government in a non-official capacity is paid witness fees. An employee cannot retain these fees and must return these fees to the employing organization by money order or personal check. A certificate of attendance from the clerk of the court must also be submitted. The certificate shows the inclusive dates of witness service and the amount of fees the court paid to the employee. The certificate of attendance separately should identify fees and allowances. Fees received by the employee are collected while allowances are not collected. If the certificate of attendance does not identify allowances separately, then all moneys are considered fees and shall be collected. The employee may keep reimbursements for expenses received from the court, authority, or party that caused the employee to be summoned and may keep fees that exceed the employee's compensation for the days of service.

(2) Civilian employees who perform witness service on behalf of a private party in a non-official capacity to which the U.S., District of Columbia, or a state or local government or party is not paid witness fees. If fees are paid to an employee while serving in a non-official capacity,

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then the employee cannot retain those paid fees. Such fees must be turned in to the CSR at the employing. An employee may keep reimbursements for expenses received from the court, authority, or party that caused the employee to be summoned.

c. Holiday. When a holiday occurs during the time an employee is on jury duty or witness service, the employee can keep the jury duty or witness service fee paid for the holiday.

d. Non-Workday. If an employee is called to jury duty on a non-workday, then the employee may keep the fees paid.

e. Submission of Fees. When required as outlined above, civilian employees shall submit their money order or personal check to the Defense Finance Account System (DFAS), Indianapolis Office.

f. Payroll Deduction. Fees not submitted in a timely manner are subject to payroll deduction. Payroll deductions to collect the fees will be made in the next regular pay period.

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ENCLOSURE 13EMPLOYEE OTHER COMPENSATION INCLUDING PAY UNDER TITLE 38

1. TITLE 5 – NIGHT DIFFERENTIAL PAY. Night differential, at the rate of 10 percent of the hourly basic rate, is payable to employees for work between 1800 and 0600 hours, if the regular tour of duty includes work during such hours. The day that an employee's shift begins is designated as the day of work for night differential purposes. Accordingly, the hourly basic rate is multiplied by 10 percent, with the result adjusted to the nearest cent, counting one-half cent and over as a whole cent. The hours worked must be part of the regular tour. An employee is entitled to a night differential for a period of paid leave only when the total amount of that leave in a pay period, including both night and day hours, is less than 8 hours. Employees receive night differential when temporarily assigned during the administrative workweek to a daily tour of duty that includes night work. Night differential is payable for OT work between the hours of 1800 and 0600, if the overtime is regularly scheduled in advance of the administrative workweek.

2. TITLE 5 – SUNDAY PREMIUM PAY. This premium applies only to employees, graded and ungraded, whose basic workweek includes Sunday. Employees are entitled to Sunday premium, not to exceed 8 hours and OT for any work performed on Sunday, outside of their basic workweek schedule. Sunday premium is not payable for OT work.

3. TITLE 38 – PREMIUM PAY. Per Volume 540 of Reference (s), and the delegated agreement between OPM, the Veterans' Affairs (VA), and Directive-Type Memorandum (DTM) Joint Task Force Capital Region Medical (JTF CapMed) 12-001, Title 38 Premium Pay Eligibility and Coverage, Reference (y).

a. Background. DoD has authorized the use of Title 38 Premium Pay in lieu of Title 5 Premium Pay to recruit and retain certain critical and/or hard-to-fill health care positions. Although similar to Title 5, the Title 38 Premium Pay rules are more generous regarding the hours worked in which premium pay is authorized. The most significant difference under Title 38 is the weekend premium, which includes Saturday hours and official On-Call Duty Pay, which does not exist under Title 5.

b. Eligibility

(1) The following permanent, temporary full-time or part-time employees performing direct patient care are covered under this memorandum and are eligible for Title 38 Premium Pay.

(2) Under Volume 540 of Reference (s), intermittent employees, unless on a regular tour of duty, are not eligible for Title 38 Additional Premium Pay.

(3) Baylor Nursing Students are not eligible for additional pay under this section.

(4) Physicians and dentists under Physicians and Dentists Pay Plan (PDPP) are not eligible for additional pay under this section.

(5) Below is the complete list of approved Occupation Series for Title 38 entitlements per Reference (y).

<b>Series</b>	<b>Description</b>
0180	Clinical Psychologist
0185	Social Worker
0603	Physician Assistant
0610	Registered Nurse
0620	Licensed Practical Nurse
0630	Dietician
0631	Occupational Therapist
0633	Physical Therapist
0636	Rehabilitation Therapy Assistants (Physical Therapy Assistant), (Occupational Therapy Assistant)
0642	Nuclear Medicine Technician
0644	Medical Technologist
0647	Diagnostic Radiologic Technologist
0648	Therapeutic Radiologic Technologist
0649	Medical Instrument Technician
0651	Respiratory Therapist
0660	Pharmacist
0661	Pharmacy Technician
0665	Audiologist/Speech Pathologist
0667	Prosthetist/Orthotist
0669	Medical Records Administration
0675	Medical Records Technician
0681	Dental Assistant
0682	Dental Hygienist
0683	Dental Laboratory Technician
0858	Biomedical Engineers

c. General Title 38 Premium Pay Rules

(1) Title 38 Premium Pay is based on an hourly rate of basic pay derived by dividing the employee's annual basic pay by 2,087 hours and rounding to the nearest whole cent, counting one-half cent and over as a whole cent.

(2) The bi-weekly and annual limitation on Premium Pay under Title 5 does not apply to employees covered by this Title 38 authority.

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(3) Title 38 Premium Pay is not considered basic pay for benefits purposes, such as health insurance, life insurance, and retired pay.

