



# COMPENSATORY TIME FOR OFFICIAL TRAVEL

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# Compensatory Time Off for Travel

- A new form of compensatory time off:
  - 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. (Default provision)
  
- The travel must be officially authorized
  - for work purposes and
  - approved by an authorized agency official or otherwise authorized under established agency policies.
  
- Interim regulations became effective on January 28, 2005.



# Travel Status

Time in travel status includes:

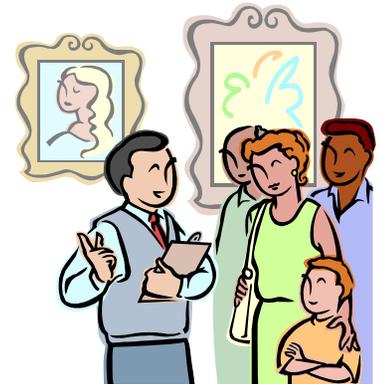
## Time spent traveling between

- the official and temporary duty stations
- two temporary duty stations; and
- the “usual waiting time” that precedes or interrupts such travel (e.g., arriving prior to the scheduled departure of an airplane, per DOC guideline):
  - 2 hours – domestic
  - 4 hours – international



# Travel Status (cont'd)

- “Usual waiting time” at a transportation terminal is creditable
  - on a case-by-case basis,
  - at the exclusive discretion of the employing agency
- An “extended” waiting period is not considered time in a travel status, i.e., an unusually long wait during which the employee is free to rest, sleep, or otherwise use the time for his or her own purposes.
- Bona fide meal periods are not considered time in a travel status.



# Commuting Time Outside of regular working hours

## ■ Travel is creditable travel time when it is:

- between an employee's **home** and a temporary duty station or transportation terminal **outside** the limits of his or her official duty station
- However, the agency must **deduct** the employee's normal home-to-work/work-to-home commuting time from the creditable travel time.

## ■ Travel is creditable travel time when it is:

- between a **worksite** and a transportation terminal
- no commuting time offset applies

## ■ Travel is not creditable travel time:

- to or from a transportation **terminal** within the limits of the employee's official duty station
- and is considered equivalent to commuting time



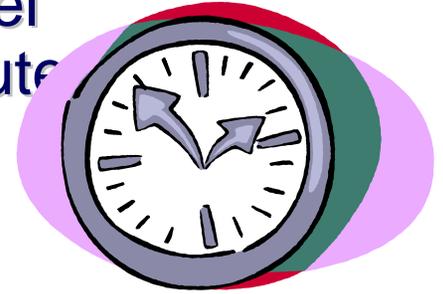
# “Compensable”

- Compensatory time-off for travel may be earned
  - only for time in a travel status that is not otherwise “compensable.”
- Compensable periods of time means periods of time that are creditable as hours of work for the purpose of determining a specific pay entitlement
- For example, hours of travel are not creditable
  - if the hours are compensated by basic pay or under other premium pay provisions,
  - if there are compensation caps that limit the payment of premium pay for those hours (e.g., the 25% cap on availability pay and the biweekly premium pay cap),
  - if the employee changes the method, time, or route of the authorized travel.



# Crediting Time

- Compensatory time off for travel is credited and used in 15 minute increments



- NOAA's procedures for requesting credit:

- Make request prior to the actual travel or within 10 days of return

- Use:

- CD-81 – Request for Paid OT or Comp Time
- Email
- Memorandum

FORM CD-81  
(8-71) LF  
DAO 202-551

U.S. DEPARTMENT OF COMMERCE

**AUTHORIZATION FOR PAID OVERTIME AND/OR HOLIDAY WORK, AND FOR COMPENSATORY OVERTIME**

NOTE—Personnel in operating units requiring copies in addition to the two indicated, refer to internal procedures.

INSTRUCTIONS—Prepare original and one (1) copy. Forward original to Payroll Section and copy to Time Clerk responsible for certification of time and attendance reports.

