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United States Government | **Department of Energy**
Oak Ridge Office

# memorandum

DATE: February 5, 2009

REPLY TO ATTN OF: AD-442:Aytes

SUBJECT: **COMPENSATORY TIME OFF FOR TRAVEL REMINDERS**

TO: All ORO and OSTI Federal Employees

Attached are Questions and Answers and a revised worksheet for use in calculating Compensatory Time Off for Travel. It is important to remember the following when completing the Worksheet.

- The maximum creditable waiting time at an airport or train terminal, for any reason, is two hours for a domestic flight or three hours for an international flight.

- Compensatory time cannot be earned during scheduled work hours. For example, if an employee's work schedule is Monday – Friday, 8 a.m. – 5 p.m., the employee is not eligible to earn compensatory time off for travel during these hours since those hours are the employee's normal work schedule, and the employee receives compensation for that time through his/her salary. The hours spent in travel status before 8 a.m. and after 5 p.m. in this example may be eligible for compensatory time off for travel if those hours meet the established criteria.

- The Department has established a radius of 50 miles for determining whether travel to and from a transportation terminal (e.g., airport, train station, etc. If the transportation terminal is within the 50-mile radius of the official duty station, the only way to obtain credit for compensatory time for travel is if the commute is after regular duty hours and the traveler departs directly from the official duty station or returns directly to the official duty station after traveling (see DOE Q&A 9).

Additional guidance regarding Compensatory Time Off for Travel is available in the ORO Employee Handbook under the topic of "Business Travel" found on the Human Resources Division website at http://www.oro.doe.gov/HRHandbook . If you have any questions regarding this guidance, please contact your Human Resources Specialist.

Melanie M Kent

Melanie M. Kent, Chief
Federal Human Resources Branch

Attachment

# SUPPLEMENTAL GUIDANCE
# REGARDING
# COMPENSATORY TIME OFF FOR TRAVEL

October 27, 2008

Following are questions and answers on issues that supplement the final regulations effective this date on compensatory time for travel issued by the Office of Personnel Management on April 17, 2007. In addition, a sample worksheet is attached to assist travelers in determining and documenting their travel time that may be credited for compensatory time for travel. This information will be incorporated in Appendix D of the DOE *Handbook on Overtime* when the handbook is updated.

Q1. Who is eligible for this benefit?

A1. All employees are eligible except the following: the Secretary, SESs, employees covered by other forms of overtime compensation, including law enforcement availability pay, and employees on intermittent work schedules. SL/STs, Schedule Cs, student employees, prevailing rate (Federal Wage System) employees, and all excepted service pay plans are eligible.

Q2. What is the Department's application of "usual waiting time?"

A2. Usual waiting time at a departing airport or train terminal is the actual waiting time up to 2 hours for a domestic flight or 3 hours for an international flight, reduced by any time during the employee's regular duty hours. The time begins when the employee is physically in the terminal, including waiting in line to check in and/or clear security, but not time in the parking lot or traveling from the parking lot to the terminal.

Q3. How is compensatory time for travel determined when a flight or train is delayed or cancelled?

A3. Waiting time for a delayed or cancelled flight or train is credited for non-duty hours up to the time that the employee is notified of the cancellation, but no more than 2 hours for a domestic flight or 3 hours for an international flight, reduced by any time for rest and/or sleep or personal use, e.g., shopping in a terminal. Since "the extended waiting time that is outside the employee's regular working hours is not creditable waiting time", the maximum creditable waiting time, for whatever reason, is 2 hours for a domestic flight or 3 hours for an international flight. If the cancellation occurs at the initial departure terminal, then the employee's travel time back home (reduced by the employee's normal commute time) or to his/her hotel may be credited for compensatory time for travel if travel occurs outside the employee's regular duty hours. If cancellation occurs at an intervening terminal, then the travel time to and from a hotel for an overnight stay is creditable time if it occurs outside the employee's regular duty hours, but the time at the hotel is not creditable because it is regarded as personal time for rest and/or sleep.

Q4. What is the Department's procedure for an employee to request that compensatory time for travel be credited?

A4. An employee must provide adequate documentation, such as on the attached worksheet, to his/her timekeeper and/or certifying official in accordance with local procedures. Submission of the documentation presumes that credit is requested.

Q5. How is compensatory time for travel recorded in the Automated Time Attendance And Production System (ATAAPS)?

A5. The two ATAAPS codes for compensatory time for travel are CB for earned travel compensatory time and CF for used travel compensatory time. A time and attendance (T&A) record for each affected employee must be submitted by the timekeeper for each of the pay periods affected by the earning and using of the compensatory time for travel. Additional guidance from DFAS is posted to the payroll website at: http://chris.inel.gov/payroll.