(4) An eligible employee may request in writing and be granted CT off in lieu of OT pay, but they may not be required to accept CT.

(5) Eligible employees can receive more than one type of premium pay for the same period of service. Under those circumstances, the amounts are calculated separately. For example, an employee who works weekend duty but also includes night differential will be paid the weekend period as additional pay, calculated separately on the hourly rate of pay, as well as, the night differential additive, calculated separately against the basic hourly rate of pay.

(6) Work units in which shift work is performed shall ensure schedules are developed and monitored for the most effective use of the Title 38 Premium Pay rules to ensure a consistent application of the rules and scheduling. Schedules must provide payroll time and attendance with all the necessary information required to ensure accurate documentation of hours worked.

d. Description and Use of Title 38 Premium Pay

(1) On-Call Pay

(a) An employee officially scheduled to be On-Call outside normal duty hours shall be paid an additional hourly premium of 15 percent of their hourly rate of basic pay for each hour in which the employee is officially in an On-Call status outside the facility.

(b) An employee on official Title 38 On-Call status must remain within the designated commuting distance, must remain fit for duty, and must be prepared to return within the time period to the place of work upon notification.

(c) The HD, without further delegation, must designate in writing which work units may use On-Call procedures for the civilian workforce. Within that work unit, the supervisor or HD may determine which employees maybe scheduled for On-Call duty. An employee should not be scheduled to be On-Call unless it is essential for such employee to be immediately available to return to duty.

(d) If called back to work, once on site, the employee's On-Call status ends and regular or OT pay starts. Once the work is finished, the employee returns to On-Call status. Regardless of the duration of work, the time spent at work is deemed to be at least 2 hours for pay purposes. A part-time employee is eligible if they are regularly scheduled to be in an On-Call status.

(e) If an On-Call employee becomes unfit or unavailable to return to work, the employee is required to report the situation immediately to his or her supervisor, or acting supervisor, and is immediately removed from the On-Call duty status and the entitlement to the special pay ends.



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(f) Title 38 On-Call duty is not to be confused with traditional “beeper/telephone” duty. For example, a clinician may carry a beeper or cell phone at all times for the purposes of providing telephone consultation. An employee in this situation is not restricted in their activity and is not considered to be in an official “On-Call” duty status for purposes of obtaining additional compensation (premium pay) for those off-duty hours. There is no provision under current law, Title 5 or Title 38, to provide compensation for this type of telephone duty. It is incumbent upon management to understand that physicians and dentists are ineligible for official Title 38 On-Call pay.

(2) Weekend Duty Pay

(a) Weekend duty pay is an additional 25 percent of the civilian employee’s hourly rate of base pay for all hours of a tour of duty, if any part of the tour of duty falls between midnight Friday and midnight Sunday.

(b) A civilian employee can receive weekend premium pay for two separate tours of duty. For example, if a nurse works from 2200 hours Friday to 0600 hours Saturday, and then from 2200 hours Sunday to 0600 hours Monday, all 16 hours must be paid at the weekend premium rate.

(3) Tour (Night) Differential Pay

(a) An eligible employee may receive an additional 10 percent of their hourly rate of base pay for each hour in a tour of duty in which a minimum of 4 hours of that tour of duty fall between 1800 hours and 0600 hours.

(b) If the employee works less than 4 hours between 1800 hours and 0600 hours, then the employee shall be paid additional pay for each hour of work performed between 1800 hours and 0600 hours.

(4) Holiday Pay

(a) A full-time Title 38 eligible employee on a 40 hour basic workweek who works on a holiday shall receive for each hour of work on the holiday basic pay plus the holiday premium for each hour of work on the holiday. When the basic workweek of an eligible employee includes portions of two tours of duty on a holiday, the holiday benefit shall apply to the shift that begins on the holiday. When a full time eligible employee performs work on a holiday, such duty is deemed to be at least 2 hours in duration for purposes of holiday pay.

(b) A part-time or intermittent eligible employee shall be paid holiday pay only for work performed on the actual calendar holiday, and no in lieu of day will be designated.

(c) Holiday pay is 100 percent of the employee’s hourly rate of basic pay for any hour(s) of work performed on the holiday (0001 to 2400 hours).

(d) A Baylor Nursing Student (two 12 hour tours of duty on a weekend) may not receive holiday pay for work that is performed during the employee’s regularly scheduled tour of

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duty. For example, if a Baylor Nursing Student is scheduled to work a weekend in which either Saturday or Sunday is a Federal or National Holiday, he or she will not receive the holiday premium for work performed on that day.

(e) If an employee works OT on a holiday, they shall be paid the holiday rate and not the OT rate of pay.

(5) Overtime (OT) Pay

(a) An eligible employee (except for Baylor Nursing Students) who performs work that is officially ordered and approved in excess of 40 hours in an administrative workweek, or in excess of 8 hours in a day, shall receive OT pay at a rate of 1.5 times his or her hourly rate of basic pay. An eligible employee covered by a compressed work schedule shall receive OT pay for hour's officially ordered and approved work in excess of the compressed work schedule.

(b) Except as otherwise provided, irregular or occasional OT work of less than 1 hour will be calculated in increments of 15 minutes. An eligible employee must perform at least 15 minutes of such OT work to receive additional pay for such work.

(c) Overtime (OT) work performed by an eligible employee on a day when work was not scheduled, or for which he or she is required to return to the work place, is deemed to be at least 2 hours in duration for the purposes of OT pay. When an employee is called from On-Call duty to perform OT work, these provisions apply and the On-Call duty is suspended.

(d) Overtime (OT) pay under Title 38 authority is not limited by the provisions of Reference (y), (i.e., OT pay is paid at the rate of 1.5 times the hourly rate of basic pay and is not capped at the GS-10 level).