NAMES OR NUMBER OF EMPLOYEES	GRADE (indicate GS, WS, etc.)	MAXIMUM HOURS PER PAY PERIOD	
		PAID OVERTIME OR HOLIDAY WORK	ESTIMATED COST
5	6	7	8

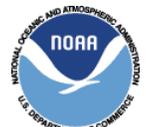


# Documentation: Crediting Time

Provide chronological record (in same time zone) of specific travel information including:

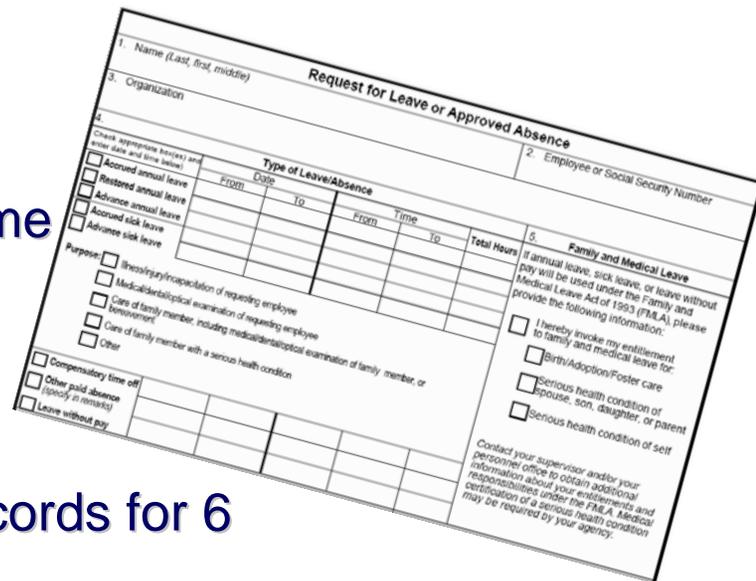
- Duration of normal home-to-work commute
- Regular tour of duty
- Date/time/place of departure
- Actual time spent traveling to/from transportation terminal
- Time spent waiting at the transportation terminal
- Time spent in travel
- Other time spent waiting for connector flights, etc., and how time was spent (eating/ sleeping/ shopping), and duration of each activity
- Time of arrival at/departure from temporary duty station

SECTION A — IDENTIFICATION						FORM CO-370 (Rev. 9-03)	U.S. DEPARTMENT OF COMMERCE	
SOCIAL SECURITY NUMBER		NAME (Last)		(First)		(Middle Initial)		MAILING ADDRESS OF CHECK SALARY CHECK ADDRESS <input type="checkbox"/> SPECIAL ADDRESS (Non-Government Traveler or New Hire)
BUREAU CODE	CO-39 TRAVEL ORDER	DATES FOR TRAVEL EXPENSES FROM THRU		TYPE CODE	RECLAIM AMOUNT INCLUDED	TRAVEL VOUCHER		
PURPOSE CODE		MO DAY YEAR	MO DAY YEAR	1 — DOMESTIC TRAVEL — 48 2 — FOREIGN TRAVEL 3 — TRANSFER HOUSING 4 — TRANSFER OTHER 5 — DOMESTIC TRVL — OTHER				
ORGANIZATION		OFFICIAL DUTY STATION (City and State)		PERCENT CITY AND STATE (if other than Official Duty Station)				SECTION D — CLAIMS
SECTION B — TICKET COSTS BILLED DIRECTLY TO GOVERNMENT (Air, Rail, Bus, Ship)						FINANCE USE		
1. \$	AMOUNT	VENDOR	NUMBER OF TRAVELERS	CLASS	FROM	EXPLANATION OF TRAVEL TO	1. PER DIEM NO. DAYS [ ] \$	
2. \$							2. MILEAGE TOTAL MILES [ ]	
3. \$							3. OTHER TRAVEL	
4. \$							4. CAR RENTAL (Paid by Traveler)	
5. TOTAL — SECTION B						5. COMMON CARRIER TRANSPORTATION		
SECTION C — ACCOUNTING CLASSIFICATION CODE (Reimbursable Expenses)						6. ACTUAL SUBSISTENCE NO. DAYS [ ]		
(Continue Total Claim Amount from Section D to the Applicable Accounting Classification Code(s) as Indicated on the Travel Order)						7. MISCELLANEOUS EXPENSES		
1.	FCFY (XXXX)	PROJECT-TASK (XXXXXXXX-XXXX)	ORGANIZATION (XXXXXXXX-XX-XX-XX-XX)	OBJECT CLASS (XX-XX-XX-XX)	CLAIM AMOUNT			
2.								
3.								
4.								
5.								
6.								
7.								
TOTAL CLAIM AMOUNT (This Amount Must Agree with Block 11) → \$								



