



West Virginia National Guard Human Resources Office Bulletin



Bulletin Number: 10-04

Date: 27 August 2010

Applicability: National Guard (NG) Technicians

Compensatory Time Off for Official Travel during Non-Duty Hours

Subject: Compensatory Time-Off for official travel during non-duty hours.

References:

5 CFR 550, subpart N

National Defense Authorization Act of FY 05

Federal Workforce Flexibility Act of 2004 (TN-04-53–Amended)

Effective Date: 27 August 2010

Use: All National Guard Technicians are allowed to claim compensatory time off for official travel during their off-duty hours IAW the following guidance:

Compensatory time off for travel is 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. Travel must be officially authorized for work purposes and must be approved by an authorized agency official.

Time in travel status includes time spent traveling between the official duty station and a temporary duty station, time spent between two temporary duty stations, and the "usual waiting time" that precedes or interrupts such travel. Generally, passengers are required to arrive at a transportation terminal (e.g., airport or train station) at a designated pre-departure time (e.g., arrive prior to the scheduled departure time of a domestic flight 1-2 hours and up to 4 hours for an international flight). Such waiting time at the terminal is considered usual waiting time and is creditable time in a travel status.

For the purpose of crediting commuting time, travel outside of regular work hours between an employee's home and temporary duty station or transportation terminal outside the limits of his or her official duty station is considered creditable travel time. However, the agency must deduct the employee's normal home-to-work/ work-to-home commuting time from the creditable travel time. Travel outside of the regular working hours between a worksite and a transportation terminal is creditable travel time, and no commuting offset applies. Travel outside of regular working hours to or from a transportation terminal within the limits of the employee's official duty station is considered equivalent to commuting time and is not creditable travel time.

To receive credit for compensatory time for travel, a technician must submit an NGB Form 26-14 to their supervisor requesting compensation no later than 5 workdays after returning to the official duty station. The employee must submit his or her travel itinerary or any other documentation acceptable in support of the request for credit under compensatory time for travel. Upon receipt of a complete request, the supervisor must credit the employee with compensatory time off for creditable time in a travel status.

The timecard code for travel compensatory time earned is CB; the timecard code for travel compensatory time taken is CF.

The compensatory time off must be used within 26 pay periods after it is earned in increments of one-tenth (6 minutes) or one-quarter hour (15 minutes) or it is forfeited, except in certain circumstances (e.g., when an employee separates or is placed in Absent- Uniform Service with restoration rights to perform military duties).

A member cannot be paid for any unused compensatory time off and all unused compensatory time off is forfeited when moving to a different agency (such as from one state Guard unit to a different state Guard unit) or when separating from federal service.

Your points of contact are the Employee Relations Specialist at (304) 561-6431 and the Technician Manager at (304) 561-6357.


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