(6) Compensatory Time-Off

(a) An eligible employee may request in writing and be granted CT off in lieu of OT pay for regularly scheduled or irregular and occasional OT work. The amount of the CT off will equal the amount of time spent in OT work. An intermittent employee may not request and be granted CT off in lieu of payment for OT work.

(b) An employee may not be required to accept CT off in lieu of payment for OT work.

(c) Compensatory time (CT) off should be used as soon as possible after it is earned but not later than the end of the 26<sup>th</sup> pay period following the pay period in which it is earned. Any unused CT off shall be paid at the OT rate at which it was earned.

(d) A Baylor Nursing Student may not be granted CT off in lieu of OT pay.

(7) Payments During Periods of Leave and Authorized Absence

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(a) An eligible employee may not be charged leave during periods of regularly scheduled On-Call duty, nor receive additional pay for regularly scheduled On-Call duty when, because of leave or other authorized absence, the employee is not expected to be able to return to work immediately.

(b) When on annual or sick leave or on CT off, an eligible employee is entitled to tour differential pay for a period of paid leave only when the total amount of leave in a pay period is less than 8 hours.

(c) When excused from work because of a holiday or in lieu of a holiday, an eligible employee is entitled to any otherwise appropriate tour differential pay.

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ENCLOSURE 14

TITLE 38 / TITLE 5 QUICK REFERENCE GUIDE

<b>Title 38 / Title 5 Quick Reference Comparison Chart</b>			
<b>Premium Pay</b>	<b>Hourly Rate of Base Pay Additive</b>	<b>Title 38 Rules</b>	<b>Title 5 Rules</b>
On-Call Pay	15%	Premium for all hours On-Call	No equivalent
Weekend Duty Pay	25%	Premium pay for all hours in a tour of duty if any part of the tour is between 2400hrs Friday and 2400hrs Sunday	Premium only for actual hours worked on Sunday
Tour (Night) Differential Pay	10%	Premium pay for each hour in a tour of duty between 1800hrs – 0600hrs if at least 4 hours of tour between 1800 hrs-0600hrs, otherwise same	Only actual hours worked between 1800hrs-0600hrs
Holiday Pay	100%	Premium pay for hours worked on Holiday. Overtime at Holiday rate.	Same as Title 38 except holiday overtime at overtime rate
Overtime Pay	50%	Overtime rate based on actual rate of base pay (no cap)	Overtime rate capped at GS-10 Step 1

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APPENDIX 1

SAMPLE APPOINTMENT/TERMINATION RECORD

<b>APPOINTMENT/TERMINATION RECORD - AUTHORIZED SIGNATURE</b> <i>(Read Privacy Act Statement and Instructions before completing form.)</i>														
<b>PRIVACY ACT STATEMENT</b>														
<p><b>AUTHORITY:</b> E.O. 9397, 31 U.S.C. Sections 3325, 3526, DoDFMR, 7000.14-R, Vol. 5.  <b>PRINCIPAL PURPOSE(S):</b> To maintain a record of certifying and accountable officers' appointments, and termination of those appointments. The information will also be used for identification purposes associated with certification of documents and/or liability of public records and funds.  <b>ROUTINE USE(S):</b> The information on this form may be disclosed as generally permitted under 5 U.S.C Section 552a(b) of the Privacy Act of 1974, as amended. It may also be disclosed outside of the Department of Defense (DoD) to the the Federal Reserve banks to verify authority of the accountable individual to issue Treasury checks. In addition, other Federal, State and local government agencies, which have identified a need to know, may obtain this information for the purpose(s) identified in the DoD Blanket Routine Uses published in the Federal Register.  <b>DISCLOSURE:</b> Voluntary; however, failure to provide the requested information may preclude appointment.</p>														
<b>SECTION I - FROM: APPOINTING AUTHORITY</b>														
1. NAME (First, Middle Initial, Last)	2. TITLE	3. DOD COMPONENT/ORGANIZATION												
4. DATE (YYYYMMDD)	5. SIGNATURE													
<b>SECTION II - TO: APPOINTEE</b>														
6. NAME (First, Middle Initial, Last)	7. SSN	8. TITLE												
9. DOD COMPONENT/ORGANIZATION	10. ADDRESS (include ZIP Code)													
11. TELEPHONE NUMBER (Include Area Code)	12. EFFECTIVE DATE OF APPOINTMENT (YYYYMMDD)													
<p>13. POSITION TO WHICH APPOINTED (X as applicable (one only))</p> <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> DISBURSING OFFICER</td> <td><input type="checkbox"/> DEPUTY DISBURSING OFFICER</td> <td><input type="checkbox"/> DISBURSING AGENT</td> </tr> <tr> <td><input type="checkbox"/> PAYING AGENT</td> <td><input type="checkbox"/> CASHIER</td> <td><input type="checkbox"/> COLLECTION AGENT</td> </tr> <tr> <td><input type="checkbox"/> CHANGE FUND CUSTODIAN</td> <td><input type="checkbox"/> IMPREST FUND CASHIER</td> <td><input type="checkbox"/> CERTIFYING OFFICER</td> </tr> <tr> <td><input type="checkbox"/> DEPARTMENTAL ACCOUNTABLE OFFICIAL</td> <td colspan="2"></td> </tr> </table>			<input type="checkbox"/> DISBURSING OFFICER	<input type="checkbox"/> DEPUTY DISBURSING OFFICER	<input type="checkbox"/> DISBURSING AGENT	<input type="checkbox"/> PAYING AGENT	<input type="checkbox"/> CASHIER	<input type="checkbox"/> COLLECTION AGENT	<input type="checkbox"/> CHANGE FUND CUSTODIAN	<input type="checkbox"/> IMPREST FUND CASHIER	<input type="checkbox"/> CERTIFYING OFFICER	<input type="checkbox"/> DEPARTMENTAL ACCOUNTABLE OFFICIAL		
<input type="checkbox"/> DISBURSING OFFICER	<input type="checkbox"/> DEPUTY DISBURSING OFFICER	<input type="checkbox"/> DISBURSING AGENT												
<input type="checkbox"/> PAYING AGENT	<input type="checkbox"/> CASHIER	<input type="checkbox"/> COLLECTION AGENT												
<input type="checkbox"/> CHANGE FUND CUSTODIAN	<input type="checkbox"/> IMPREST FUND CASHIER	<input type="checkbox"/> CERTIFYING OFFICER												
<input type="checkbox"/> DEPARTMENTAL ACCOUNTABLE OFFICIAL														
<p>14. YOU ARE HEREBY APPOINTED TO SERVE IN THE CAPACITY IDENTIFIED IN ITEM 13. YOUR RESPONSIBILITIES INCLUDE:                  Serve as Certifier of Time and Attendance t include the following responsibilities:</p> <ul style="list-style-type: none"> <li>- Review time for assigned employees to ensure accuracy.</li> <li>- Correct incorrect time or refer to employee/timekeeper.</li> <li>- Certify time.</li> <li>- Enter/certify prior pay.</li> <li>- Maintain Primary/Alternate Timekeepers and Alternate Supervisors.</li> </ul>														
<p>15. YOU ARE ADVISED TO REVIEW AND ADHERE TO THE FOLLOWING REGULATION(S) NEEDED TO ADEQUATELY PERFORM THE DUTIES TO WHICH YOU HAVE BEEN ASSIGNED:                  DoDFMR, Vol. 5, chapter 33; DoDFMR, Vol. 8, chapter 2; NATNAVMEDCENINST 7420.2                  Standard Labor Data Collection and Distribution Application (SLDCADA).</p>														
<b>SECTION III - ACKNOWLEDGEMENT OF APPOINTMENT</b>														
<p>I acknowledge and accept the position and responsibilities defined above. I understand that I am strictly liable to the United States for all public funds under my control. I have been counseled on my pecuniary liability and have been given written operating instructions. I certify that my official signature is shown in item 17 below.</p>														
16. PRINTED NAME (First, Middle Initial, Last)	17. SIGNATURE													
<b>SECTION IV - TERMINATION OF APPOINTMENT</b>														
The appointment of the individual named above is hereby revoked.		18. DATE (YYYYMMDD)												
		19. APPOINTEE INITIALS												
20. NAME OF APPOINTING AUTHORITY	21. TITLE	22. SIGNATURE												