# Using Time

- Request use of earned time
  - SF-71/OPM-71
  - Email
  - Memorandum
- Kept with timekeeping records for 6 years.
- Employees (and their managers) must judiciously manage/plan use of:
  - annual leave
  - compensatory time
  - compensatory time-off for travel
  - credit hours
  - For example, using compensatory time-off for travel to avoid forfeiture and then not using excess annual leave is not an “exigency of business” for restoration purposes



The form is titled "Request for Leave or Approved Absence". It includes fields for Name (Last, first, middle), Organization, and Employee or Social Security Number. A table for "Type of Leave/Absence" has columns for From, To, and Total Hours. The "Purpose" section includes checkboxes for: Illness/injury/incapacitation of requesting employee; Medical/dental/optical examination of requesting employee; Care of family member, including medical/dental/optical examination of family member, or Other; Compensatory time off; Other paid absence (Specify in remarks); and Leave without pay. The "Family and Medical Leave" section includes checkboxes for: I hereby invoke my entitlement to family and medical leave for: Birth/Adoption/Foster care; Serious health condition of spouse, son, daughter, or parent; and Serious health condition of self. A note at the bottom states: "Contact your supervisor and/or your personnel office to obtain additional information about your entitlements and responsibilities under the FMLA. Medical certification of a serious health condition may be required by your agency."



# Forfeiture

- **Compensatory time-off for travel is forfeited:**
  - If not used within 26 pay periods after it is credited;
  - Upon voluntary transfer to another agency;
  - Upon movement to a noncovered position (e.g., SES, or WG)
  - Upon separation from the Federal Government.
  
- **Exception:**
  - if employee goes on Military Leave or LWOP in middle of 26 pay periods, the 26 pay-period waiting time starts over upon their return.
  
- **Under no circumstances** may an employee receive payment for unused compensatory time-off for travel.



# Limitations

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



# Additional Information

## Interim Regulations

<http://www.opm.gov/fedregis/2005/69-012705-3858-a.pdf>

**OFFICE OF PERSONNEL MANAGEMENT**  
**5 CFR Part 550**

**Pay Administration (General)**

**AGENCY:** Office of Personnel Management.

**ACTION:** Interim rule with request for comments.



## Memorandum and Guidance

<http://www.opm.gov/oca/compmemo/2005/2005-03.asp>

January 27, 2005

**MEMORANDUM FOR HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES**

**FROM:** KAY COLES JAMES, Director

**SUBJECT: Compensatory Time Off for Travel**

Section 203 of the Federal Workforce Flexibility Act of 2004

(Public Law 108-411, October 30, 2004) authorized a new form of compensatory time off for time spent by an employee in a travel stat



## DOC Premium Pay Manual

Chapter 9. Travel Time as Hours of Work

[http://ohrm.doc.gov/handbooks/premium\\_pay\\_manual/section9\\_travel\\_time.htm](http://ohrm.doc.gov/handbooks/premium_pay_manual/section9_travel_time.htm)





For Additional  
Pay & Leave Information,  
go to:

[hr.noaa.gov/pay.htm](http://hr.noaa.gov/pay.htm)

