

Time-Off Awards:

Basics:

Employee may be granted a maximum of 40 hours of time off for a SINGLE contribution. Employee may be granted a TOTAL of 80 hours of time off during a LEAVE YEAR. The leave must be used within 1 year after the effective date of the award. Award is effective on the first pay period following approval. After the 1-year period, any unused time off is forfeited. Also, if the employee leaves the agency, the awarded time is lost. Time-off awards are never converted to cash, nor is the time added to annual leave.

When an employee receives a time off award, the timekeeper needs to be sure the awarded leave has been processed. This can be done by having someone access IRIS 143. If the award is in the NFC system, it can be added to STAR. The timekeeper adds the time-off award in the leave account. Once the award has been added into the leave account in STAR, the employee can use the time by coding it as follows. Prefix 61, TC 66.

IMPORTANT: If the employee tries to use the hours before it is entered into the system, NFC will take the hours out of their annual leave balance or any other available balance if annual leave is depleted.

The "time-off" balance shows on the STAR print-out, so the timekeeper and award winner can tell at a glance if there is additional time to be used from an award.

Before "time off" can be used, it first has to be added into the T&A system by the timekeeper.

TIME OFF AWARD STAR INSTRUCTIONS

1. Open STAR.
2. Click on Employee Maintenance
3. Highlite the employee's name
4. Click on LA (leave account)
5. Type in TOFF (you can not pick it from the pull down menu)
6. Type in the number hours for the award in the FORWARD area
7. Click on ADD
8. Close the door
9. Either click on bi-weekly and complete the T&A in the usual manner or close the door and close out of STAR for future use.

When the employee uses the timeoff award, code the time as 61 prefix and 66 TC. It will show timeoff used. Make sure the week adds up correctly and then verify.