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APPENDIX 2

SAMPLE TIMEKEEPING RECORD

(YOUR DEPARTMENT)

Day: M T W T F S S

DATE:

Directions for Sign In/Out: Record all entries in ink. Use pen/ink recording (sign your name on the first vacant line of column (1); enter your tour of duty in column (2); enter your schedule start time in column (3); **NOTE: if you arrive later than your schedule start time or if you were approved to arrive earlier than your schedule start time, enter your exact arrival time;** upon departure sign your name on the first vacant line of column (4); enter your exact departure time in column (5); enter core hours worked in column (6); approved compensatory or overtime work in column (7) or (8); and leave hours and type of leave in column (9).

Employee Certification: I certify that (1) the elapsed time between time-in and time-out less my unrecorded lunch period represents total hours worked; (2) worked are the same as permitted hours of work; and (3) all approved compensable hours worked are shown in columns (6), (7), and (8).

Arrival Signature (1)	Tour of Duty (2)	Time In (3)	Departure Signature (4)	Time Out (5)	Core Hours Worked (6)	Comp Earned (7)	Over- Time (8)	Leave Hours/Type (9)	Remarks

Certified correct as to all time worked and leave taken through the end of this period.

Approved: \_\_\_\_\_  
Supervisor Date

Posted to Time Cards: \_\_\_\_\_  
Timekeeper Date

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APPENDIX 3

SAMPLE WORK SCHEDULE CHANGE REQUEST

WORK SCHEDULE CHANGE REQUEST									
INSTRUCTIONS									
1. Employee complete blocks 1-12					2. Authorizing Official complete blocks 10 and 13-17				
2. Forward completed form to your departmental T&A desk or agency payroll CSR									
Block 4, Time and Attendance (T&A) status codes: A - Active and P - Pending									
Block 6, Alternate Work Schedule (AWS) codes: AWS 0 - Regular (fixed within core hours) AWS 1 - Flex/low (fixed outside of core hours) AWS 5 - Flex/high flexible that equals 50hrs biweekly in less than 10 workdays AWS 6 - Compress (fixed that equals 50hrs biweekly in less than 10 workdays)									
1. EMPLOYEE NAME			2. EMPLOYEE SSN(LAST4)		3. ORG/DEPT		4. EFFECTIVE DATE		
5. T&A STATUS Code (see instructions above)					6. AWS CODE (see instructions above)				
7. REASON FOR CHANGE TO WORK SCHEDULE (check one)					8. TYPE OF CHANGE TO WORK SCHEDULE (check one)				
<input type="checkbox"/> New or Transfer Employee <input type="checkbox"/> Tour of Duty Change <input type="checkbox"/> Separation or Transfer					<input type="checkbox"/> Permanent <input type="checkbox"/> Temporary				
9. REQUESTED PAY PERIOD TOUR OF DUTY									
Week 1		SUN	MON	TUE	WED	THU	FRI	SAT	SUNDAY PAY
Tour of Duty	Start Time								<input type="checkbox"/> Yes
	End Time								<input type="checkbox"/> No
Night Differential	Start Time								<input type="checkbox"/> Yes
	End Time								<input type="checkbox"/> No
Week 2		SUN	MON	TUE	WED	THU	FRI	SAT	SUNDAY PAY
Tour of Duty	Start Time								<input type="checkbox"/> Yes
	End Time								<input type="checkbox"/> No
Night Differential	Start Time								<input type="checkbox"/> Yes
	End Time								<input type="checkbox"/> No
10. COMMENTS									
11. EMPLOYEE SIGNATURE						12. DATE (DDMMYYYY)			
13. WORK SCHEDULE CHANGE APPROVAL <input type="checkbox"/> YES <input type="checkbox"/> NO (If no is checked, kindly give reason in block #10)						14. DATE(DDMMYYYY)			
15. AUTHORIZING OFFICIAL NAME PRINTED			16. AUTHORIZING OFFICIAL SIGNATURE			17. DATE (DDMMYYYY)			

