



CIVILIAN PERSONNEL FACT SHEET

TIME OFF AWARD

PURPOSE: The Time-Off Award (TOA) may be granted without loss of pay or charge to leave in recognition of a superior accomplishment or personal effort that contributes to the quality, efficiency, or economy of Government operations. The intent of a time-off award is to provide an alternate means of recognition in lieu of granting a monetary award. Therefore, the decision to grant a time-off award shall be based upon the same criteria or circumstances as for other incentive awards, such as the Special Act or Service Award.

ELIGIBILITY: The award may be granted to any Federal employee, including SES and direct-hire foreign national employees, to recognize a one-time, nonrecurring event. Full-time employees may be awarded a total of 80 hours during any one leave year. The maximum amount of time-off that can be approved for any single contribution is 40 hours. Time-off awards to individuals or groups shall not be **granted** to give the perception of an additional paid holiday (e.g., the day after Thanksgiving), and shall not be used in lieu of administrative or other categories of leave. Also, they shall not be **granted** in conjunction with a military "down" or "training" day or the like which would grant the entire civilian employee population, or a majority of the civilian population, a time-off award to be used on a specified day.

Air Force policy is that TOAs are granted to recognize outstanding achievement and service on an individual basis. They cannot be given for the sole purpose of enabling civilian personnel to participate in a down day (or any similar situation); however, if a civilian employee has earned a TOA for legitimate reasons, the employee **may** use it on a day for which the military has been given a down day (of course, with the supervisor's concurrence ... in accordance with mission needs).

PROCESS: Nomination for each time-off award must be supported by written justification and a certification signed by the supervisor or recommending official, such as:

"I have considered the cost of this time-off award in lost production time and believe that the benefits to the Air Force from the employee's contributions justify the amount of time-off approved. I also considered the unit's workload and unit employee leave projections and certify that this employee can schedule the time-off in addition to other projected leave no later than __ (date not to exceed 90 calendar days from submitting the time-off award for approval, if possible; otherwise, not to exceed 1 year). I also considered other available forms of recognition and cash awards in determining the amount of this time-off award."

Submit approved time-off awards and electronic Request for Personnel Action (RPA) to 435 MSS/DPCE for processing; include the employee's name, social security number, organization, and number of hours of time-off granted.

Employees may never convert a time-off award to a cash payment.

Employees may not transfer approved unused time-off when they transfer from the Air Force to another DoD component or to another Federal agency, nor may employees coming from another department or Federal agency transfer time-off to the Air Force.

APPROVAL AUTHORITY:

The first-level supervisor can approve a time-off award of 8 hours or less; if over 8 hours:

Installation Level – Group Commanders

MAJCOM Level – Directorate Commanders

GSU/Associate Units – Unit Commanders

RECORDING SCHEDULED TIME OFF:

The employee is responsible for requesting supervisory approval to schedule and use a time-off award. Requests for time-off must be made far enough in advance to use it without disrupting the unit's work. To the extent possible, it should be used within 90 calendar days from the effective date, but no later than 1 year from the effective date. Schedule time-off should be done to avoid adversely affecting an employee who has an annual Leave "use or lose" situation. (Awarded time-off cannot be used to justify restoring forfeited annual leave.) File approved award in the Employee Performance Folder which is maintained by the supervisor. Record the employee's use of time-off on the employee's time and attendance reports.

REF: AFI 36-1004, AFP 36-2861

SAMPLE STAFF SUMMARY SHEET

Example of a Time Off Award

{ P R I V A T E }	TO	ACTION	SIGNATURE, GRADE, DATE	TO	ACTION	SIGNATURE, GRADE, DATE	
	1	Submit Thru		6			
	2	Proper Channels to Approving Authority		7			
	3	435 MSS/ DPCE	Process	8			
	4			9			
	5			1 0			
{PRIVATE}SURNAME OF ACTION OFFICER/GRADE			SYMBOL	PHONE		TYPIST'S INITIALS	SUSPENS E DATE
{PRIVATE}SUBJECT Time Off Award – (Name)						DATE	
{PRIVATE}SUMMARY							
<p>1. The attached recommendation is by (Rank or Title, Full Name), (Organization). The nomination is submitted for review/approval.</p> <p>2. JUSTIFICATION (EXAMPLE): _____ is being nominated for a Time Off Award for 8 hours. This award recognizes superior accomplishment or personal effort that contributes to the quality, efficiency, or economy of government operations. (EXPLAIN ACCOMPLISHMENTS)</p> <p>3. OTHER DATA:</p> <p style="margin-left: 20px;">SOCIAL SECURITY NUMBER:</p> <p style="margin-left: 20px;">GRADE:</p> <p style="margin-left: 20px;">DUTY TITLE:</p> <p style="margin-left: 20px;">PERIOD COVERED:</p> <p>4. <i>"I have considered the cost of this time-off award in lost production time and believe that the benefits to the Air Force from the employee's contributions justify the amount of time-off approved. I also considered the unit's workload and unit employee leave projections and certify that this employee can schedule the time-off in addition to other projected leave no later than __ (date not to exceed 90 calendar days from submitting the time-off award for approval, if possible; otherwise, not to exceed 1 year). I also considered other available forms of recognition and cash awards in determining the amount of this time-off award."</i></p> <p>5. RECOMMENDATION. Approve</p> <p><small>“Under the Privacy Act of 1974, you must safeguard all information reflected in this award. Disclosure of information is IAW F036 SAFAA A, F036 AF PC V, F036 AF PC Q, and PL 93-579.”</small></p>							

Example of an AF 1768 (Special Act or Service Award/Staff Summary Sheet)