
MANAGEMENT

TIME OFF INCENTIVE AWARD

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PURPOSE This guide outlines instructions for the operation of the Time Off Incentive Award in the Center for Drug Evaluation and Research (CDER).

BACKGROUND

The Federal Employees Pay Comparability Act of 1990 (FEPCA), Public Law 101-509, provides Federal agencies new authority to grant employees time off from duty as an incentive award (Time Off Awards).

REFERENCES

- FDA Guide 1431.11, Authority for Incentive Awards.
- CDER Manual of Policies and Procedures (MAPP) 4642.2, On-the-Spot Cash Award.
- FDA Awards Handbook (also on Videotex).

DESCRIPTION

A Time Off Award is an incentive award granted to employees as an excused absence without loss of pay or charge to leave recognizing a superior accomplishment or other personal effort that contributes to the quality, efficiency, or economy of Government operations. For consideration of other incentive awards, see the second and third References above.

ELIGIBILITY

A Time Off Award may be granted to any FDA civilian employee and/or groups of civilian employees. Each recipient of a group Time Off Award is subject to the individual requirements of eligibility.

AWARD CRITERIA

Examples of employee achievement that might be considered for a Time Off Award include:

- Making a high quality contribution involving a difficult or important project or assignment.
 - Displaying special skill in completing an assignment or project before the deadline.
 - Applying the concepts of total quality management towards the improvement of a product, activity, program, or service.
 - Ensuring the mission of the unit is accomplished during a difficult period by successfully completing additional work or a project/assignment while maintaining the employee's own workload.
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POLICY

- Supervisors and managers decide when the use of a Time Off Award is appropriate recognition. A Special Act or Service cash award or On-the-Spot cash award **may not** be granted in addition to a Time Off Award for the same achievement. However, receipt of a Time Off Award **does not** preclude recognizing the achievement with an honor award.
- The maximum amount of time off that may be granted during one leave year is 80 hours for each full-time employee whether the award is for an individual, group, or a combination thereof. In the case of an employee with a part-time tour of duty, the maximum hours allowed during one leave year are the number of hours in the employee's biweekly scheduled tour of duty.

- The maximum amount of time off that may be granted for a single contribution is 40 hours to an employee on a full-time tour of duty. For a part-time or uncommon tour of duty, the limit is one-half of the maximum amount that could be granted during the leave year.
- The minimum amount of time off that may be granted for a single contribution is one-half of an employee's regular workday.
- Time off may be taken in the same intervals as that allowed for annual leave.
- Initiating and using Time Off Awards:
 1. The time off should be initiated within, but no later than, 30 days after the employee's contribution. The time off must be scheduled and used within 120 days from the effective date on the Notification of Personnel Action (SF-50).
 2. Time off not used within 120 days will be lost except when physical incapacitation for duty occurs during this period.
 3. Office of Personnel Management regulations prohibit the employee from receiving compensation in monies for loss of the time off regardless of the reason.
- The scheduling of time off is subject to the approval of the recipient's immediate supervisor. The supervisor should make every effort to allow the leave to be taken during the 120-day period.

NOMINATING, APPROVING, AND ROUTING OF NOMINATIONS

- **Nominating Officials:**
 1. Supervisory personnel are designated as nominating officials to initiate the Time Off Award. Self-nominations are not allowed. Nominations may come from a supervisory official other than the nominated employee's immediate supervisor provided the immediate supervisor concurs on the nomination and it is forwarded to the employee's approving official.
 2. A Request for Personnel Action (SF-52) is used as the nomination form (see Attachment A). The supervisor ensures that the nomination contains all necessary information including the name, social security number, date of birth, position title, series, grade and step, and salary of the nominee, the number of hours in the biweekly scheduled tour of duty, the number of hours proposed as the Time Off Award (see Attachment B for the Time Off Awards Scale for a Single Contribution), appropriation code, timekeeper

number, and a written description of the contribution being recognized.

- **Approving Officials:** To encourage timely recognition of employees' achievements, the Director, Office of Management, delegates the authority to approve nominations for Time Off Awards to the CDER Office and Staff directors. CDER Office and Staff directors are encouraged to redelegate approval authority **as low as second level supervisors**. The determination to grant a Time Off Award, including the number of hours, is reviewed and approved by an official who is at a higher level than the official who made the initial nomination.

- **Routing of Nominations:**
 1. The nominating official prepares the SF-52 with the appropriate information described above and signs and dates the SF-52 (Part A Block 5).
 2. The approving official signs and dates the SF-52 (Part A Block 6) indicating approval. Time off may be taken when the approving official has endorsed the nomination. **An SF-50 does not have to be obtained before the employee(s) may take time off.**
 3. The signed SF-52 is sent to the CDER Incentive Awards Officer (IAO), Division of Management Services, Office of Management, for technical review and Center reporting purposes. The CDER IAO reviews the nomination for completeness and accuracy, signs and dates the SF-52 (Part C-1), and forwards it to the FDA Awards Coordinator.
 4. The CDER IAO reports Time Off Award activity within 30 days after the end of each quarter to the FDA Awards Coordinator, Office of Human Resources and Management Services (OHRMS).
 5. OHRMS sends an SF-50 to the appropriate Program Specialist for notification of the nominating official, employee, and the employee's timekeeper. OHRMS retains a copy of the SF-50 on the permanent side of the employee's Official Personnel File.
 6. The employee's timekeeper receives a copy of the SF-50 or memorandum issued in lieu of an SF-50 authorizing the employee's entitlement to the Time Off Award. The timekeeper establishes a Time Off Account Record (see Attachment C for Timekeeping Instructions).