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APPENDIX 4

SAMPLE MEMORANDUM FOR CSR PAYROLL

DATE: \_\_\_\_\_

MEMORANDUM FOR CSR/Payroll

(Employees please complete 1-4)

1. I, \_\_\_\_\_ social security number \_\_\_\_\_ request:  
(print name)

(Check Applicable)

\_\_\_\_\_ Advance Sick Leave for \_\_\_\_\_ Hours; \_\_\_\_\_ Advance Annual Leave \_\_\_\_\_ Hours;  
\_\_\_\_\_ Leave Without Pay in excess of 10 days

2. Dates: From \_\_\_\_\_ to \_\_\_\_\_.

3. I have exhausted all leave. \_\_\_\_\_ Yes \_\_\_\_\_ No

4. I plan to return to work and repay all leave that has been advanced to me.

5. Advance Sick Leave requires medical documentation submission with this request. A doctor's certification stating that you are incapacitated during this specific period of time.

\_\_\_\_\_  
Requestor Signature

\_\_\_\_\_ Approved

\_\_\_\_\_ Disapproved

\_\_\_\_\_  
First Line Supervisor's Signature

\_\_\_\_\_ Approved

\_\_\_\_\_ Disapproved

\_\_\_\_\_  
Department Chief Signature

(If Applicable)

\_\_\_\_\_ Approved

\_\_\_\_\_ Disapproved

\_\_\_\_\_  
Director For Signature

Advance Sick Leave: Employees may be granted up to 240 hours (30 days) advance sick leave in connection with a serious illness, injury, or disability when the employee has exhausted all sick leave and intends to continue employment with the Department of Defense following recovery. No request for more than 30 days may be approved.

Advance Annual Leave: Annual leave may be advanced to an employee upon written request to supervisor. The amount of annual leave that may be advanced cannot exceed that which an employee could be expected to earn during the remainder of the leave year. If approving the advance leave does not appear to be in the best interest of the government, it should be denied.



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APPENDIX 5

SAMPLE OVERTIME/COMPENSATORY TIME REQUEST AND AUTHORIZATION

OVERTIME/COMPENSATORY TIME REQUEST AND AUTHORIZATION

FROM:			DATE:			
TO:			VSA:			
<p>Employee has requested or given to the approving employee to perform work as indicated and justified below:</p>						
<p> <input type="checkbox"/> OVERTIME                     <input type="checkbox"/> COMPENSATORY TIME                     <input type="checkbox"/> BOTH OVERTIME AND COMPENSATORY TIME                     <input type="checkbox"/> COMPENSATORY TIME             </p>						
RAY NUMBER	FLSA STATUS *SEE LISTING BELOW	TYPE OF OVERTIME	NAME (Last, First, Middle Initial)	NUMBER OF HOURS	DATE(S) (From)	(To)
JUSTIFICATION WHY THE OVERTIME OR COMPENSATORY TIME WORK CANNOT BE ACCOMPLISHED DURING NORMAL WORKING HOURS. (Be specific for Request Compensatory Time).						
SIGNATURE (Requester)					TITLE:	
AUTHORIZATION: REQUESTED     APPROVED     NOT APPROVED			SIGNATURE (Approving authority)		DATE	
NOTE: IF THE REQUEST WAS NOT APPROVED IN ADVANCE OF THE TIME WORKED, ADD JUSTIFICATION FOR APPROVAL AFTER THE FACT.						
LEGEND:	FLSA STATUS 1 = NON-FLSA 2 = EXEMPT	TYPE OF OVERTIME 1 - OVERTIME 2 - COMPENSATORY	NOTE: THIS REQUEST MAY CONTAIN INFORMATION SUBJECT TO THE PRIVACY ACT OF 1974 AS AMENDED.			

