



United States Department of the Interior

OFFICE OF THE SECRETARY
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National Policy Memorandum

Assistant Secretary - Indian Affairs Deputy Assistant Secretary – Management

Number: NPM-HR-7

Title: Compensatory Time Off for Travel

Effective: March 30, 2006

Expires: March 30, 2007

1. Purpose

The purpose of this chapter is to provide guidance to employees regarding administration of the Indian Affairs policy to provide compensatory time off for covered employees while in travel status.

2. Policy

It is the policy of the Bureau to provide compensatory time off for travel in accordance with federal laws and regulations.

3. Background

Compensatory time off for travel is a new form of compensatory time off 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.

4. Coverage

This chapter applies to all Bureau employees, except those excluded by 5 U.S.C. 5541 (2). Members of the Senior Executive Service are excluded from this Chapter.

5. Responsibilities

A. Supervisors. Supervisors are responsible for monitoring and administering compensatory time off for travel in accordance with legal and regulatory requirements 5 CFR 550, and approval or disapproval of compensatory time off for travel.

B. Employees. Employees are responsible for understanding compensatory time off for travel requirements and requesting compensatory time off for travel in accordance with the procedures prescribed in this chapter.

6. Definition

Compensatory time off for travel may only be earned for time in a travel status that is not otherwise "compensable." Compensable refers to periods of time that are creditable as hours of work for the purpose of determining a specific pay entitlement. For example, certain travel time may be creditable as

hours of work under the overtime pay provisions in 5 CFR 550.112(g) or 551.422.

7. Creditable Travel Time. Creditable compensatory time is earned based on the following.

A. Travel must be officially authorized for work purposes and be approved by an authorized Bureau official.

B. The employee is required to travel away from the official duty station.

C. Travel time is not otherwise compensable hours of work under other legal authority (i.e., overtime, Law Enforcement Availability Pay (LEAP), etc.). For availability pay recipients, this means that hours of travel are not creditable as time in a travel status for compensatory time off purposes if the hours are:

- (1) compensated by basic pay (regularly scheduled duty hours;)
- (2) regularly scheduled overtime hours creditable under 5 U.S.C. 5542; or
- (3) "unscheduled duty hours" as described in 5 CFR 550.182(a) (c) and (d).

D. Time in a travel status includes the time an employee actually spends 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.

(1) Usual waiting time includes arrival at a transportation terminal (e.g., airport or train station) at a designated pre-departure time (e.g., 1 to 2 hours prior to the scheduled departure time), and when an employee's travel time is interrupted – not to exceed a maximum of 2 hours (i.e., the employee travels to an intervening transportation terminal and has to wait for a connecting flight to continue traveling to a temporary duty station).

(2) Usual waiting time does not include meal periods during actual travel time or extended waiting time between actual periods of travel during which the employee is free to rest, sleep, or otherwise use the time for their own purposes.

(3) Time spent at a temporary duty station between arrival and departure is not credited as time in a travel status.

(4) Bona fide meal periods are not considered time in a travel status. For example, if an employee spends an uninterrupted 30 minutes eating a meal at an airport restaurant while waiting for a connecting flight, that time is not creditable as time in a travel status.

E. Travel time directly between an employee's home and a temporary duty station outside the limits of the employee's official duty station is creditable as time in a travel status.

(1) If an employee is required to travel between home and a transportation terminal within the limits of his or her official duty station as part of travel away from that duty station, the travel time outside regular working hours to or from the terminal is considered to be equivalent to commuting time and is not creditable time in a travel status.

(2) If the transportation terminal is outside the limits of the employee's official duty station, the travel time to or from the terminal outside regular working hours is creditable as time in a travel status but is subject to an offset for the time an employee would have spent in normal home-to-work or work-to-home commuting.

(3) If employee travels between a worksite and transportation terminal, the travel time outside regular working hours is creditable and no commuting time offset applies.

F. Employees who are offered one mode of transportation and who are permitted to use an alternative mode or who travel at a time or by a route other than that which is most advantageous to the organization must determine the estimated amount of time in a travel status they would have spent if they had used the mode of transportation or traveled at the time or by the route most advantageous to the organization. The supervisor must credit the employee with the lesser of those times.

