



# Department of Defense Education Activity REGULATION

NUMBER 5200.01

DATE: APR 18 2011

---

---

HUMAN RESOURCES DIRECTORATE

SUBJECT: Compensatory Time Off for Travel

- References:
- (a) Director, Department of Defense Education Activity Memorandum, "Compensatory Time Off for Travel," November 28, 2005 (hereby canceled)
  - (b) Sections 5307, 5541, 5544(a), 5547, 5550(b), 6101; and 8101 through 8193 of title 5, United States Code
  - (c) Parts 550, 551, 610 and of title 5, Code of Federal Regulations

1. PURPOSE. This Regulation replaces Director of Department of Defense Education Activity Memorandum (Reference (a)), establishes policy, and assigns responsibilities for requesting, approving, calculating, and recording compensatory time off for travel.

2. APPLICABILITY. This Regulation:

- a. Applies to all individuals within the organizational entities of the Department of Defense Education Activity (DoDEA) employed under the General Schedule, Federal Wage System, and Administratively Determined pay systems that have a regular tour of duty for leave purposes and are not specifically excluded by sections 5307, 5541, 5544(a), 5547, 5550(b), 6101, and 8101 through 8193 of title 5, United States Code (Reference (b)).
- b. Does not apply to employees in Department of Defense Dependents Schools teaching position, or Senior Executive Service pay systems, or other employees specifically excluded by section 5541(2) of Reference (b).

3. DEFINITIONS. See Glossary.

4. POLICY. It is DoDEA policy that:

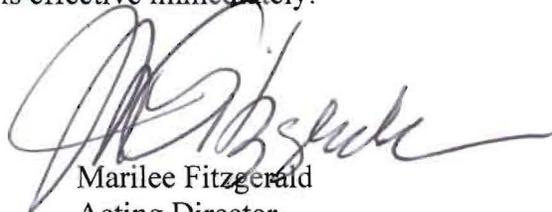
- a. Compensatory time off for travel will be administered uniformly and equitably within the scope of applicable laws and regulations.

b. Official travel should be consistent with mission requirements and scheduled during an employee's regular working hours. Travel outside of normal duty hours should be carefully reviewed by supervisors and only approved when travel during regular working hours is not practical. (See Appendix to Enclosure 2)

c. Travel must be officially authorized for work purposes and approved by an authorized agency official in order to be creditable under this Regulation.

5. RESPONSIBILITIES. See Enclosure 1.

6. EFFECTIVE DATE. This Regulation is effective immediately.



Marilee Fitzgerald  
Acting Director

Enclosures

1. Responsibilities
  2. Compensatory Time Off for Travel
- Glossary

ENCLOSURE 1

RESPONSIBILITIES

1. DIRECTOR, DODEA. The Director, DoDEA, shall exercise overall responsibility for the implementation of this Regulation.

2. DIRECTOR OF HUMAN RESOURCES DIRECTORATE, DODEA (DIRECTOR, HRD). The Director, HRD, DoDEA, shall:

a. Ensure all employees are informed of their rights and responsibilities regarding compensatory time off for travel.

b. Ensure compliance with this Regulation.

3. DIRECTOR, DOMESTIC DEPENDENT ELEMENTARY AND SECONDARY SCHOOLS AND DEPARTMENT OF DEFENSE DEPENDENTS SCHOOLS, CUBA (DDESS/DODDS-CUBA); DIRECTOR, DEPARTMENT OF DEFENSE DEPENDENTS SCHOOLS, EUROPE (DODDS-E); DIRECTOR, DEPARTMENT OF DEFENSE DEPENDENTS SCHOOLS, PACIFIC AND DOMESTIC DEPENDENT ELEMENTARY AND SECONDARY SCHOOLS, GUAM (DoDDS-P/DDESS-GUAM), (hereafter referred to as the DoDEA Area Directors). The Area Directors shall:

a. Ensure all employees are informed of their rights and responsibilities regarding compensatory time off for travel.

b. Monitor compliance with this Regulation.

