

**POLICY AND PROCEDURES**

**OFFICE OF MANAGEMENT**

**Compensatory Time Off for Travel**

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**PURPOSE**

- This MAPP outlines the policies and procedures for earning and using compensatory time off for travel (CTT) in the Center for Drug Evaluation and Research (CDER).

**BACKGROUND**

- CTT is a provision of the Federal Workforce Flexibility Act of 2004 that established a new form of CTT spent by an employee in a travel status away from the employee’s official duty station when it is not otherwise compensable.

**ELIGIBILITY**

- Title 5 employees, Title 42 appointed individuals, and Senior Biomedical Services (SBRS) employees are eligible to earn CTT.
- Senior Executive Services (SES) employees, Commissioned Corps Officers, Title 38 employees who receive Physicians Special Pay, and non-FTE persons are **not** eligible to earn CTT.

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**POLICY**

- An employee is considered on travel status during the following “time categories” and may earn CTT:
  - Time spent waiting before departure or between connecting trips or other interruptions (i.e., usual waiting time)
  - Time spent traveling between the official duty station and a temporary duty station
  - Time spent traveling between two temporary duty stations
- Usual waiting time is defined as up to two (2) hours before domestic flights; three (3) hours before international flights; and time spent waiting for a connecting flight, generally not exceeding two (2) hours. For other modes of transportation (e.g., bus, train), the usual waiting time is thirty (30) minutes.
- Employees may not earn CTT for extended waiting periods before departures 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 and the waiting period is outside the employee’s regular working hours. However, supervisors can grant exceptions when employees provide documentation or other evidence of a longer waiting time (e.g., canceled flights that require waiting in line to make alternate arrangements may be creditable as CTT for the extended waiting time).
- An employee may earn CTT for travel between home and a temporary duty station outside the limits of the employee’s official duty station (this time is creditable as time in travel). However, the normal home-to-work or work-to-home commuting time must be deducted from the travel hours earned.
- Once an employee arrives at the temporary duty station, he or she is no longer considered to be in travel status. CTT may not be earned for time spent at a temporary duty station between arrival and departure.
- CTT must be pre-approved in writing (see Attachment 1 for Sample Request for Compensatory Time Off for Travel). However, there is an exception if CTT is not initially authorized and travel plans change to the extent that the traveler becomes eligible. The employee must submit written documentation supporting his/her eligibility within 5 work-days after completing the travel and returning to the official duty station. Bargaining unit employees must submit written documentation supporting their eligibility within 14 work-days after completing the travel and returning to their official duty station.
- Travel authorization must include a notation of CTT eligibility with estimated number of hours to be earned.

- CTT must be earned in one-quarter hour increments. There is no limit on the amount of CTT an employee can earn. CTT must be tracked and managed separately from other forms of compensatory time off.
- An employee must request permission from his or her supervisor to schedule the use of his or her accrued compensatory time off in accordance with office policies and procedures. Employees must use accrued CTT in one-quarter hour increments.
- CTT hours may be earned and used in the same pay period, however, they may not be used in advance. The timekeeper must enter earned hours into the Integrated Time and Attendance System (ITAS) before the employee can request to use their CTT.
- Accrued CTT must be used by the end of the 26<sup>th</sup> pay period after the pay period in which the CTT was earned or the employee must forfeit such compensatory time off.

Unused CTT will be held in abeyance for an employee who separates, or is placed in a leave without pay (LWOP) status, and later returns following (1) separation or LWOP to perform service in the uniformed services and return to serve through the exercise of a reemployment right, or (2) separation or LWOP due to an on-the-job injury with entitlement to injury compensation under 5 U.S.C., Chapter 81. The employee must use all of the compensatory time off held in abeyance by the end of the 26<sup>th</sup> pay period following the pay period in which the employee returns to duty, or such compensatory time off will be forfeited.