Employee's on a multiple-day travel assignment and who choose, for personal reasons, not to use temporary lodgings at the temporary duty station, and return to home at night or weekends, will only qualify for travel status from home to temporary duty station on the first day of travel and travel from the temporary duty station to home on the last day of travel.

Examples of creditable travel time are outlined in Attachment 1.

8. Procedures for Requesting Compensatory Time Off for Travel.

A. Request for Approval and Authorization for Compensatory Time Off for Travel (See Attachment 2) must be completed within 10 business days after returning from travel. The form is to be completed by the employee and submitted to the supervisor. The form, once approved by the employee's supervisor, should be given to the employee's timekeeper for coding into the time and attendance system.

B. Failure to complete and submit the form to the appropriate supervisor with 10 business days may result in forfeiture of any entitlement to compensatory time off for travel.

9. Crediting and Usage of Compensatory Time Off for Travel

Overtime may not be credited in lieu of compensatory time off for travel.

Compensatory Time Off for Travel will be credited in increments of one-quarter of an hour (15 minutes).

Employees must request permission from their supervisors to use accrued compensatory time off for travel in accordance with established policy and procedures concerning requesting leave.

10. Forfeiture of Compensatory Time Off for Travel

A. Employees must use compensatory time off for travel by the end of the 26th pay period after the pay period in which it is credited.

B. Employees with unused compensatory time off for travel, who separate from federal service or are placed in a leave without pay status and later return to service with the same (or successor) agency must use all of the compensatory time off for travel by the end of the 26th pay period following the pay period in which the employees return to duty or such compensatory time off for travel will be forfeited. Unused compensatory time off for travel will not be forfeited but will be held in abeyance in the case of employees who separate from federal service and later return under the following provisions:

(1) Employee separates or is placed in a leave without pay status to perform service in the uniformed services and later returns to service through the exercise of a re-employment rights provided by law, Executive Order, or regulation.

(2) Employee separates or is placed in a leave without pay status because of an on-the-job injury with entitlement to injury compensation under 5 U.S.C. Chapter 81 and later recovers sufficiently to return to work.

C. Employees who voluntarily transfer to another agency to include promotion or change to lower grade must forfeit their unused compensatory time off for travel.

D. Employees who separate from federal service must forfeit unused compensatory time off for travel, except as provided in section B, subparagraphs (1) and (2).

E. Employees who move to an uncovered position within the federal government will forfeit unused compensatory time off for travel.

F. Employees may not receive payment under any circumstances for any unused compensatory time off for travel. This applies to surviving beneficiaries in the event of an employee's death.

G. Accrued compensatory time off for travel is not considered in applying the premium pay limitations established under 5 U.S.C. 5547 and 5 CFR 550.105 through 550.107 or the aggregate limitation on pay established under 5 U.S.C. 5307 and 5 CFR part 530, subpart B.

11. Approval

/s/ Debbie Clark

Debbie L. Clark
Deputy Assistant Secretary – Management

March 30, 2006

Date

Examples of Creditable Travel Time

Example 1: Travel to a temporary duty station on a workday

From home to business meeting

6:00 - 7:00 a.m.	7:00 - 8:00 a.m.	8:00 - 8:30 a.m.	8:30 - 11:30 a.m.	11:30 a.m. - 12:30 p.m.
Drive to airport	Wait at airport	Wait at airport	Plane departs/lands	Drive to worksite
<i>Non-creditable travel time</i>	<i>Creditable travel time</i>	<i>Regular working hours</i>	<i>Regular working hours</i>	<i>Regular working hours</i>

From business meeting to home

4:30 - 5:30 p.m.	5:30 - 6:00 p.m.	6:00 - 7:00 p.m.	7:00 - 10:00 p.m.	10:00 - 11:00 p.m.
Drive to airport	Dinner at airport	Wait at airport	Plane departs/lands	Drive home
<i>Creditable travel time</i>	<i>Non-creditable travel time</i>	<i>Creditable travel time</i>	<i>Creditable travel time</i>	<i>Non-creditable travel time</i>