4. THE ASSOCIATE DIRECTOR FOR FINANCE AND BUSINESS OPERATIONS, (AD (F&BO)), DODEA. The AD (F&BO), DoDEA, shall ensure fund availability with the DoDEA Resource Management Division in compliance with this Regulation.

5. DODEA DISTRICT SUPERINTENDENTS. The DoDEA District Superintendents shall:

a. Inform all employees of their rights and responsibilities regarding compensatory time off for travel.

b. Comply with the policies outlined in this Regulation.

6. DODEA SUPERVISORS. The DoDEA Supervisors shall:

- a. Implement the policy outlined in Enclosure 2.
- b. Approve the scheduling, use, and crediting of compensatory time off for travel.
- c. Notify employee that regular working hours while on temporary duty (TDY) will be adjusted as required to accomplish the TDY assignment.

7. DODEA EMPLOYEES. The DoDEA Employees shall:

- a. Request prior approval from their supervisor before scheduling travel outside regular work hours that will result in entitlement to compensatory time off for travel.
- b. File requests for compensatory time credit within the time period required by DoDEA.

ENCLOSURE 2

COMPENSATORY TIME OFF FOR TRAVEL

1. CREDITING COMPENSATORY TIME OFF FOR TRAVEL

a. Prior to making travel arrangements, an employee must obtain approval from his or her supervisor for proposed travel during off duty hours that will result in a claim for compensatory travel time.

b. Employees must submit a "Request for Compensatory Time Off for Travel" form (See appendix to this enclosure), a copy of the travel orders and itinerary, or any other documentation acceptable to the employee's supervisor, in support of the request. Employees must submit the request to their supervisor within 5 workdays after returning to the official duty station. If it is not submitted on time, the employee shall forfeit his or her claim to the compensatory time off for travel unless there is good cause for the delay, which is acceptable to the authorizing agency official.

c. Supervisors who are authorized to direct travel and approve time and attendance must approve the crediting and usage of compensatory time off for travel in accordance with subpart 550.1401 of title 5, Code of Federal Regulations (Reference (c)) and this Regulation.

d. Compensatory time off for travel is earned and credited in increments of one-quarter of an hour (15 minutes).

e. Approved compensatory time off for travel will be tracked and managed separately from other forms of compensatory time off and recorded in accordance with time and attendance procedures.

f. There is no limitation on the amount of compensatory time for travel that an employee can earn.

2. USAGE OF ACCRUED COMPENSATORY TIME OFF FOR TRAVEL

a. An employee must request approval from his or her supervisor to schedule the use of accrued compensatory time off for travel, in accordance with DoDEA's policies and procedures on requesting and using annual leave.

b. Compensatory time off for travel may be used in conjunction with approved leave.

c. An employee must use earned compensatory time off for travel in increments of one-quarter of an hour (15 minutes).

3. EXTENSION OF TIME LIMIT FOR USE OF COMPENSATORY TIME OFF (AFTER 26 PAY PERIODS)

a. Exception Due to an Exigency. If an employee fails to use his or her compensatory time, by the end of the 26<sup>th</sup> pay period from when it was earned, it is forfeited. However, if this is due to good cause or an exigency beyond the employee's control, the Director, DoDEA, or designee, may extend the time limit for using such compensatory time off for travel for up to an additional 26 pay periods.

b. Request Submission. An employee must submit the request for approval to extend the time limit, prior to it being forfeited. It must be sent along with written justification through his or her supervisor to the DoDEA Human Resources Directorate.

