

TIME OFF RECOGNITION

1. **BASIS.** Recognition of the superior accomplishment or other personal effort (individual or group) that contributes to the quality, efficiency, or economy of government operations. See the Time Off Recognition Scale at <http://www.oro.doe.gov/pmab/Forms/Forms.htm> or below for examples of achievements for which the award is appropriate.
2. **ELIGIBILITY.** Any Federal employee.
3. **RECOGNITION AMOUNT.** Full-time employees may be awarded up to 40 hours in a single award and may be awarded a maximum limit of 80 hours per leave year. Part-time employees may be awarded up to one-half of the number of hours of work in the employee's biweekly scheduled tour of duty in a single award and may be awarded a maximum number of hours of work in the employee's biweekly scheduled tour of duty per leave year. For example, an employee who works 64 hours a pay period could be granted up to 32 hours for a single time off award and may be awarded a maximum of 64 hours per leave year.

4. **PROCEDURES AND RESPONSIBILITIES.**

- a. The nominator will submit to the Federal Human Resources Branch (FHRB) an award nomination through the Workflow feature of the Corporate Human Resources Information System (CHRIS). For those organizations that do not yet have access to CHRIS Workflow, nominations are to be made by completing an SF-52, Request for Personnel Action. Each nomination whether through Workflow or an SF-52, is to be in the following format and is to be cut and pasted into the "Comments/Justification" block in the Workflow Personnel Request screen or attached to the hard copy SF-52:

NOMINEE:

NOMINATOR:

AWARD TYPE: Time Off

AWARD AMOUNT:

PERIOD COVERED BY AWARD:

JUSTIFICATION: The justification **MUST** state the basis of the award (i.e., the accomplishment, the circumstances that warrant recognition, and the value or impact of the employee's contribution (as defined in the Time Off Recognition Scale for Single Contribution).

CERTIFICATE WORDING: (not applicable to OSTI nominations)

- b. In all cases the nominator will be the employee's supervisor (Branch Chief level or above). If another supervisor at the Branch Chief level or above wishes to recommend an employee for a Time Off Award, that supervisor will e-mail the complete award nomination information (described in "a" above) to the employee's supervisor.

WORKFLOW: The nominator will be the "1st Approver" in the Workflow "Approval Routing" screen.

SF-52: For organizations without access to CHRIS Workflow, the nominator will complete Blocks 1, 3, 4, and 5 of Part A and Block 1 of Part B.

- c. The approving/disapproving official will be the Senior Staff member or above unless the latter is the Manager of the Office or Site Office. For OSTI nominations, the approving/disapproving official will be the Associate Director For Administration and Information Services (ADAIS).

WORKFLOW: The approving/disapproving will be the "2nd Approver" in the Workflow "Approval Routing" screen.

SF-52: For organizations without access to CHRIS Workflow, the approving/disapproving official will complete Block 6 of Part A.

- d. The FHRB will review the award nomination for regulatory compliance, and process the action as appropriate. The employee copy of the appropriate paperwork will be provided to the Office Manager of the organization nominating the award or for OSTI to the Office of ADAIS.
- f. The employee copy of the appropriate paperwork should be presented to the employee in the presence of an appropriate audience (i.e., coworkers in the immediate organization).

TIME OFF RECOGNITION CONTINUED

- g. The award recipient shall complete OPM Form 71, "Request for Leave or Approved Absence," to schedule Time Off awarded. The leave shall be approved by the recipient's supervisor.
- h. Time Off Awards shall be granted in whole hour increments, may be used in 15 minute increments, and is to be scheduled and used within 1 year after the award is granted.
- i. Time and Attendance (T&A) clerks shall record the leave under the Time Off Recognition leave code.

TIME OFF RECOGNITION SCALE FOR A SINGLE CONTRIBUTION

VALUE TO ORGANIZATION

NUMBER OF HOURS

Moderate:

1 to 10

- a. A contribution to a product, activity, program, or service to the public, which is of sufficient value to merit formal recognition.
- b. Beneficial change or modification of operating principles or procedures.

Substantial:

11 to 20

- a. An important contribution to the value of a product, activity, program, or service to the public.
- b. Significant change or modification of operating principles or procedures.

High:

21 to 30

- a. A highly significant contribution to the value of a product, activity, program, or service to the public.
- b. Complete revision of operating principles or procedures with considerable impact.

Exceptional:

31 to 40

- a. A superior contribution to the quality of a critical product, activity, program, or service to the public.
- b. Initiation of a new principle or major procedure with significant impact.