FORM NCR OTCT

APPENDIX 6

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TIME AND ATTENDANCE QUICK REFERENCE GUIDE FOR USING TIME BY TIME CATEGORY							
Time Category	Page	How to Request	Requestor	Approver	Supporting Documentation	Time Frame to Submit Request	Recording Hours Earned on Timecard
Overtime or Compensatory Time	21	Utilize the NCR OT/CT request form	Employee's immediate supervisor	Appropriate approving authority per agency	N/A	As reasonably possible in advance of the employee working the hours	Record hours worked on appropriate days; hours cannot be recorded until the request has been properly submitted and approved; hours earned cannot exceed the amount authorized by the approving authority on the NCR OT/CT request form
Compensatory Time Off for Travel	23	Utilize the NCR OT/CT request form	Employee's approving authority per agency	Appropriate approving authority per agency	Copy of Employee's TDY/TAD orders; copy of complete travel itinerary with any changed indicated; detail explanation of the time being earned	As reasonably possible in advance of the employee commencing TDY/TAD	Record hours worked on appropriate days; hours cannot be recorded until the request has been properly submitted and approved; hours earned cannot exceed the amount authorized by the approving authority on the NCR OT/CT request form
Religious Compensatory Time	24	Utilize the NCR OT/CT request form	Appropriate approving authority per agency	Appropriate approving authority per agency	Employee's adjusted work schedule and plan for making up the previous or anticipated absence	As reasonably possible in advance of the employee earning the hours	Record hours worked on appropriate days; hours cannot be recorded until the request has been properly submitted and approved; hours earned cannot exceed the amount authorized by the approving authority on the NCR OT/CT request form
Accrued Annual Leave	11	Utilize the OPM71	Employee	Employee's immediate supervisor	N/A	At least seven work days in advance when practicable; otherwise, notify supervisor as soon as reasonably possible prior to the start of designated workday	Record hours taken on appropriate days; hours cannot exceed the amount authorized by the approving authority on the OPM71.

**TIME AND ATTENDANCE QUICK REFERENCE GUIDE FOR USING TIME BY TIME CATEGORY**

<b>Time Category</b>	<b>Page</b>	<b>How to Request</b>	<b>Requestor</b>	<b>Approver</b>	<b>Supporting Documentation</b>	<b>Time Frame to Submit Request</b>	<b>Recording Hours Earned on Timecard</b>
Advanced Annual Leave	13	First the Advance Leave Request Memo must be submitted and approved, then utilize the OPM71	Employee	Appropriate approving authority per organization	N/A	As reasonably possible in advance.	Record hours taken on appropriate days; hours cannot exceed the amount authorized by the approving authority on the OPM71.
Accrued Sick Leave	14	Utilize the OPM71	Employee	Employee's immediate supervisor	Medical certification or accepted administrative evidence for absence of three or more workdays and/or upon request from supervisor	At least seven work days in advance when practicable; otherwise, notify supervisor as soon as reasonably possible prior to the start of designated workday	Record hours taken on appropriate days; hours cannot exceed the amount authorized by the approving authority on the OPM71.
Advance Sick Leave	14	First the Advance Leave Request Memo must be submitted and approved, then utilize the OPM71	Employee	Appropriate approving authority per organization	*Serious health condition – supervisor may require medical certification form health care provider to substantiate the condition and certification of fitness to return to work. *Serious health condition of an immediate family member – supervisor may require certification from health care provider to substantiate the condition	*As reasonably possible in advance. *When requested under FMLA – at least 30 days in advance.	Record hours taken on appropriate days; hours cannot exceed the amount authorized by the approving authority on the OPM71.

**TIME AND ATTENDANCE QUICK REFERENCE GUIDE FOR USING TIME BY TIME CATEGORY**

<b>Time Category</b>	<b>Page</b>	<b>How to Request</b>	<b>Requestor</b>	<b>Approver</b>	<b>Supporting Documentation</b>	<b>Time Frame to Submit Request</b>	<b>Recording Hours Earned on Timecard</b>
Leave Without Pay (LWOP)	17	*For more than 10 days but less than 30, the Advance Leave Memo must be submitted. *For more than thirty days, HR has to generate an SF30; then utilize the OPM71	Employee	Appropriate approving authority per organization	For health related absence -- a physician statement indicating need for absence and prognosis of employee's ability to return to work	As reasonably possible in advance.	Record hours taken on appropriate days; hours cannot exceed the amount authorized by the approving authority on the OPM71.

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APPENDIX 7SAMPLE DEFENSE CIVILIAN PAY SYSTEM (DCPS) TYPE HOUR CODES

The following table lists commonly used Type Hour Codes (THCs) for use by civilian employees. This is not a complete list.

*a. Regular Work and Overtime Type Hour Codes*

<b>Code</b>	<b>Description</b>
CH	Holiday Compensatory Time Earned (Title 38 Only). This code is used for compensatory time worked on a Holiday.
CS	Sunday Compensatory Time Earned (Title 38 Only). This code is used for compensatory time worked on a Sunday. It is also valid on Saturday if the Saturday time continues into Sunday.
HA	Holiday Saturday (Title 38 Only). This code is used for working on a holiday that is on a Saturday. It is also valid on a Friday shift that falls into a Saturday.
HC	Holiday Work, Callback – Holiday work callback during regularly scheduled work hours. The actual time worked must be entered to ensure correct calculation of pay. The system will determine the difference between the actual times worked on callback and the two-hour minimum entitlement under Title 5 and will pay accordingly. The system will default to the shift code assigned unless a temporary shift override is input. Note: If an employee is scheduled to work on a Sunday, which is also the employee's holiday, the holiday pay type code (H) is input in lieu of the Sunday pay type code (S). The system will pay both the Sunday and the Holiday.
HG	Holiday Work (Graded) – Holiday pay for graded employees who work on the holiday.
HU	Holiday Sunday (Title 38 Only). This code is used for working on a holiday that is on a Sunday. It is also valid on a Saturday or Monday if the employee's shift falls into those days from the Sunday.
OB	On-Call – This is a premium pay for employees who are considered on-call. It is paid for hours outside of the regular schedule when the employee is on call and available to come back to work if needed. This is valid for all employees except those who have a Title 38 indicator equal to 'K' or 'L' and occ series of 0602 or 0680. This eliminates Title 38 doctors and dentists who have the 'ZN' entitlement in lieu of this premium pay. All other employees are eligible.
OC	Overtime, Callback – Unscheduled – Additional hours of work not scheduled in advance, on a day when work was not scheduled. This code is also used to report additional hours of work for an employee required to return to his or her place of work. The actual time worked must be entered. The system will determine the difference between the actual times worked on callback and the two-hour minimum entitlement under Title 5 and will pay accordingly. The system will determine