- When an employee separates from Federal service, except for the circumstances mentioned in the bullet above, the employee must forfeit all unused compensatory time off for travel upon separation from Federal service. This prohibits payment for unused CTT under any circumstances.
- When an employee voluntarily transfers to another agency (including promotion or change to lower grade action), the employee must forfeit all of his or her unused CTT.
- CTT may not be considered when applying the biweekly or annual premium pay limitations established under 5 U.S.C. 5547 or the aggregate limitation on pay established under 5 U.S.C. 5307.
- Although most employees do not receive holiday premium pay for time spent traveling on a holiday (or an “in lieu of” holiday), an employee continues to be

entitled to pay for the holiday in the same manner as if the travel were not required.

Thus, the employee may not earn CTT or travel during basic (non-overtime) holiday hours because they are entitled to their rate of basic pay for those hours. CTT may be earned only for time spent in travel status away from the employee's official duty station when such time is not otherwise compensable.

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**PROCEDURES:**

The employee will:

- After working with the travel preparer to make travel arrangements that minimize CTT and still meet mission goals, obtain approval to earn CTT before the submission of the travel request (see Attachment 1 for Sample Request for Compensatory Time Off for Travel). NOTE: Pre-approval signature documentation should be dated.
- Once approved, forward travel approval to the travel preparer to be entered on the travel authorization.
- Track all compensable/non-compensable hours from the beginning to the end of the trip on Claim for Compensatory Time Off for Travel, Form MIN-CTFT (see Attachment 2).
- If possible, discuss unforeseen travel changes with the supervisor and travel preparer before he or she returns.
- Obtain supervisor's approval of actual CTT hours on completed Form MIN-CTFT and provide an approved copy to the timekeeper within the timeframe listed in the Policy section (i.e., 5 work-days after completing the travel and returning to the official duty station or 14 work-days after completing the travel and returning to the official duty station for bargaining employees).
- Request usage of CTT using the same procedures for requesting other types of leave usage. NOTE: Credited CTT must be entered into ITAS before requesting use.

The supervisor will:

- Approve/disapprove employee's request to earn CTT in writing.
- Approve/disapprove employee's actual CTT earned by signing Form MIN-CTFT, ensuring requested time meets CTT policies for approvals. All approval signatures should be dated.

- Approve/disapprove employee's request to use earned CTT.

The travel preparer will:

- Work with the employee to determine travel plans that will minimize CTT and still meet mission goals.
- Make a notation of the estimated number of CTT hours to be earned on CDER Travel Request.

The timekeeper will:

- Enter employee's approved CTT hours earned in ITAS.
  - Maintain CTT hours separate of other Compensatory Time Off hours.
  - Retain CTT documentation for 6 years.
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## REFERENCES

1. HHS Guide for Timekeepers – Chapter 8 – CTT
  2. Human Resources Manual – Instruction 550-3: CTT, 3/28/08
  3. Collective Bargaining Agreement Between NTEU and FDA – Article 22 (Sections 10a-10e)
  4. U.S. Office of Personnel Management – Fact Sheet: CTT
  5. U.S. Office of Personnel Management – Questions and Answers on CTT
  6. U.S. Office of Personnel Management – Fact Sheet: Compensatory Time Off for Travel – Examples
  7. 5 CFR – Part 550 - Subpart N – Compensatory Time Off for Travel
  8. 5 U.S.C., Chapter 81, Compensation for Work Injuries
  9. 5 U.S.C., Subpart D – 5547, Limitation on Premium Pay
  10. 5 U.S.C., Subpart D – 5307, Limitation on Certain Payments
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## DEFINITIONS