EFFECTIVE DATE

This guide is effective upon date of publication.

Request for Personnel Action (SF-52)

REFER TO HARD COPY FOR ATTACHMENT

Attachment B

Time Off Awards Scale for a Single Contribution

<u>Value to Organization</u>	<u>Number of Hours</u>
Moderate:	1 to 10
1) A contribution to a product, activity, program, or service to the public, which is of sufficient value to merit formal recognition.	
2) Beneficial change or modification of operating principles or procedures.	
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Substantial:	11 to 20
1) An important contribution to the value of a product, activity, program, or service to the public.	
2) Significant change or modification of operating principles or procedures.	
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High:	21 to 30
1) A highly significant contribution to the value of a product, activity, program, or service to the public.	
2) Complete revision of operating principles or procedures with considerable impact.	
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Exceptional:	31 to 40
1) A superior contribution to the quality of a critical product, activity, program, or service to the public.	
2) Initiating of a new principle or major procedure with significant impact.	

Timekeeper Instructions

TIME OFF ACCOUNT RECORD

Leave Year _____

Part A	Employee Name _____ SSN _____ Timekeeper # _____ Amount of _____ Effective _____ Time Off _____ Expiration Date for use of Time Off _____ Certified by _____ (Leave Approving Official)				
Part B	Dates Off Used (From-To)	Hours of Leave Used	Time Off Balance	Employee's Initials	Supervisor's Initials

(EXAMPLE OF THE TIME OFF ACCOUNT RECORD)

HOW TO FILL OUT THE TIME OFF ACCOUNT RECORD

Procedure

Fill out all information at the top:

Part A

- leave year
- employee's name
- social security number
- timekeeper number
- amount of time off awarded
- date leave was authorized
- expiration date of time off (date by which the employee must use the time off)
- signature of leave approving official.

TIME OFF ACCOUNT RECORD

Leave Year _____

Employee Name _____	SSN _____	
Timekeeper # _____	Amount of _____	Date _____
Time Off		
Expiration Date for use of Time Off Leave _____		
Certified By _____		
(Leave Approving Official)		

HOW TO FILL OUT THE TIME OFF ACCOUNT RECORD (continued)

Procedure Use this procedure for filling out the bottom part of the Time Off Account Record.
Part B

- | <u>Step</u> | <u>Action</u> |
|-------------|---|
| 1 | Enter the date or dates that the Time Off was used. Enter the time <u>from</u> leaving <u>to</u> returning.

<u>Example:</u> 6/25 |
| 2 | Record the <u>total</u> hours of leave used.

<u>Example:</u> 8 |
| 3 | Record the time off balance.

<u>Example:</u> If the employee had 16 hours of Time Off and used 8, the balance would be 8 hours. |
| 4 | Have the employee initial the column marked "Employee's Initials" next to the time off balance. |
| 5 | Have the supervisor initial the column marked "Supervisor's Initials" next to the employee's initials. |

Example:

Dates Leave Used (From - To)	Hours of Leave Used	Time Off Balance	Employee Initials	Supervisors Initials
6/25	8	8	BR	AF

Time and Attendance Procedures for Recording Time Off Awards:

Time off will be posted on the employee's Time and Attendance Report as Administrative Leave. Timekeepers will follow Administrative Leave procedures to record time off on the Time and Attendance Report. An application for leave, Form SF-71, is required for scheduling and approval of this administrative leave.

Posting the Time

Card Procedures:

Follow the Procedures for Entering Other Types of Paid Leave.

- Write "A" in the OTH column.
- Write "SF-71" in the INIT column to indicate that the leave was requested and used by the employee, or have the employee initial that column.

Example:

The employee's regularly scheduled tour is 8 hours a day, Monday through Friday.

The employee used Time Off on the first Wednesday afternoon of the pay period.

The Timekeeper entered:

- 8 hours in the REG column for Wednesday
- The time the employee was absent in the FROM - TO columns for Wednesday
- 2 hours in the other OTH column, followed by the letter A.

REMARKS *CERTIFICATION OF SICK LEAVE I CERTIFY THIS ABSENCE WAS DUE TO ILLNESS WHICH INCAPACITATED ME FOR DUTY. QT 00593-B	TIME IN PAY STATUS							SUN	TIME ABSENT											
								DAY												
	SUB	S/D	HOL.	N/D	COMP.	O/T	REG.	8	MON	FROM	TO	ANN.	SICK	COMP.	LWOP	AWOL	MIL	COP	OTH.	INIT.*
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							8		WED	3:00	5:00								2A	SF-71
							8		THUR											
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									SAT											
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