

OD Policy and Procedures Checklist

Time Off Awards

Time Off Award Policies	
<i>Description</i>	An incentive award granted as an excused absence in recognition of superior accomplishment or other personal effort that contribute to the quality, efficiency, or economy of Government operations.
<i>Criteria/Examples</i>	<ul style="list-style-type: none"> ! Making a high quality contribution on a difficult or important project. ! Using initiative and creativity in making improvements in a product, activity, program or service. ! Ensuring the mission of the work unit is accomplished during a difficult period by completing additional work or projects.
<i>Eligibility</i>	<p>May be granted to individual employees or teams or groups of employees in the following pay plans:</p> <p>General Schedule (GS/GM); Federal Wage System (WG,WL,WS,WD,WT); Senior Level (SL/ ST); Member of SES or SBRS; Title 42 (AD) employees.</p>
<i>Award Amount</i>	<p>Up to 40 hours leave may be granted to a full time employee for a single contribution. The maximum amount that may be granted to a part-time employee for a single contribution is equal to one half the number of hours in the employee's biweekly scheduled tour of duty.</p> <p>An annual maximum of 80 hours in a single leave year may be granted to a full time employee. The annual maximum for a part-time employee is equal to the employee's biweekly scheduled tour of duty.</p> <p>If the award is to be granted to a team or group of employees, the total amount of the award should be determined first. The amount to be granted to each individual employee in the group must also be indicated.</p> <p>The dollar equivalent of the proposed excused absence should be used as a guideline in determining the amount of a Time Off Award. The amount of the award should be commensurate with the value of the employee's contribution</p>

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	to the Government. The Tables of Tangible/Intangible Benefits may be used as a guideline.
<i>Approving Officials</i>	Approving Officials determined by applicable delegation of authority.
<i>Timing</i>	Award recommendations should be prepared as soon as possible but not later than 30 days after the employee's contribution has been completed in order to provide timely recognition of the employee's contribution.
<i>Documentation Required</i>	<p>Completion of <i>NIH Award Nomination Form</i>, signed by Recommending (as required) and Approving Official.</p> <p>A narrative description of contribution/performance to be recognized including how the employee's actions benefited the government.</p> <p>The supervisor must notify the employee's timekeeper of the approved Time Off Award so the timekeeper can document the award in the individual employee's time and attendance record.</p>
<i>Receipt of Award</i>	The scheduling of the time off is subject to the supervisor's approval. The time off may not be converted to a cash payment under any circumstance.
<i>References</i>	<ul style="list-style-type: none"> ! 5 CFR 451 ! HHS Instruction 451-1, <i>Incentive Awards</i>, 8/30/96 ! <i>NIH Employee Recognition and Awards Program</i>, 12/2/96 ! <i>OD Employee Awards Program</i>, 12/20/96 ! Memorandum from Acting Deputy Director, NIH to OD Senior Staff, <i>Interim Delegation of Personnel Authorities</i>, 10/23/2001

Yes/No	Time Off Award Procedures Checklist
	1. Has the employee's contribution already been recognized or proposed for recognition by another monetary award (e.g. Staff Recognition Award, Quality Step Increase, Special Act or Service Award, On The Spot Award)? <i>Only one monetary award may be granted per contribution.</i>
	2. Does the Approving Official who signed the award have the delegated authority to approve awards in the amount requested? <i>Refer to local</i>

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	<i>delegations of authority.</i>

	Documentation & Routing - Time Off Awards
	<p>1. Documentation required:</p> <p>A. Completed <i>NIH Award Nomination Form</i> - all items must be completed.</p> <p>B. Narrative description of contribution to be recognized.</p>
	<p>2. Signatures required</p> <p>A. Recommending Official (if applicable)</p> <p>B. Approving Official</p> <p>C. Administrative Officer/Funds Approving Official</p>
	<p>3. Route completed Award Nomination to OHR Human Resources Operations Branch D, Bldg. 31, Rm 4B41 for processing.</p>
	<p>4. OHR, Human Resources and Payroll Solutions Branch processes award through the personnel/payroll system (EHRP) and returns the original copy of the <i>OD Employee Award Nomination and Approval Form</i> to the Human Resources Operations Branch D for filing in the employee's Employee Performance Folder (EPF). A copy will be returned to the Administrative Officer.</p>
	<p>5. The employee's supervisor must notify the employee's timekeeper of the approved Time Off Award so the timekeeper can document the award in the individual employee's time and attendance record.</p>
	<p>6. Administrative Officers are responsible for maintaining their own internal controls on awards and for advising program officials of the status of the award, effective date, and expected receipt of award.</p>

Prepared by OD Executive Office
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