Q6. When must compensatory time for travel be reported?

A6. Compensatory time for travel should be reported by the date that an employee's travel voucher is completed; it should be reported during the pay period in which it is earned or used to the extent possible to avoid a supplemental time record. Compensatory time for travel may be denied if not reported on time in accordance with 5 CFR 550.1405(b).

Q7 How should an employee request to use earned time?

Q7 It may be requested on an electronic SF-71 (use "comp time-travel") or by checking the block for "Compensatory time off" on OPF Form 71 and annotating in the Remarks section "for travel". Time will be charged on a first-in, first-out basis.

Q8. How will exceptions to the 26 pay periods be handled for exigencies?

A8. Exigency determinations should be documented and processed the same as an exigency for annual leave or compensatory time off that cannot be utilized within the prescribed time frames.

Q9. What determines the limits of the employee's official duty station/worksite?

A9. The Department has established a 50-mile limit consistent with the limits for determining per diem in the Federal Travel Regulation (FTR) and DOE O and M 552.1. The 50 miles is determined from the worksite, not the employee's residence, to a terminal. In Washington, DC, all 3 major airports are included in the 50-mile limit, so the only way that an employee would receive credit for commuting to one of those airports after regular duty hours would be to depart from his/her office.

Attachment

**Sample Compensatory Time for Travel Worksheet**
**For Non-Local Travel**

| Time Periods | Actual Time[1] | Net Time[2] |
|---|---|---|
| **Part I – Travel to TDY Station** | | |
| Travel from home or office to terminal[3] | | |
| Time waiting at terminal [4] | | |
| - Additional time due to delay or cancellation of scheduled flight/train, if applicable[5] | | |
| Travel time from first terminal to the next one[6] | | |
| Time between flights/trains, if applicable[7] | | |
| Travel time from second terminal to the next one, if applicable[8] | | |
| Time at final terminal and travel from terminal to final destination [9] | | |
| | | |
| **Part II – Travel from TDY Station** | | |
| Travel from hotel or worksite to terminal and time waiting at terminal [10] | | |
| - Additional time due to delay or cancellation of scheduled flight/train, if applicable[11] | | |
| Travel time from first terminal to the next one[12] | | |
| Time between flights/trains, if applicable[13] | | |
| Travel time from second terminal to the next one, if applicable[14] | | |
| Time at final terminal[15] | | |
| Travel from terminal to final destination [16] | | |
| **Total** | | |

**Reduce the total hours by:**

a. Time that overlaps regular duty hours.
b. Personal time for sleep, shopping, etc., during the waiting periods.
c. Regular commuting time for trips to and from the initial and final departure terminal and home.

(Front side)

Footnotes:

[1] Record the local time in 15-minute increments; times should the same as the times used for completing the associated travel voucher

[2] Record the net (elapsed) creditable time after any adjustments; recorded in 15-minute increments

[3] Reduce time by the amount for employee's regular commute time to his/her office (which is _____) and by the amount that overlaps regular duty hours

[4] Actual time at terminal (not to exceed 2 hours); includes time waiting in line to check in, but not in the parking lot or traveling from the parking lot to the terminal; reduce time by the amount that overlaps regular duty hours

[5] Reduce time by the amount that overlaps regular duty hours

[6] Reduce time by the amount that overlaps regular duty hours

[7] Actual time at terminal (not to exceed 2 hours, 3 hours for international travel); reduce time by the amount that overlaps regular duty hours; if flight/train is cancelled, waiting time may be credited up to the time that the employee is notified or becomes aware of the cancellation (time of notification: _____); travel time to and from a hotel may be credited for an overnight stay

[8] Reduce time by the amount that overlaps regular duty hours; when more than 1 intervening stop is involved, insert additional rows below this one

[9] For picking up baggage, making transportation arrangements, and travel time to the hotel or work site; reduce time by the amount that overlaps regular duty hours

[10] Actual time at terminal (not to exceed 2 hours, 3 hours for international travel); reduce time by the amount that overlaps regular duty hours

[11] Reduce time by the amount that overlaps regular duty hours

[12] Reduce time by the amount that overlaps regular duty hours

[13] Reduce time by the amount that overlaps regular duty hours; if flight/train is cancelled, waiting time may be credited up to the time that the employee is notified or becomes aware of the cancellation (time of notification: _____); travel time to and from a hotel may be credited for an overnight stay

[14] When more than 1 intervening stop is involved, insert additional rows below this one which duplicate periods 4 and 5

[15] For picking up baggage and making transportation arrangements; reduce time by the amount that overlaps normal duty hours

[16] Reduce time by the amount for employee's normal commute time from his/her office to home that overlaps normal duty hours

(Back side)