On a workday, an employee is required to travel from home to a temporary duty station for an afternoon meeting. The employee's regular working hours are 8:00 a.m. to 4:30 p.m. In total, the employee spends 13 hours (6:00 a.m. to 12:30 p.m. and 4:30 p.m. to 11:00 p.m.) traveling to and from the worksite. However, the time between 8:00 a.m. and 12:30 p.m. is compensable as part of the employee's regular working hours. (For the purpose of this example, we are assuming the employee does not have a bona fide lunch period.) Also, an employee's time spent traveling outside of regular working hours to or from a transportation terminal (e.g., an airport or train station) within the limits of his or her official duty station is considered to be equivalent to commuting time and is not creditable travel time. [See 5 CFR 550.1404(d).] In this case, the employee spends 2 hours traveling to and from an airport within the limits of his official duty station. Finally, bona fide meal periods during actual travel or waiting time are not considered to be creditable travel time. [See 5 CFR 550.1404(b)(2).] Therefore, the 30 minutes the employee spends having dinner while waiting at the airport on the return trip is not creditable travel time.

In this example, the employee's compensatory time off for travel entitlement is as follows:

Total travel time	13 hours
<i>minus</i>	
Travel time within regular working hours	4.5 hours
Travel to/from airport within limits of official duty station	2 hours
Bona fide meal period	0.5 hour
Compensatory time off for travel	6 hours

Example 2: Travel to a temporary duty station on a nonworkday

Travel from home to a hotel on a Sunday

5:00 - 6:00 p.m.	6:00 - 7:30 p.m.	7:30 - 10:00 p.m.	10:00 - 10:30 p.m.
Drive to airport	Wait at airport	Plane departs/lands	Drive to hotel
<i>Non-creditable travel time</i>	<i>Creditable travel time</i>	<i>Creditable travel time</i>	<i>Creditable travel time</i>

Travel from a hotel to home on the following Saturday

6:30 - 7:00 a.m.	7:00 - 7:30 a.m.	7:30 - 10:30 a.m.	10:30 a.m. - 1:00 p.m.	1:00 - 2:00 p.m.
Drive to airport	Breakfast at airport	Wait at airport—2 hour delay	Plane departs/lands	Drive home
<i>Creditable travel time</i>	<i>Non-creditable travel time</i>	<i>Partially creditable travel time*</i>	<i>Creditable travel time</i>	<i>Non-creditable travel time</i>

An employee is required to travel to a temporary duty station for a week-long conference. The employee's regular working hours are 8:00 a.m. to 4:30 p.m., Monday through Friday. Because the conference begins early Monday morning, the employee travels to a hotel at the temporary duty station the Sunday evening before the conference. The conference is scheduled to continue into the evening on Friday, so the employee returns home on Saturday morning.

In total, the employee spends 13 hours (5:00 p.m. to 10:30 p.m. on Sunday and 6:30 a.m. to 2:00 p.m. on the following Saturday) traveling to and from the conference. However, the hour the employee spends on Sunday traveling to the airport and the hour the employee spends on Saturday traveling from the airport within the limits of her official duty station is considered equivalent to commuting time and is not creditable time in a travel status. Also, the 30 minutes the employee spends having breakfast while waiting at the airport on the return home is considered a bona fide meal period and is not creditable travel time.

*The agency's compensatory time off for travel policy allows up to 90 minutes of creditable waiting time at a transportation terminal. Therefore, only the time from 7:30 to 9:00 a.m. is creditable as "usual waiting time." (See 5 CFR 550.1404(b)(1).) The time from 9:00 to 10:30 a.m. is considered "extended waiting time" and is not creditable. (See 5 CFR 550.1404(b)(3).)

In this example, the employee's compensatory time off for travel entitlement is as follows:

Total travel time	13 hours
<i>minus</i>	
Travel to/from airport within limits of official duty station	2 hours
Bona fide meal period	0.5 hour
Extended waiting time	1.5 hours
Compensatory time off for travel	9 hours

Example 3: Travel from a temporary duty station on a workday (with cancelled connecting flight)

From temporary duty station to intervening airport for connecting flight on a Friday.

