

Compensatory Time Off

NOAA Workforce Management Office
2008



COMP TIME

What you need to know about Comp
Time at NOAA



COMP TIME

For starters, let's define what Comp Time is:

- Comp Time is time off with pay in lieu of overtime pay for irregular or occasional overtime work
- This irregular or occasional overtime work is officially ordered and approved and is in excess of 8 hours in a day or 40 hours in an administrative workweek



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There is also another type of Comp Time which is referred to as Comp Time for Travel:

- Comp Time for Travel is earned by an employee for time spent in a travel status
- Requirements to earn this type of Comp Time are:
 - An employee is away from his/her official duty station when such time is not otherwise compensable; and
 - The travel must be officially authorized for work purposes and approved by an authorized agency official



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And, to clarify between Comp Time and Credit Hours:

- Credit Hours relate to adjusting one's schedule under a flexible work schedule...
- ...versus Comp Time (overtime work ordered/approved) or Comp Time for Official Travel



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A little more detail on Credit Hours:

- Hours an employee elects to work, with approval, in excess of the basic work requirement under a flexible work schedule.
- Employees are not paid basic pay or overtime pay for Credit Hours earned.
- An employee may use Credit Hours during a subsequent day/week/pay period, with approval, to allow the employee to be absent for an equal number of hours of the employee's basic work requirement with no loss of basic pay.



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There are limits on Comp Time accumulation:

- **NOAA has an 80 hour limit on the accrual of Comp Time. Exceptions may be granted in cases of emergency or other extenuating circumstances**



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And – there are rules on Comp Time usage:

- Comp Time must be used within 26 pay periods after the pay period in which it is earned. If it isn't used, the hours are liquidated via payment



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Exception to use within 26 pay periods:

- **Employees who have Comp Time earned prior to May 14, 2007, must use that time off by the end of the pay period ending three years after May 14, 2007 (May, 2010).**



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Question: Who is responsible for managing Comp Time?

Answer: Managers, Employees and your servicing Workforce Management Office



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What are the Manager's responsibilities regarding Comp Time?

- Monitoring the accrual and use of Comp Time, to include arranging work requirements so employees can use the time;
- Adhering to union contracts – many have sections on Comp Time; and
- Submitting the Form CD-529 to the servicing Workforce Management Office to process payment for unused Comp Time after the pay period in which it expires.



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What are the Employee's responsibilities regarding Comp Time?

- Employees are responsible for monitoring their Comp Time balances and using Comp Time before it expires



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What are the servicing Workforce Management Office's responsibilities regarding Comp Time?

- Providing the Chief Financial Officers a report of their employees who have accrued Comp Time;
- Monitoring Comp Time balances in the NFC system and processing payment for unused time; and
- Educating managers and employees on Comp Time.



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How will Comp Time be paid?

- When Comp Time is paid, it will be paid at the rate at which it was earned
- Supervisors must submit the completed CD-529 to the servicing Workforce Management Office for processing the payment. The form must be submitted the next pay period after the Comp Time expires.



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For additional information:

Final Regulations

Federal Register Notice, Vol. 72, No. 50, Thursday, March 15, 2007

OFFICE OF PERSONNEL MANAGEMENT

5 CFR Part 550 and 551

**Pay Administration (General) and Pay Administration
Under The Fair Labor Standards Act**

AGENCY: Office of Personnel Management.

ACTION: Final rule effective May 14, 2007



OPM Premium Pay Fact Sheet

<http://www.opm.gov/oca/pay/HTML/COMP.htm>



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For additional information:

DOC

Human Resources Bulletin #067, FY 07 dated July 10, 2007



NOAA Administrative Order 202-550

http://www.corporateservices.noaa.gov/~ames/NAOs/Chap_202/pdfs/202-550.pdf

Effective: December 18, 2007

Issued: December 26, 2007



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If you have questions on Comp Time,
contact your servicing Workforce
Management Office Representative
at http://www.wfm.noaa.gov/contact_lists.html

