

Time-Off Awards

See attached justification per DODI1400.25V451_36-1004, paragraph 10. TIME OFF AWARDS, (11), (12), 10.b.(3), c, and f. (1-4).

(11) (Added)(AF) A Time-Off Award may be granted to those employees whose individual contributions to a team effort caused the team to achieve superior accomplishments. It should be recognized that some members of a team might not have contributed substantially to the team's overall success. As such, a Time-Off Award may only be offered to employees who contributed to the overall team accomplishment. Where recognition is based on the achievement of pre-established goals, measures, or other award formula, the goal, measure or formula justifying recognition must itself clearly represent superior accomplishments. To grant Time-Off in this manner, the performance outcomes must be so significant that this type of award is clearly warranted and a benefit to the Air Force.

(12) (Added)(AF) Time-Off Awards are only authorized to recognize superior accomplishments of an employee that contributed to the quality, efficiency, or economy of government operations. The award grants time off from duty without loss of pay or charge to leave and provides an alternative to monetary or non-monetary recognition for superior accomplishments. A Time-Off Award can be granted for performance as reflected in the employee's most recent rating of record and can be granted in lieu of, or in conjunction with, a rating-based performance award. Decisions to grant Time-Off Awards should be made within 30 calendar days of the act, achievement or service. The period of time-off granted will not be based on the individual's grade or salary.

b. Award Amount Limits

(3) (Added)(AF) Immediate supervisors may approve a Time-Off Award up to one workday without review and approval of a higher official. An award in excess of one day must be approved by the employee's second-level supervisor.

c. Time Limit to Use Award. Time off granted as an award should be scheduled and used within 1 year after the effective date of the award. Provisions should be made to ensure that employees are given ample opportunity to take the time off awarded before the employee departs the organization. Further, provisions should be made to accommodate employees who are on long term training, are on extended sick leave, and called to active duty, or similar situations so that the employee does not forfeit his or her time-off award.

f. (Added)(AF) Preparing a Recommendation. Time-Off Awards must be fully supported with appropriate written justification.

(1) (Added)(AF) On an AF Form 1768 or electronic staff summary sheet, include:

(2) (Added)(AF) Certification statement from the supervisor or recommending official that reads, "I have considered fully the wage costs and productivity loss in granting this Time-Off Award. The amount of time-off granted is commensurate with the individual's contribution or accomplishment. I also considered the unit's workload and unit employees' leave projections and certify that the employee can schedule the time-off in addition to other scheduled leave. I also considered other available forms of recognition in determining the amount of this Time-Off Award."

(3) (Added)(AF) The approving official's name, position title, signature and date signed, as well as those of the recommending official, as appropriate.

(4) (Added)(AF) Maintain the approved AF Form 1768 or electronic staff summary sheet and justification in the Supervisor Employee Folder. File a copy in the Supervisor-Employee Work Folder if desired.