- **Compensable.** Periods of time creditable as hours of work for the purpose of determining a specific pay entitlement.
  - **Creditable Travel.** Travel for work purposes that is officially authorized and approved by an organization's designated approving official.
  - **Official Duty Station.** For purposes of CTT, the official duty station is defined as the forty-five (45) mile radius around the post of duty.
  - **Officially Authorized Travel.** Travel for work purposes (in the best interest of the government) that are approved by an authorized center official or otherwise authorized under established center policies.
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- **Temporary Duty Station.** A place where work is performed or place of abode while on temporary duty (TDY) travel, such as a conference or meeting site, assigned worksite, office, or hospital.
- **Travel Status.** The time actually spent traveling (i.e., outside regular work hours) 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.
- **Usual Waiting Time.** The time travelers are required to arrive at the airport at a pre-departure time and time spent waiting for a connecting departure are considered creditable time in a travel status (two (2) hours before domestic flights and up to three (3) hours before to international flights. Time spent waiting for a connecting flight, generally not exceeding two (2) hours, is also compensable). For other modes of transportation (e.g., bus, train), the usual waiting time is thirty (30) minutes.

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**EFFECTIVE DATE**

This MAPP is effective upon date of publication.

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**CHANGE CONTROL TABLE**

Effective Date	Revision Number	Revisions

**ATTACHMENT 1**

SAMPLE: REQUEST FOR COMPENSATORY TIME OFF FOR TRAVEL (CTT)

<b>REQUEST TO EARN COMPENSATORY TIME OFF FOR TRAVEL (CTT)</b>	
NAME:	
DIVISION:	
BRANCH:	
For the pay period ending _____, I am requesting approval to earn no more than _____ hours of CTT.	
Please provide the following information and a copy of your travel orders.	
1. Date of Departure:	
2. Name and Location of the Mode of Transportation (MOT) selected to begin your TDY travel:	
3. Where are you leaving from to begin the TDY travel:  ____Home (you may only claim this time if the MOT you depart from is outside your official duty station)	
4. Time of Departure and Estimated travel time on MOT:	
5. Explain any unusual delays in which you are claiming compensable travel time:	
6. ____Indicate the total number of hours of compensatory time in which you are claiming.	
EMPLOYEE'S SIGNATURE	DATE
REQUESTING OFFICIAL'S SIGNATURE	DATE
APPROVING OFFICIAL'S SIGNATURE	DATE
JUSTIFICATION:	

ATTACHMENT 2

SAMPLE: CLAIM FOR COMPENSATORY TIME OFF FOR TRAVEL REQUEST FORM

Claim for Compensatory Time Off for Travel

(ALL CLAIMS FOR COMPENSATORY TIME FROM TRAVEL SHOULD BE SUBMITTED JOINTLY WITH TRAVEL VOUCHERS PROMPTLY UPON RETURN FROM TRAVEL.)

Employee Name: \_\_\_\_\_ Travel Authorization Number: \_\_\_\_\_

First date of trip: \_\_\_\_\_ Time Depart Residence: \_\_\_\_\_ Time Arrive Temp Duty Station: \_\_\_\_\_

Tour of duty on this day: \_\_\_\_\_

(Account for all time between departure from residence until arrival at temporary duty station)

Table with 5 columns: Time Period, Activity, COMPENSATORY TIME (Amount of Time Included, Amount of Time Excluded), and Supervisor Approval. Includes a shaded vertical bar.

Final date of trip: \_\_\_\_\_ Time Depart Temp Duty Station: \_\_\_\_\_ Time Arrive Residence: \_\_\_\_\_

Tour of duty on this day: \_\_\_\_\_

(Account for all time between departure from temporary duty station to arrival at residence)

Table with 5 columns: Time Period, Activity, COMPENSATORY TIME (Amount of Time Included, Amount of Time Excluded), and Supervisor Approval. Includes a shaded vertical bar.

Total Time: \_\_\_\_\_ Signature: \_\_\_\_\_

General Guidance

Include:

- Reasonable wait time at airport
Flight Time
Commute between airport and hotel

Exclude:

- Commute between residence and airport
Time for bona fide meal during airport wait
Unforeseen delays in travel

To be completed by Supervisor/Branch Director: TOTAL COMP TIME APPROVED: \_\_\_\_\_

Supervisor Approval / Comments: \_\_\_\_\_

Branch Director Concurrence/Comments: \_\_\_\_\_ MIN-CTFT 3/2006