

TIME OFF RECOGNITION

Nominations for employees serviced by the Oak Ridge Human Resources Division:

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.
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 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). Each nomination (write up) is to be in the following format and is to be included in the "Comments/Justification" block in the CHRIS Workflow Personnel Request screen:

NOMINEE:

NOMINATOR:

AWARD TYPE: Time Off

AWARD AMOUNT:

PERIOD COVERED BY THE AWARD:

JUSTIFICATION: The justification MUST state the basis of the award (i.e., the accomplishment, 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 Office of Scientific and Technical Information (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 Paragraph 4a above) to the employee's supervisor.

The nominator (employee's supervisor) will be the "1st Approver" in the CHRIS Workflow "Approval Routing" screen.

- 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 ADAIS.

The approving/disapproving will be the "2nd Approver" in the CHRIS Workflow "Approval Routing" screen. The nomination is to then be routed in the CHRIS Workflow to the FHRB "SA Approver."

- 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. Due to the presence of personally identifiable information, the organization should not retain a copy of the Standard Form 50 effecting the award.
- e. 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).
- f. The award recipient shall complete OPM Form 71, "Request for Leave or Approved Absence," or the electronic leave request feature in the Automated Time and Attendance Production System (ATAAPS) to schedule Time Off awarded. The leave shall be approved by the recipient's supervisor and is to be recorded under the Time Off Recognition leave code.
- g. 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. There is no regulatory authority that allows cash payment for unused Time Off Award.

Nominations for employees located in external organizations not serviced by the Oak Ridge Human Resources Division:

Please contact your Human Resources Specialist so he/she can work with the nominee's servicing Human Resources organization in order to coordinate the granting and processing of the award nomination. Nomination justifications (write ups) are to include the information outlined in Paragraph 4a above.

Time-Off Awards Scale*

TIME OFF AWARD SCALE FOR INTAGIBLE BENEFITS	
VALUE OF THE EMPLOYEE'S CONTRIBUTION	HOURS TO BE AWARDED
<i>MODERATE</i> A contribution to a product, program or service to the public which is of sufficient value to merit formal recognition. Beneficial change or modification of operating principles or procedures.	1 - 10 Hours
<i>SUBSTANTIAL</i> An important contribution to the value of a product, activity, program or service to the public. Significant change or modification or operating principles or procedures.	11 - 20 Hours
<i>HIGH</i> A significant contribution to the value of a product, activity, program or service to the public. Complete revision of operating principles or procedures with considerable impact.	21 - 30 Hours
<i>EXCEPTIONAL</i> A superior contribution to the quality of a critical product, activity, program or service to the public. Initiation of a new <u>principle or major procedure with significant impact</u> .	31 - 40 Hours

****All non-performance awards for SES, SL, ST, EJ, and EK employees must be submitted, through the Servicing Human Resources Office, to the Senior Management Review Board for approval.***