Code	Description
	which shift is payable to ungraded employees who work overtime callback. Hour minimum entitlement is specified under Title 5 and pay will be determined based on Title 5 rules. The system will determine which shift is payable to ungraded employees who work overtime callback.
OD	Sunday Overtime (Title 38 Only). This code is used for Overtime that is worked on a Sunday. It is also valid on Saturday if the Saturday time continues into Sunday.
OH	Holiday Overtime (Title 38 Only). This code is used for Overtime that is worked on a Holiday. If this code is used on a Saturday, Saturday Premium will also be paid.
OS	Overtime, Scheduled – Additional work hours scheduled in advance. Graded employees' night differential, when appropriate, is payable on scheduled overtime. Ungraded employees' shift differential entitlement is determined and set by the system.
OU	Overtime Unscheduled – Additional hours of work not scheduled in advance. Night differential for graded employees is not payable on unscheduled overtime. Shift differential entitlement for ungraded employees is determined and set by the system. This code may not be used on a nonscheduled workday unless the employee is a firefighter or fire chief, or a foreign national fire-fighter or fire chief. If an employee's Alternate Work Schedule (AWS) code is 3, 4, or 5, this code is not permitted unless valid regular hours are also reported for the same day.
OX	Overtime, Unscheduled Exception. This code can be used on a nonscheduled workday.
RG	Regular (Graded) – Straight time pay for graded employees regardless of scheduled hours worked.
SG	Sunday Work (Graded) – Sunday pay for full-time graded employees when Sunday is a regularly scheduled workday during the administrative workweek. T&A will edit to ensure that Sunday premium is payable to the employee.
SW	Saturday Pay (Title 38 Only). This code is used for regular time that is worked on a Saturday. The employee receives additional pay for working on a Saturday. It is also valid on Friday if the Friday time continues into Saturday.

***b. Leave Hours – Paid Type Hour Codes***

Code	Description
LA	Annual Leave. If the organization has blanket leave authorized, a "3" is set in the blanket leave advance indicator of the organization record or if an employee has a preauthorized advance leave amount, a "2" is set in the blanket leave advance indicator. This code, when used with an injury number, will be counted as one (1) day of continuation of regular pay (COP). Note: For employees on donated leave for "Family," this code must be inputted and the system will convert to donate.
LB	Advanced Annual Leave. This code is used if an organization has approved advanced annual leave coming in on the timecard. A "1" is set in the blanket leave advance indicator of the organization record.

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Code	Description
LC	Court Leave. This code is used when an employee is absent from work for the reason of jury duty or for attending judicial proceedings in a nonofficial capacity as a witness on behalf of a State or local Government.
LF	Forced Annual Leave. The use of this code is the same as for regular annual leave (Code LA). This code gives management the option of distinguishing between annual leave directed to be taken and annual leave used at the employee's request.
LG	Advanced Sick Leave. This code is used if an organization has approved advanced sick leave coming in on the timecard.
LH	Holiday Leave.
LK	Home Leave.
LM	Military Leave.
LN	Administrative Leave. Paid excused leave given by management.
LP	Restored Annual Leave Account #3. If the employee's annual leave balance is insufficient to cover annual leave and restored annual leave accounts #1 and #2 are insufficient, the system will default to this code. At the end of the leave year, any remaining balance will be moved to leave code LQ.
LQ	Restored Annual Leave Account #2. If the employee's annual leave balance is insufficient to cover reported annual leave and restored annual leave account #1 is insufficient, the system will default to this code. At the end of the leave year, any remaining balance will be moved to leave code LR.
LR	Restored Annual Leave Account #1. This is the oldest account in the employee's leave record and is the account that will be defaulted to when the annual leave balance is insufficient to cover annual leave reported via time and attendance. At the end of the leave year of forfeiture, any balance remaining in this account will be forfeited and cannot be restored again.
LS	Sick Leave. This code can also be used to advance sick leave if employee has preauthorized amount set in master employee record and no sick leave is available. This code, when used with an injury number, will be counted as one (1) day of COP. Note: For employees on donated leave for "self," this code must be inputted and the system will convert to donated.
LT	Absence because of a traumatic injury covered under the provisions of COP. Requires injury number (MMDD). Do not use on date of injury. (See LU).
LU	Date of injury. Hours of non-work due to traumatic injury, chargeable to administrative leave. Do not use after date of injury. (See LT) Do not use injury number. May be reported without hours, if applicable.
LV	Excused absence on a regularly scheduled workday, such as excused absence due to tardiness. Employee may be excused for tardiness under Title 5, but the period excused is not includable under the Fair Labor Standards Act (FLSA).
LX	Periods of non-work which are payable under Title 5, such as date of death, date of traumatic injury, or sabbatical. If employee status code equals "V" for sabbatical leave, T&A will generate this code. If generated, this code may not be overridden.
LY	Time Off Award (leave) given in lieu of cash award (up to 80 hours per year). Unused hours will be automatically dropped off one year from the date it was

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	approved. Note: A Time Off Award does not convert to cash under any circumstances such as transfer, separation, or retirement. A Time Off Award MUST be used within one year after its approval. Any unused time off is forfeited and may not be restored.
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*c. Leave Hours – Nonpaid Type Hour Codes*

Code	Description
KA	Leave Without Pay. If the employee status code equals “L” for extended leave without pay (LWOP), T&A will generate this code; it may not be overridden.
KB	Suspension.
KC	Absent Without Leave (AWOL). This code is used for unauthorized absences.
KD	Office of Worker’s Compensation Program (OWCP). Employee is in a non-pay status, receiving compensation from OWCP. If employee status code equals “W” for extended OWCP, T&A will generate this code. If generated, this code may not be overridden. These non-pay hours are not included in the non-pay hours used for leave accrual reduction or counted in the hours of non-pay used for within grade increases.
KG	Military Furlough. If employee status code equals “M” for military furlough, T&A will generate this code. If generated, this code may not be overridden. Leave is accrued/prorated per the Federal Personnel Manual (FPM). These non-pay hours are not included in the non-pay hours used for leave accrual reduction or counted in hours of non-pay used for within grade increases.

