

TIME-OFF AWARDS

What is a time-off award? A time-off award is an excused absence granted to an employee without charge to leave or loss of pay, as a means of recognizing a personal effort that contributes to the quality, efficiency, or economy of Government operations.

In what amounts can time-off awards be granted? The minimum time-off award is 1 hour.

- Full-Time Employees. No more than 40 hours may be granted for a single award, and no more than 80 hours may be granted in any given leave year.
- Part-Time Employees. No more than one-half the average number of hours of work in the employee's biweekly scheduled tour of duty may be granted for a single award. No more than the average number of hours of work in the employee's biweekly scheduled tour of duty may be granted for the leave year (i.e., if an employee works 24 hours a week, they can only receive a single time-off award up to a maximum of 24 hours and they can't receive more than 48 hours in time-off awards during a leave year).

Who can approve Time-Off Awards? Time-off awards up to 40-hours need to be approved by either two-levels of management in the recipient's supervisory echelon (i.e., the recipients first-level and second-level supervisor) or the Regional Management Team member in the recipient's supervisory echelon. However, the Regional Director's approval is required for multiple time-off awards resulting in up to 80-hours of time-off awards in a leave year. The Service Manual limits time-off awards for a single employee to a maximum of 80-hours in a leave year.

How are time-off awards approved? The immediate supervisor prepares a brief, written statement on FWS Form 3-2207, Award Certification, that clearly describes the contribution or accomplishments made by the employee, initiates the FPPS action for the award, and forwards them to the second-level supervisor for review approval. Upon approval, the second-level supervisor either forwards the award to Human Resources to be processed (for a single award up to 40-hours) or through the appropriate supervisory echelon to the Regional Director for approval (if the employee has received multiple time-off awards resulting in up to 80-hours of time-off awards in a leave year). It is the immediate supervisor's responsibility to monitor the amount of time-off awards received by their subordinates.

Can time-off awards be given in conjunction with other awards? Yes. If time-off and a monetary award are being given with the same justification, they should be submitted on one FWS Form 3-2207. However, two FPPS actions will be required: one for the monetary award and a separate one for the time-off award.

How are time-off awards used? The use of time-off awards are similar to leave in that it is subject to supervisory approval. It is recommended that employees should requested approval to use their time-off from an award in the same manner that they would request leave. Please note that time-off awards must be used within 1-year after the effective date of the award and that the 1-year period can't be extended.