

CIVILIAN TIME-OFF AWARDS

PURPOSE:

Grant civilian employee time off from duty without loss of pay or charge to leave to:

Reward superior accomplishments that contribute to quality, efficiency or economy of government operations (see chart that follows) OR

APPROVAL:

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 (8 hours) **must** be approved by the employee's second-level supervisor. Second-level supervisor approval/signature required on eSSS.

LIMITATIONS:

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, called to active duty, or similar situations so that the employee does not forfeit his or her time-off award.

Time-off Awards must not be used to recognize an employee working on a Christmas committee, retirement luncheon, farewell party or any other similar ceremony or celebration. The granting of time-off awards for organizing, planning and executing Wingman Day activities is not in accordance with the intent of this instruction.

A time-off award may be granted to an employee who is assigned as the Combined Federal Campaign overall base program manager.

The amount of time-off granted to any one individual in any 1 leave year should not exceed 80 hours. The amount of a time-off award granted to an individual for a single contribution should not exceed 40 hours.

PROCEDURES:

Prepare written justification for each employee's award. The attached sample provides all required information except the justification. The Human Resources Specialist in the Civilian Personnel Office will review your draft justification if you wish. Please call 987-3212.

Justification will need to be as per the guidance in the DODI1400.25v451_AFI 36-1004, dated 24 July 2020. Bullet format on word document and should not exceed one full page.

The package should consist of the eSSS and justification document when submitted to the Civilian Personnel Office.

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.

When the time off award has been processed it will show up on the employees LES depending on the pay period that it was processed in, advise the employee of the award and ensure he/she is aware of the Air Force limitations on scheduling and using the award (see above).

Table 3 is to be utilized by Department of the Air Force leaders in determining the appropriate award level and amount for all time-off awards.

Value/Level of Contribution to Organization	Number of Time Off Hours to Consider Awarding
Moderate	1 to 10
Substantial	11 to 20
High	21 to 30
Exceptional	31 to 40

	Extent of Application			
	Limited	Extended	Broad	General
Value of Benefit	Affects functions, mission, or personnel of one facility, installation, regional area, or an organizational element of a headquarters. Affects small area of science or technology.	Affects functions, mission, or personnel of an entire regional area, command, or bureau. Affects an important area of science or technology.	Affects functions, mission, or personnel of several regional areas or commands, or an entire department or agency. Affects an extensive area of science or technology.	Affects functions, mission, or personnel of more than one department or agency or is in the public interest throughout the Nation and beyond.

<p>Moderate Change or modification of an operating principle or procedure with limited use or impact</p>				
<p>Substantial Substantial change or modification of procedures. An important improvement to the value of a product, activity, program, or service to the public</p>				
<p>High Complete revision of a basic principle or procedure; a highly significant improvement to the value of a product or service</p>				
<p>Exceptional Initiation of a new principle or major procedure; a superior improvement to the quality of a critical product, activity, program, or service to the public</p>				

****Recommendations for Civilian of the Quarter/Year****

8 Hours for Squadron Level

16 Hours for Group Level

24 Hours for Wing Level