



Natural Resources Conservation Service
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February 10, 2003

OKLAHOMA BULLETIN NO. OK360-3-9

SUBJECT: PER - Time-off Awards

Purpose: To provide employees with information regarding the rules and regulations of Time-off Awards.

Expiration Date: September 30, 2003

Time-off Awards may be granted to Federal employees in recognition of superior accomplishments that contribute to the quality, efficiency or economy of Government operations. The Time-off Award is an excused absence granted to a Federal employee without charge to leave or loss of pay.

A few important notes regarding Time-off Awards:

- Scheduling of Time-off is subject to supervisory approval.
- Time-off Awards must be scheduled and used within 26 pay periods from the effective date of processing. After the 26th pay period, any unused Time-off will be automatically forfeited and may not be restored or otherwise substituted.
- Any unused Time-off will be forfeited once an employee separates or transfers to another USDA or Federal agency. If forfeited, no other award or compensation may be substituted.

The following website contains the USDA Departmental Regulation for Time-off Awards <http://www.usda.gov/ocio/directives/DR/DR4040-451-03.pdf>.

Time-off Award responsibilities are as follows:

Human Resources:

- Receives and processes hardcopy AD-287-2 in ICAMS
- Sends notification via e-mail to the employee, supervisor, appropriate timekeeper and financial management (a copy of this notification is attached)

Financial Management

- Updates WebTCAS to reflect Time-off Award

Time-off Award Responsibilities (continued):

Employee

- Ensure that the award is utilized within 26 pay periods from the effective date of the award.
- Records use of award in WebTCAS using appropriate code by going into their profile and adding "Leave as an Award" from the leave category section and then saving to the timesheet. Employee should contact his/her timekeeper if assistance is needed with this procedure.

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DIST: AE

If you have any questions regarding this policy, you may contact Linda Garabedian at (405) 742-1210.

/s/ Kevin D. Norton (Acting for)

M. DARREL DOMINICK
State Conservationist

[Attachment](#)