

TO: Officials In Charge of Headquarters Offices, Administrative Points of Contact

FROM: Director, Human Resource Management Division

SUBJECT: Compensatory Time for Official Travel - Additional Guidance

This is a follow up to guidance we issued in February (see email below) regarding the interim rules issued by OPM for compensatory time for official travel.

What is Compensatory Time for Official Travel.....Compensatory time off for travel is a new form of compensatory time off that may be 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. This provision went into effect January 28, 2005.

What Qualifies as Time in a Travel Status.....Travel status includes only the time actually spent traveling between the official duty station and a temporary duty station, or between two temporary duty stations, and the usual waiting time that precedes or interrupts such travel.

What is Considered Usual Waiting Time.....As you are aware, airline travelers generally are required to arrive at the airport at a designated pre-departure time (e.g., 1 or 2 hours before the scheduled departure, depending on whether the flight is domestic or international). Such waiting time at the airport is considered usual waiting time and is creditable time in a travel status. In addition, time spent at an intervening airport waiting for a connecting flight (e.g., 1 or 2 hours) also is creditable time in a travel status, subject to exclusions for bona fide meal periods.

If an employee experiences an unusually long wait prior to his or her initial departure or between actual periods of travel during which the employee is free to rest, sleep, or otherwise use the time for his or her own purposes, the extended waiting time that is outside the employee's regular working hours is not creditable time in a travel status. An extended waiting period that occurs during an employee's regular working hours is compensable as part of the employee's regularly scheduled administrative workweek. For the purpose of earning compensatory time off for travel, bona fide meal periods are not considered time in a travel status. For example, if an employee spends an uninterrupted hour eating a meal at an airport restaurant while waiting for a connecting flight, that hour is not considered time in a travel status.

Travel between Home and a Temporary Duty Station.....If an employee travels directly between his or her home and a temporary duty station outside the limits of the employee's official duty station (e.g., driving to and from a 3-day conference), they must deduct their normal home-to-work/work-to-home commuting time from the creditable travel time. They must also deduct their normal commuting time from the creditable travel time if they are required, outside of regular working hours, to travel between home and a transportation terminal (e.g., an airport or train station) outside the limits of their official duty station.

How do I Request Comp Time for Travel..... Using WebTADS employees may request approval and document their timesheet; and supervisors have the discretion to approve/disapprove the request. The modifications in WebTADS include 2 new categories under the Project category drop down menu in the timesheet labeled Travel Comp Time Earned (TCTE) and Travel Comp Time Used (TCTU). This is the area where you add a category of desired leave onto the timesheet. This is also the place where TCTE would be reflected as "earned" if the timesheet is approved. In the leave planner under "New Leave Request", there is an option for TCTU. This is what an employee should use when choosing a type of leave to request for approval. Be mindful, that you must have "earned" approved TCTE prior to requesting the use of TCTU.

Lastly, I have attached two documents regarding comp time for travel. These documents explain the interim rules regarding comp time for travel. The first is a letter and frequently asked questions (FAQ's) from OPM and the second is OPM's interim rules which govern the subject.

****Please keep in mind Comp Time for Travel should not be requested and approved for work performed outside of normal work hours while on a travel status. For instance....comp time for working 7pm - 10pm during a weeknight while on TDY at Kennedy Space Center or time spent conducting work on the weekend while on TDY is not covered by these comp time rules. For these specific instances and other similar circumstances, normal comp time should be requested and approved.

If you have any questions, please contact your supporting Human Resources Specialist or Chris Beidel from our Division at (202) 358-3831.

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