



CIVILIAN PERSONNEL FLIGHT FACTSHEET

Current as of Feb 21

COMPENSATORY TIME OFF FOR TRAVEL

Applicable to U.S. appropriated fund civilian employees

PURPOSE: To explain the use of and processes for compensatory time off for travel, which 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.

- **Compensable.** Compensatory time off for travel may only be earned for time in a travel status when such time is not otherwise "compensable." Compensable refers to periods of time creditable as hours of work for the purpose of determining a specific pay entitlement. For example, employees may not earn compensatory time (nor are they entitled to holiday premium pay) for time spent traveling during basic (non-overtime) holiday hours because they are entitled to their basic rate of pay for those hours (i.e. those hours ARE otherwise compensable).
- **Creditable Travel.** To be creditable, travel must be officially authorized. In other words, travel must be for work purposes and must be approved by an authorized agency official or otherwise authorized under established agency policies. For the purpose of compensatory time off for travel, time in a travel status includes:
 - Time spent traveling between the official duty station and a temporary duty station;
 - Time spent traveling between two temporary duty stations; and,
 - The "usual waiting time" preceding or interrupting such travel (e.g., waiting at an airport or train station prior to departure). Airline travelers generally are required to arrive at the airport at a designated pre-departure time. Such waiting time at the airport is considered usual waiting time and is creditable time in a travel status. In addition, time spent at an intervening airport waiting for a connecting flight also is creditable time in a travel status. If an employee experiences an extended (i.e., not usual) waiting time between actual periods of travel during which the employee is free to rest, sleep, or use the time for his or her own purposes, the extended waiting time is not creditable as time in a travel status

Note: Compensatory time for travel cannot, under any circumstance, be claimed for a permanent change in station (PCS). Although PCS is officially authorized travel, it is not travel between an official duty station and a temporary duty station or between two temporary duty stations. Therefore, it is not considered time in a travel status for the purpose of earning compensatory time off for travel.

- **Travel Involving Two or More Time Zones.** When an employee's travel involves two or more time zones, the time zone from the point of first departure must be used to determine how many hours the employee actually spent in a travel status for the purpose of accruing compensatory time off. For example, when traveling from Germany to the United States, an employee would utilize the Germany time zone to calculate compensatory time for travel for the entire trip there (despite being in the US time zone for part of the travel).
- **Commuting Time.**
 - Travel outside of regular working hours between an employee's home and a temporary duty 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 creditable travel time.
 - Travel outside of regular work hours between a worksite and a transportation terminal is creditable travel time, and no commuting time offset applies.
 - 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.

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- **Crediting and Use.** Employees should request compensatory time earned for travel in advance when possible using the premium request available within the timekeeping system, ATAAPS. If ATAAPS access is unavailable, [AF Form 428](#), Request for Premium Pay, will be used and the supervisor will maintain the hard copy form. If an employee does not request credit for compensatory time off for travel in advance he/she must do so by the end of the pay period following the time in travel status. An employee's request for credit of compensatory time off for travel may be denied if the request is not filed within this time period. Travel compensatory hours will be identified on the employee's time card under "Travel Comp Time Earned" (CB) or "Travel Comp Time Taken" (CF) and the employee must provide a copy of their flight itinerary to the time and attendance certifiers and timekeepers for audit purposes. Travel compensatory hours will be earned and used in 15 minute increments. *Employees and supervisors may use the attached OPTIONAL Compensatory Time for Non-Local Travel Worksheet to assist in identifying the appropriate amount of compensatory time earned for travel.*

- **Forfeiture.** **Payment for unused compensatory time off for travel is not authorized under any circumstances.**

Compensatory time off for travel is forfeited:

- If not used by the end of the 26th pay period during which it was earned. (*see DoDI1400.25V550_AFI36-808, *Pay Administration (General)*, for exceptions and the approval process for extensions due to an exigency of the Service beyond an employee's control);

- Upon voluntary transfer to another agency;
- Upon movement to a noncovered position; or,
- Upon separation from the Federal Government.

- **Limitations.** Compensatory time off for travel may not be considered in applying the biweekly or annual premium pay caps or the aggregate limitation on pay. There is no limitation on the amount of compensatory time off for travel an employee may earn.

ATTACHMENT: Compensatory Time for Non-Local Travel Worksheet (optional)

https://www.ramstein.af.mil/Portals/6/documents/Civilian_Personnel_Section/Factsheets/EMR/Attachment%20Compensatory%20Time%20for%20Non-Local%20Travel%20Worksheet%20-optional-%20Feb21.xlsx?ver=VT9IFkkg5Xirco-iv9JKdA%3d%3d

REFERENCES:

- 5 USC 5550b
- 5 CFR 550, subpart N
- DoDI1400.25V550_AFI36-808, *Pay Administration (General)*- <https://www.e-publishing.af.mil/Product-Index/>
- OPM Compensatory Time Off for Travel Fact Sheet- <https://www.opm.gov/policy-data-oversight/pay-leave/pay-administration/fact-sheets/compensatory-time-off-for-travel/>
- OPM Hours of Work for Travel Fact Sheet- <https://www.opm.gov/policy-data-oversight/pay-leave/work-schedules/fact-sheets/hours-of-work-for-travel/>
- OPM Questions and Answers on Compensatory Time Off for Travel and examples of creditable travel time- <https://www.chcoc.gov/content/compensatory-time-travel>
- USAFEI 36-801, *Overtime, Compensatory Time, and Compensatory Time for Travel Request and Approval*- <https://www.e-publishing.af.mil/Product-Index/>

Additional guidance on this topic is available from your Employee Relations Specialist. Contact information found in the footer below.