Appendix

Request for Compensatory Time off for Travel

APPENDIX TO ENCLOSURE 2

REQUEST FOR COMPENSATORY TIME FOR TRAVEL

<b>REQUEST FOR COMPENSATORY TIME FOR TRAVEL</b>			Please read the instructions on the back of this worksheet before completing. Submit this worksheet to your supervisor with your travel itinerary and travel voucher within 5 workdays after returning to the official duty station.				
1. NAME (Last, First, Middle Initial)				2. DATE SUBMITTED			
3. ORGANIZATION AND OFFICIAL DUTY STATION				4. TOUR OF DUTY (Days & Hours, e.g., M-F 8:00 AM - 4:30 PM)			
5. ITINERARY			6. COMPENSATORY TIME			FOR SUPERVISOR'S USE ONLY	
a. YEAR _____		b. ACTIVITY/PLACE (Home, Office, Airport, TDY Location, Type of Activity, City and State, City and Country, etc.)	a. NON-DUTY HOURS	b. NON-CREDITABLE TIME		c. TOTAL TIME REQUESTED	7. AMOUNT OF COMPENSATORY TIME APPROVED
Date	Time			1. COMMUTE TIME	2. EXTENDED WAITING TIME <i>(See Item 8)</i>		
DEP							
ARR							
DEP							
ARR							
DEP							
ARR							
DEP							
ARR							
DEP							
ARR							
DEP							
ARR							

<b>8. COMMENTS FOR EXTENDED WAITING TIME</b>		<b>9. TOTAL HOURS EARNED</b>
a. DATE	b. NATURE OF WAITING TIME	c. SUPERVISOR'S COMMENTS
<b>10. EMPLOYEE SIGNATURE</b>		<b>11. DATE</b>
<b>12. SUPERVISOR</b>		
a. NAME, TITLE, AND ORGANIZATION		
b. SIGNATURE		c. DATE

**INSTRUCTIONS**

**REQUIRED ATTACHMENTS:**

Copy of all travel itinerary, official travel orders, amendments and other documents, as applicable.

**DATA ELEMENTS:**

**ITEM 1 – NAME**

Enter the name of the employee who traveled and is requesting compensatory time for travel.

**ITEM 2 – DATE SUBMITTED**

Enter the date the form is submitted.

**ITEM 3 – ORGANIZATION AND OFFICIAL DUTY STATION**

Enter the organization and duty station information for the employee's official position of record. Organization information may be found in item 22 of the Standard Form 50, "Notification of Personnel Action" and the official duty station may be found in item 39.

**ITEM 4 – TOUR OF DUTY**

Enter the employee's work schedule (days and hours of work); e.g., M-F 8:00 AM – 4:30 PM. The supervisor may schedule the work of his or her employee to accomplish the mission of the agency. While on official travel, the supervisor may schedule an employee's regularly scheduled tour of duty so that it corresponds with the employee's actual temporary duty work requirements.

**ITEM 5 – ITINERARY**

**5a. YEAR/DATE/TIME**

Enter the calendar year, the date(s) and local time each activity was taken. Enter the date in MM/DD format (e.g., 02/05; 8:00PM). When travel involves two or more time zones for one leg of travel, the time zone from the point of first departure shall be listed for each entry. This time zone will be used to determine whether travel was performed during regular working hours. For example, travel commencing from a location in the Eastern time zone but ends in a location in the Pacific time zone will reflect the Eastern time zone for departure from the official duty station (which includes the local commuting area) and arrival at the temporary duty location. For the return leg of the trip, the entries will reflect the Pacific time zone for departure from the temporary duty location and arrival at the official duty station.

**5b. ACTIVITY/PLACE**

Provide details of the place for each corresponding activity taken (e.g., depart from home, depart from office, arrive at airport, arrive at home, airport check-in, etc.).

**ITEM 6 – COMPENSATORY TIME**

**6a. NON-DUTY HOURS**

Enter the number of hours\* spent outside the employee's regularly scheduled working hours.

**6b. NON-CREDITABLE TIME**

**6b.1. NORMAL COMMUTE TIME**

Enter the number of hours\* the employee would have spent in a normal home-to-work and work-to-home commute for each corresponding activity. See 5 CFR § 550.1404(c) and 550.1404(d) for commute time that is not creditable.

**6b.2. EXTENDED (NOT USUAL) WAITING TIME IS NOT CREDITABLE AS TIME**

**IN TRAVEL STATUS**

Enter the number of hours\* where the employee is free to rest, sleep, or otherwise use the time for his or her own purposes. Hours must be outside of the employee's regularly scheduled tour of duty. Enter comments for the extended waiting time in item 8 below.