5:30 - 6:30 a.m.	6:30 - 8:00 a.m.	8:00 - 11:00 a.m.	11:00 - 4:30 p.m.
Drive to airport	Wait at airport	Plane departs/lands	Connecting flight delayed due to severe weather. Flights are cancelled.
<i>Creditable travel time</i>	<i>Creditable travel time</i>	<i>Regular working hours</i>	<i>Regular working hours</i>

Employee checks into hotel near airport—No creditable travel time. Employee returns to airport on Saturday morning.

6:30 - 7:00 a.m.	7:00 - 8:30 a.m.	8:30 a.m. - 12:00 noon	12:00 noon - 1:00 p.m.
Drive to airport	Wait at airport	Plane departs/lands	Drive home
<i>Creditable travel time</i>	<i>Creditable travel time</i>	<i>Creditable travel time</i>	<i>Non-creditable travel time</i>

On a Friday (workday), an employee is required to travel from a temporary duty station to home. However, due to severe weather, the employee's connecting flight is cancelled until Saturday morning (non-workday). On Friday, the employee's regular working hours are 8:00 a.m. to 4:30 p.m. In total, the employee spends 17.5 hours (5:30 a.m. to 4:30 p.m. on Friday and 6:30 a.m. to 1:00 p.m. on Saturday) traveling from the worksite. However, the time between 8:00 a.m. and 4:30 p.m. is compensable as part of the employee's regular working hours. (For the purpose of this example, we are assuming the employee has a 30-minute bona fide meal period during his regular working hours.) The extended waiting period from 4:30 p.m. until the employee departs for the airport on Saturday morning is not creditable travel time, since the employee is free to use the time for his own purposes. (See 5 CFR 550.1404(b)(3).) Also, an employee's time spent traveling outside of regular working hours to or from a transportation terminal (e.g., an airport or train station) within the limits of his or her official duty station is considered to be equivalent to commuting time and is not creditable travel time. [See 5 CFR 550.1404(d).] In this case, the employee spent 1 hour traveling from an airport within the limits of his official duty station.

In this example, the employee's compensatory time off for travel entitlement is as follows:

Total travel time	17.5 hours
<i>minus</i>	
Travel time within regular working hours	8.5 hours
Travel from airport within limits of official duty station	1 hour
Compensatory time off for travel	8 hours

Example 4: Driving to and from a temporary duty station on a workday

Travel to and from a training session

6:00 - 7:00 a.m.	7:00 - 8:00 a.m.	8:00 a.m. - 4:30 p.m.	4:30 - 5:30 p.m.	5:30 - 6:30 p.m.
Drive to training session	Drive to training session	Training	Drive home	Drive home
<i>Non-creditable travel time</i>	<i>Creditable travel time</i>	<i>Regular working hours</i>	<i>Non-creditable travel time</i>	<i>Creditable travel time</i>

An employee is required to travel to a temporary duty station on a workday for a 1-day training session. The training location is a 2-hour drive from the employee's home. The employee's regular working hours are 8:00 a.m. to 4:30 p.m. In total, the employee spends 4 hours (6:00 a.m. to 8:00 a.m. and 4:30 p.m. to 6:30 p.m.) driving to and from the training session.

If an employee travels directly between home and a temporary duty station outside the limits of his or her official duty station, the time spent traveling outside regular working hours is creditable travel time. However, the agency must deduct the time the employee would have spent in normal home-to-work/work-to-home commuting. (See 5 CFR 550.1404(c).) In this case, the employee's normal daily commuting time is 2 hours (1 hour each way). Therefore, 2 hours must be deducted from the employee's creditable travel time.