*d. Compensatory Time Type Hour Codes*

Code	Description
CA	Religious Compensatory Time Taken. This code will reduce any available earned religious time balance. If no balance of earned hours is available, up to 40 hours will be advanced.
CB	Travel Compensatory Time Earned. Determined after employee returns from official TAD and submits Travel Compensatory Time Control Sheet, copy of TAD orders, and copy of flight itinerary. This compensatory time is earned for travel done outside the employee’s tour of duty when the employee is in a Travel Status.
CC	Compensatory Time Callback. Input the actual time worked. If less than the 2 hour minimum, the system will calculate the difference between actual time and 2 hours for pay purposes, as applicable, and will record 2 hours to the compensatory time balance.
CD	Credit Hours Earned. Employee must have an alternate work schedule of 1 – 5, 'D&E' (D=Variable Work Schedule, E=Maxiflex Work Schedule) and be approved at the Organizational level. Maximum of 24 hours upon organizational approval. These hours are in excess of the basic work requirement but within the biweekly tour of duty. Any separation payment will be at straight time.



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CE	Compensatory Time Earned. This is the actual number of hours worked as irregular or occasional overtime that are entered in the employee's compensatory earned account to be used at a later time as compensatory time off.
CF	Travel Compensatory Time Taken. This compensatory time code will reduce any available Travel Compensatory Time balance by the used amount.
CN	Credit Hours Taken. This code will reduce any available credit hours earned balance by the used amount.
CR	Religious Compensatory Time Earned. This is time worked at the request of the employee to offset time off for religious reasons. If the religious comp balance is a credit amount, the time worked will reduce that credit. If the employee separates with an unused balance, the balance is paid as part of lump sum at the straight line rate.
CT	Compensatory Time Taken (includes Callback). This is compensatory time off in lieu of payment for an equal number of hours worked.

*e. Family Medical Codes*

Code	Description
	Note: The following Family Medical Leave codes, DA, DB, DC, DD, will be reported in the Ehz/HAZ/OTH field as an exception. These codes will be reported with the applicable leave codes: LS, LA, LB, LG, KA, LQ, LR, CT and CN.
DA	Birth of son/daughter or care of newborn.
DB	Adoption or foster care.
DC	Care for spouse, son, daughter, or parent with a serious health condition.
DD	Serious health condition of employee.

*f. Telework Codes*

Code	Description
	Note: Telework time will be reported in the Ehz/HAZ/OTH field as an exception.
TW	Telework Regular – where an approved work schedule for eligible employees regularly work at least one day per biweekly pay period at an alternative worksite (as defined for DOD).
TS	Ad hoc/Situational – approved telework performed on an occasional, one-time, or irregular basis. (Telework of less than one day per pay period is considered ad hoc).
TM	Telework Medical – telework that has been approved for a particular employee as deemed necessary by the organization for medical reasons.

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GLOSSARYABBREVIATIONS AND ACRONYMS

ATAAPS	Automated Time and Attendance and Production System
AWS	Alternative Work Schedule
AWOL	Absence without Leave
CHRC	Civilian Human Resources Center
CONUS	Continental United States
COP	Continuation of Regular Pay
CPO	Civilian Payroll Office
CSR	Customer Service Representative
CT	compensatory time
DCAS	Defense Cash Accountability System
DCPS	Defense Civilian Pay System
DFAS	Defense Finance Accounting System
DHA	Defense Health Agency
DoD	Department of Defense
DOL	Department of Labor
DTM	Directive Type Memorandum
EHZ	Environmental Hazard Code
FBCH	Fort Belvoir Community Hospital
FECA	Federal Employees' Compensation Act
FFLA	Family Friendly Leave Act
FLSA	Fair Labor Standards Act
FMLA	Family and Medical Leave Act
FPCON Delta	Force Protection Condition Delta
FPM	Federal Personnel Manual
GS	General Schedule
HD	Head of Department
HR	Human Resources
HRD	Human Resources Department
HRO	Human Resource Office
IAW	in accordance with
JTF CapMed	Joint Task Force National Capital Region Medical
LES	Leave and Earning Statement
LT	days thereafter
LU	day of injury
LWOP	leave without pay

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MTF	Medical Treatment Facility
NCR	National Capital Region
NCR MD	National Capital Region Medical Directorate
OPM	Office of Personnel Management
OT	overtime
OWCP	Office of Workers' Compensation Program
PCS	Permanent Change of Station
PDPP	Physicians and Dentists Pay Plan
PPE	Pay Period Ending
RDO	regular day off
TAD	Temporary Additional Duty
TDY	Temporary Duty
T&A	Time and Attendance
THCs	Type Hour Code(s)
U.S.	United States
U.S.C.	United States Code
VA	Veterans Affairs
VLTP	Voluntary Leave Transfer Program
WRNMMC	Walter Reed National Military Medical Center