**6c. TOTAL TIME REQUESTED**

Enter the total number of requested compensatory hours\*. The total amount is computed as follows: item 6.a., minus items 6.b.1. and 6.b.2.

**ITEM 7 – AMOUNT OF COMPENSATORY TIME APPROVED**

The supervisor will enter the number of creditable compensatory hours\* approved.

**ITEM 8 – COMMENTS FOR EXTENDED WAITING TIME**

**8a. DATE**

Enter the date(s) for each activity listed in item 5.b. for extended (not usual) waiting time. It should correspond with the dates listed in item 5.a.

**8b. NATURE OF WAITING TIME**

Describe the circumstances surrounding the extended waiting time.

**8c. SUPERVISOR'S COMMENTS**

The supervisor will enter comments for the period(s) of extended waiting time, if applicable.

**ITEM 9 – TOTAL HOURS EARNED**

The supervisor will enter the total number of creditable compensatory hours\* for travel that were earned and approved. The number of hours of earned compensatory time off for travel will be recorded in the time and attendance system and reflected on the employee's Leave and Earning Statement.

**ITEM 10 – EMPLOYEE SIGNATURE**

The employee certifies the information provided is true and accurate.

**ITEM 11 – DATE**

Enter the date the employee signs the form.

**ITEM 12 – SUPERVISOR**

**12a. NAME, TITLE, AND ORGANIZATION**

Enter the supervisor's name, title, and organization.

**12b. SIGNATURE**

The supervisor has reviewed the request and all supporting documentation and certifies the information is accurate and in accordance with all applicable laws, rules, and regulations governing compensatory time for travel.

**12c. DATE**

Enter the date the supervisor signs the form.

\*Enter hours in 15 minute increments converted to ¼ fraction of an hour: 15 minutes = 0.25; 30 minutes = 0.50; 45 minutes = 0.75; 60 minutes = 1.00.

GLOSSARY

ABBREVIATIONS AND ACRONYMS

DoDEA	Department of Defense Education Activity
TDY	Temporary Duty

DEFINITIONS

accrued compensatory time off. The compensatory time off earned by an employee that has not been used or forfeited.

administrative workweek. Any period of 7 consecutive 24-hour periods, designated in advance by the head of the agency under section 6101 of Reference (b).

authorized agency official. The head of the agency or an official who is authorized to act for the head of the agency in the matter concerned.

compensable time. Refers to periods of time that are creditable as hours of work for the purpose of determining a specific pay entitlement, even when that work time may not actually generate additional compensation because of applicable pay limitations.

compensatory time off. Time off for travel that is credited in accordance with Reference (b) and subparts 550.1401 through 550.1409 of Reference (c).

creditable time. Time approved by an authorized supervisor under the terms of this Regulation which may be credited as compensatory time off for travel.

good cause. Sufficient reason as to the delay which is acceptable to the authorizing agency official.

official duty station. The geographic area surrounding an employee's regular work site that is the same as the area designated by the employing agency for the purpose of determining whether travel time is compensable for the purpose of determining overtime pay, consistent with the regulations in subparts 550.112(j) and 551.422(d) of Reference (c).

official travel. Officially authorized travel (i.e., travel for work purposes that is approved by an authorized DoDEA official).

regular hours of work. The days and hours of an employee's regularly scheduled work week established under part 610 of Reference (c). It includes the appropriate hours of work

established by the supervisor for the temporary duty (TDY) period. The employee must adjust his or her hours of work as required to accomplish the TDY assignment. The assigned hours of work must be scheduled in advance of the TDY period.

scheduled tour of duty for leave purposes. An employee's regular hours, hours of work for which he or she may be charged leave under part 630 of Reference (c) when not on duty. For full-time employees, it is the 40-hour basic workweek as defined in subpart 610.102 of Reference (c).

travel status. Time in a 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, as described in subpart 550.1404 of Reference (c).