In this example, the employee's compensatory time off for travel entitlement is as follows:

Total travel time	4 hours
<i>minus</i>	
Normal commuting time	2 hours
Compensatory time off for travel	2 hours

Example 5: Travel to multiple temporary duty stations on a workday

Travel from home to first presentation site

6:00 - 7:00 a.m.	7:00 - 8:00 a.m.	8:00 - 8:30 a.m.	8:30 - 10:00 a.m.	10:00 - 10:30 a.m.	10:30 - 12:00 noon
Drive to airport	Wait at airport	Wait at airport	Plane departs/lands	Drive to site	Presentation
<i>Non-creditable travel time</i>	<i>Creditable travel time</i>	<i>Regular working hours</i>	<i>Regular working hours</i>	<i>Regular working hours</i>	<i>Regular working hours</i>

Travel from first presentation site to second presentation site

12:00 noon to 12:30 p.m.	12:30 - 1:30 p.m.	1:30 - 2:30 p.m.	2:30 - 3:00 p.m.	3:00 - 4:30 p.m.
Drive to airport	Wait at airport	Plane departs/ lands	Drive to site	Presentation
<i>Regular working hours</i>	<i>Regular working hours</i>	<i>Regular working hours</i>	<i>Regular working hours</i>	<i>Regular working hours</i>

Travel from second presentation site to home

4:30 - 5:00 p.m.	5:00 - 5:30 p.m.	5:30 - 6:30 p.m.	6:30 - 9:30 p.m.	9:30 - 10:30 p.m.
Drive to airport	Dinner at airport	Wait at airport	Plane departs/ lands	Drive home
<i>Creditable travel time</i>	<i>Noncreditable travel time</i>	<i>Creditable travel time</i>	<i>Creditable travel time</i>	<i>Noncreditable travel time</i>

An employee is required to travel on a workday to two temporary duty stations to make presentations to stakeholders. The employee's regular working hours are 8:00 a.m. to 4:30 p.m. In total, the employee spends 13.5 hours traveling (6:00 a.m. to 10:30 a.m., 12:00 noon to 3:00 p.m., and 4:30 p.m. to 10:30 p.m.) between home and the two presentation sites. However, the time between 8:00 a.m. and 4:30 p.m. is compensable as the employee's regular working hours. (For the purpose of this example, we are assuming the employee has a 30-minute bona fide meal period during her regular working hours.) Also, the 2 hours the employee spends traveling outside of regular working hours to and from the airport within the limits of her official duty station is not creditable travel time. Finally, the 30 minutes the employee spends having dinner while waiting at the airport on the return home is considered a bona fide meal period and is not creditable travel time.

In this example, the employee's compensatory time off for travel entitlement is as follows:

Total travel time	13.5 hours
<i>minus</i>	
Travel time within regular working hours	5.5 hours
Travel to/from airport within limits of official duty station	2 hours
Bona fide meal period	0.5 hour
Compensatory time off for travel	5.5 hours

REQUEST FOR APPROVAL AND AUTHORIZATION FOR COMPENSATORY TIME OFF FOR TRAVEL

1. Name (Last, First, Middle Initial) (Print or Type)

2. Date:

3. Organization:

4. Series/Grade (employee):

5. Supervisor (name):

6. Approving Official:

7. Date of Travel (mm/dd/yyyy): From:

To:

8. Type of Travel: Continental US International

9. Purpose for Travel:

10. Number of Hours Claimed as Compensatory Travel Time:

11.	Date	Departure	Arrival	Total Travel Time	Less Adjustments	Creditable Travel Time
a.	_____	_____	_____	_____	_____	_____
b.	_____	_____	_____	_____	_____	_____
c.	_____	_____	_____	_____	_____	_____
d.	_____	_____	_____	_____	_____	_____
e.	_____	_____	_____	_____	_____	_____
f.	_____	_____	_____	_____	_____	_____

12. Employee Signature:

Date:

To Be Filled Out by Supervisor

13. Number of Hours Granted:

14. Supervisor Signature:

Date:

To Be Completed by Timekeeper

15. Timekeeper (s) Name (Last, First, Middle Initial) (Print or Type):

16. Date received:

17. Date entered:

18. Number Hours Entered:

19. Timekeeper Signature:

Date:

Remarks: