



UNITED STATES MARINE CORPS
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MCBHO 7420.3C
CR
19 May 26

MARINE CORPS BASE HAWAI'I ORDER 7420.3C

From: Commanding Officer
To: Distribution List

Subj: CIVILIAN TIMEKEEPING POLICY AND PROCEDURES

Ref: (a) Title 5, United States Code
(b) Title 5, Code of Federal Regulations
(c) DoD Instruction 1400.25, Volume 610
(d) DoD Instruction 1400.25, Volume 630
(e) DoD 7000.14-R, Volume 5
(f) DoD 7000.14-R, Volume 8
(g) SECNAVINST 5211.5F
(h) SECNAV M-5210.1
(i) Consolidated Master Labor Agreement Between the USMC and the American Federation of Government Employees
(j) MCIPAC-MCBBO 12620.1
(k) MCO 12271.1
(l) MCBHO 7421.1

Encl: (1) Work Schedule Change Form

1. Situation. This Order promulgates Federal appropriated fund civilian timekeeping policy for Marine Corps Base Hawai'i (MCBH), as required by the references, and provides guidance for its execution. Per reference (i), in the event of any conflict with the contents of this Order and collective bargaining agreements, the provisions of the agreements take precedence to the extent that law or policies of higher authority do not supersede the applicable provisions.

2. Cancellation. MCBHO 7420.3B.

3. Mission. To issue policy and enhance the ability of MCBH personnel in carrying out their responsibilities for payroll and timekeeping execution and establish the necessary controls for legal compliance.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. All MCBH personnel will utilize this Order to establish the internal processes pertinent to timekeeping and leave management in order to promote consistent payroll administration.

(2) Concept of Operations. This revised Order will assist the Commanding Officer (CO) in promoting standardization, efficiency, effectiveness, training, professionalism, and morale by ensuring the important task of paying our civilian employees is done properly, fairly, and effectively to prevent improprieties, fraud, waste, or abuse.

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

b. Subordinate Element Missions

(1) Directors and Deputy Directors will:

(a) Ensure Supervisor Approvers, Limited Timekeepers and employees account for:

1. Proper leave administration and the accurate recording and reporting of Time and Attendance (T&A) system for all employees.

2. Proper reporting of time spent working for reimbursable customers.

(b) Implement overtime policies, which establish internal controls to ensure that overtime and compensatory time is worked only when properly authorized and preapproved.

(c) Approve/disapprove requests for overtime, compensatory time and holiday work, ensuring they are limited to cases of necessity, properly approved, and performed within budget constraints. Approval of overtime and compensatory time cannot be delegated below the Director/Deputy Director level.

(d) Delegate, in writing, a Supervisor Approver of an appropriate level to approve overtime, compensatory time and holiday work premium requests within the T&A system as needed.

(e) Appoint Supervisor Approvers and Limited Timekeepers of T&A in the T&A system.

(2) Supervisor Approvers will:

(a) Approve/disapprove employee work schedules and forward to Civilian Pay (CIVPAY).

(b) Appoint Supervisor Approvers and Limited Timekeepers of T&A. Review appointments annually for validity and terminate when applicable.

(c) Approve premium hour requests within the T&A system if authorized by the Director/Deputy Director.

(d) Approve/disapprove employee requests for leave and ensure proper supporting documentation is protected from unauthorized access and forwarded to CIVPAY.

(e) Ensure that employees are familiar with the requirements of this Order.

(f) Ensure that biweekly (and prior pay corrections) T&A reported by employees is true and accurate. Electronically approve timecards in the timekeeping system by the due date established by CIVPAY.

(g) Process prior pay corrections in a timely manner.

(h) Ensure that employees attest to the accuracy of their current timesheet and any prior pay corrections.

(i) Promptly report to an employee any change(s) made to their timecard during the approval process.

(j) Coordinate with proxy to carry out certification duties in the absence of the primary timecard approver.

(3) Limited Timekeepers will:

(a) Timely and accurately record T&A and leave requests in the T&A system as reported on individual timesheets for approval by the Supervisor Approver.

(b) Notify Supervisor Approvers when T&A (or prior pay corrections) in the T&A system is complete and ready for approval.

(4) Employees will:

(a) Accurately report T&A and union/telework/reimbursable work hours for each pay period using the T&A system.

(b) Request non-emergency leave in advance and provide the appropriate supporting documentation when required.

(c) Attest that T&A is true, correct and accurate by signature on a timesheet or electronically in the T&A system using the attestation box for each week.

(d) Work overtime, compensatory time or work on a holiday only after receiving proper approval.

(e) Check their Leave and Earnings Statement (LES) every pay period to ensure accuracy of pay and leave balances. Immediately identify discrepancies to their supervisor for resolution.

(f) Submit personal payroll changes (e.g., tax deductions, allotments, direct deposit, change of address, etc.) through the payroll Customer Service Representatives or submit electronically through the MyPay website at <https://mypay.dfas.mil>.

(5) Civilian Payroll will:

(a) Build T&A system user accounts based on assigned roles and conduct periodic reviews of the T&A system user accounts to verify accuracy.

(b) Provide training to ensure command personnel understand procedures.

(c) Retain DD Form 577s for audit purposes for 10 years.

(d) Respond to inquiries concerning payroll and timekeeping procedures.

(e) Review biweekly reports the T&A system & Defense Civilian Payroll System (DCPS) reports and correct discrepancies.

(f) Ensure resolution of payroll problems relating to T&A input and employee information.

5. Administration and Logistics

a. Any changes, comments, or recommendations affecting the content of this Order or any matter pertaining should be directed to the MCBH S-8 Director via the appropriate chain of command.

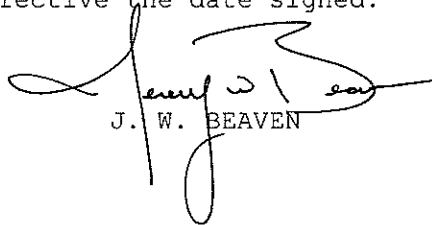
b. Records created as a result of this Order shall be managed according to National Archives and Records Administration approved dispositions per SECNAV M-5210.1 and SECNAV Notice 5210 to ensure proper maintenance, use, and accessibility and preservation, regardless of format or medium.

c. Privacy Act. Any misuse or unauthorized disclosure of Personally Identifiable Information (PII) may result in both civil and criminal penalties. The Department of the Navy (DON) recognizes that the privacy of an individual is a personal and fundamental right that shall be respected and protected. The DON's need to collect, use, maintain, or disseminate PII about individuals for purposes of discharging its statutory responsibilities will be balanced against the individuals' right to be protected against unwarranted invasion of privacy. All collection, use, maintenance, or dissemination of PII will be in accordance with the Privacy Act of 1974, as amended (5 U.S.C. 552a) and implemented per SECNAVINST 5211.5F.

6. Command and Signal

a. Command. This Order is applicable to all MCBH appropriated fund civilian employees.

b. Signal. This Order is effective the date signed.


J. W. BEAVEN

DISTRIBUTION: A

MCBHO 7420.3C
19 May 26

LOCATOR SHEET

Subj: CIVILIAN TIMEKEEPING POLICY AND PROCEDURES

Location: _____
(Indicate the location(s) of the copy(ies) of this Order.)

RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporating Change

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Chapter 1

Duty Hours

1. Administrative Workweek. The administrative workweek will be the calendar week of Sunday through Saturday. Department Heads have available the following work schedule options below.

2. Standard Work Schedule. The standard business hours work schedule for full-time employees is Monday through Friday for 8.5 hours, as authorized per reference (j). Eight hours are paid hours and the additional half hour accounts for a 30-minute nonpaid lunch.

3. Alternative Work Schedule (AWS)

a. The objectives of AWS are to provide Department Heads the opportunity to improve the efficiency and productivity of operations, to enhance personnel recruitment and retention, and to allow employees the opportunity to improve their job accomplishment.

b. Employee participation in AWS is strictly voluntary. Requests to participate must be approved by the employee's Supervisor and Department Head as the "Authorizing Official" consistent with mission requirements and workload demands.

c. Reference (j) provides all guidance authorizing AWS.

4. Non-standard Work Schedules

a. Individual Non-standard work schedules may be authorized based on mission requirements and when it is impractical or more costly to require employees to work the standard schedule or an approved AWS. Examples include work schedules with scheduled overtime, or any long-term schedule authorizing night pay differential between the hours 1800-0600.

b. The employee's supervisor must complete and approve the Work Schedule Change Form, Enclosure (1). The supervisor endorses and forwards enclosure (1) along with the endorsement to the Labor Relations Specialist at the MCBH Human Resource Office (HRO) for review. Once reviewed by HRO, enclosure (1) and the Department Heads endorsement, the schedule or tour of duty change can be entered and approved in the T&A system.

c. Departments with missions inherent to non-standard work schedule hours are only required to submit Supervisor approved Work Schedule Change Form, Enclosure (1), directly to CIVPAY or enter the tour of duty change directly in the T&A system.

5. Lunch Period and Breaks

a. The half-hour lunch period is scheduled normally between 1100 and 1300. A lunch period shall be free from all duty obligations. Compensation is not paid for the lunch period. An employee's failure to take a lunch break will not shorten the length of the workday.

b. A lunch period may not be taken at the beginning or end of the workday to allow an employee to arrive late or depart early.

c. In rare instances, when an employee cannot be completely relieved of job duties because their constant presence is required to fulfill mission requirements, it may be proper to schedule shifts without a lunch period. The employee may be permitted to eat on the job when it is feasible to do so without stopping or interrupting service. Work schedules will indicate when no lunch period is scheduled.

d. Per reference (i), break periods shall be 15 minutes in length.

(1) Employees who work 8 or more but less than 10 hours in a shift will receive two 15-minute breaks (normally one in the first half of the shift and one in the second half of the shift). Employees working more than 10 hours in a shift will receive an additional 15-minute break.

(2) Management will not restrict employee mobility during breaks except for those positions which require employees' constant presence.

(3) The parties understand that an employee may not be able to take a break, or a break may be shortened due to operational considerations. Break periods are not cumulative and cannot be used to extend the meal break or at the beginning or end of the shift. No other break periods will be authorized.

6. Establishing Work Schedules/Tour of Duty

a. Supervisors are responsible for establishing the hours of work of their employees in order to accomplish the mission of their department. Schedule personnel in the most efficient manner within the standard workweek.

b. All new hires will establish their work schedules with their immediate supervisor within their first week of employment. Submit enclosure (1) to CIVPAY for input into the T&A system no later than the completion of their first administrative workweek.

c. Any AWS established for an employee shall not automatically continue upon transfer or reassignment outside of that employee's respective work department.

7. Changes to Work Schedules

a. Any change to an established work schedule shall be communicated to the employee in advance of the effective date. Notification will be given with sufficient time to reasonably allow employees to make plans for the use of their non-work time.

b. Schedule changes are effective only on the first day of a new pay period (Sunday). Enclosure (1) must be received by CIVPAY or input directly in the T&A system at least one-week in advance of the effective date.

c. Work schedules will be as stable as possible. An employee may only request to change their schedule twice during a calendar year, except in

emergency situations (e.g., poor health or extreme personal hardship) or as annotated below. The below schedule changes will not count towards the allowable schedule changes per calendar year.

(1) To avoid unnecessary accrual of overtime/compensatory time, employees working an AWS are required to revert to a standard workweek for Temporary Additional Duty (TAD), attend training, and periods of extended military leave. Supervisors are responsible to monitor and implement this requirement as necessary.

(2) Supervisors will determine on a case-by-case basis whether an employee will remain on an AWS or revert to the standard workweek while on court leave.

(3) After completion of the above-mentioned event(s), the employee may be restored to an AWS by submitting the enclosure to CIVPAY.

d. Supervisors retain the right to setup or change any work schedule in order to avoid adverse impacts on daily operations. This includes changing employees back to the standard workweek. Conflicts in scheduling shall be resolved based on mission accomplishment and seniority in the office.

8. Holidays

a. The following days are legal holidays for Federal employees:

New Year's Day	1 January
Martin Luther King, Jr's Birthday	Third Monday in January
Presidents' Day	Third Monday in February
Memorial Day	Last Monday in May
Juneteenth	19 June
Independence Day	4 July
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Veterans Day	11 November
Thanksgiving Day	Fourth Thursday in November
Christmas Day	25 December

(Any other full or fractional day may be designated as a holiday by Federal statute or Executive order.)

b. Holiday Leave. Employees are entitled to the holiday benefits of either being excused from work without loss of pay or charge to leave, or receiving premium pay for work performed during regularly scheduled non-overtime work hours. Employees must be in a pay status or a paid leave status on their scheduled workday either immediately before (minimum last hour of the workday) or immediately after (minimum first hour of the workday) a holiday in order to receive compensation for the holiday.

(1) Holiday leave hours shall be recorded in the T&A system as Type Hour Code (THC) = LH. These hours auto-populate in the T&A system based on the employee's work schedule.

(2) No leave request is required to take holiday leave.

c. "In lieu of" Holidays. All full-time employees are entitled to an "in lieu of" holiday if the holiday falls on a non-workday. The total hours excused are equal to the non-overtime hours scheduled on the "in lieu of" holiday.

(1) If the holiday falls on a Saturday or the AWS's Regular Day Off (RDO), the immediately preceding scheduled workday is the "in-lieu of" holiday. Therefore, it is possible for an "in lieu of" holiday to occur outside the same pay period as the observed holiday.

(2) If the holiday falls on a Sunday, the next scheduled workday is the "in lieu of" holiday.

(3) Supervisors may not designate a different "in lieu of" holiday.

(4) Part-time employees do not qualify for an "in lieu of" holiday for a holiday that falls on a non-workday.

d. Holiday Work. When work is authorized and performed on a holiday, employees are entitled to their basic rate of pay plus premium pay at a rate equal to their basic rate of pay, not to exceed 8 hours or the number of hours in the employee's AWS shift for that day.

(1) Work performed outside the employee's scheduled shift will be considered overtime and therefore paid as such or credited as compensatory time earned at the employee's request.

(2) The minimum time paid for holiday work shall be not less than 2 hours even if the work does not last that long.

(3) All holiday work hours shall be approved by the applicable approving official in advance, documented on NAVCOMPT Form 2282 and forwarded to CIVPAY. Holiday work hours are entered in the T&A system as premium hour requests with proper documentation attached.

(4) Holiday work hours shall be recorded in the T&A system utilizing THC = HG for General Schedule (GS) employees and THC = HF for Federal Wage System (FWS) employees working on first shift, or THC = HS for FWS employees working on second shift.

9. Telework. Telework is an arrangement that allows employees to conduct some or all of their work at a location other than their official worksite. Telework is authorized for use once all requirements contained in reference (k) have been fulfilled. Employees will record telework hours with the appropriate Environmental Hazard (EHO) code in the T&A system as follows:

a. EHO = TW; Regular and Recurring Telework. Includes at least one day each pay period in a telework status. Prior approval from HR is required for Regular and Recurring Telework. Telework days are scheduled in advance and may be changed only with prior approval.

b. EHO = TS; Ad-hoc/Situational Telework. Performed on an occasional, one-time, or irregular basis and is usually authorized for specific projects of a short duration.

c. EHO = TR; Remote Work. A work arrangement in which an employee is performing their official duties at an approved alternate worksite without regularly returning to the agency worksite. Prior approval from the CO is required for Remote Telework. Supervisors must immediately initiate a hiring action upon remote work approval. The remote worker will be terminated upon hiring of the new employee. Remote work is authorized for one year and may not be extended.

10. Official Time for Union Representatives. Official time is granted to an employee to perform representational functions on behalf of the American of Government Employees Local 1209. This time is granted without charge to personal leave or loss of pay, when the employee would otherwise be in a duty status and is considered hours of work.

a. Union representatives must complete an official time report form and provide it to their supervisor. This form is found in reference (i).

b. Official time shall be recorded in the T&A system using the EHO codes as follows:

(1) EHO = BA; Term Negotiations. Used to prepare for and negotiate a basic collective bargaining agreement or its successor.

(2) EHO = BB; Mid-Term Negotiations. Used to bargain over issues raised during the life of a term agreement (i.e., local level negotiations).

(3) EHO = BD; General Labor Management Relations. Used for meetings between labor and management officials to discuss general conditions of employment, labor-management committee meetings, labor relations training for union representatives, and union participation in formal meetings and investigative interviews.

(4) EHO = BK; Grievance and Appeals. Used to process grievances up to and including arbitration and to process appeals of bargaining unit employees to the various administrative agencies, and, as necessary, to the courts.

CHAPTER 2

Time and Attendance System Access

1. Access. Individuals will work with the payroll CSR's to obtain access to the T&A system following the steps obtained from the payroll CSR.

a. Accounts. Accounts are issued for the performance of official duties only. Any other use is strictly prohibited. Anyone using the T&A system fraudulently will be dealt with accordingly.

b. Roles. There are three user roles available: Employee Time User, Limited Timekeeper and Supervisor Approver.

(1) All civilian employees are required to obtain Employee Time User access within two pay periods of their Entrance on Duty (EOD) date.

(2) An exception exists for FWS employees who do not have certificates loaded to their DoD Common Access Cards (CACs) and do not have access to a computer.

c. Appointments. The Comptroller must appoint Limited Timekeepers and Supervisor Approvers using DD Form 577. Delegation from the Comptroller is limited to the Deputy Comptroller. This delegation must be made in writing and uploaded in Access Request Management Service (ARMS) for audit purposes. No further delegation is authorized.

(1) Only electronically completed and signed DD Form 577s will be accepted. No manual signatures are allowed.

(2) Only military and civilian supervisors can be appointed to the role of a T&A system Supervisor Approver.

(3) Direction and control of governmental employees is an inherently governmental function; therefore no contractors can be appointed as the T&A system Supervisor Approvers or proxies.

d. Terminations. Access to the T&A system shall be terminated when no longer performing duties as a Limited Timekeeper or Supervisor Approver. This includes retirement, separation, or when these individuals change responsibilities within the department. Terminations shall be recorded on DD Form retained by CIVPAY in accordance with reference (h).

2. Time and Attendance Recording. Once employees receive access to the T&A system they are responsible for entering their T&A and leave requests into the system by the date established for payroll processing. Generally, timecards and leave/premium requests must be entered no later than 1600 on the second Wednesday of the pay period, unless accelerated to accommodate holiday processing schedules.

a. Employees must ensure that their T&A (e.g., regular, reimbursable, telework, union hours, leave used, and overtime/compensatory hours worked) is properly and accurately recorded in the T&A system by checking "I affirm the Time and Labor data to be true, correct and accurate" attestation box each pay

period. Failure to have T&A up-to-date at the time of approval may result in erroneously charged leave or leave without pay. To avoid inaccurate certifications, employees must ensure their T&A is correct and up-to-date before the Supervisor Approver finalizes the timecard for the pay period.

b. For FWS employees, a designated timekeeper will enter T&A and leave requests into the T&A system on the employee's behalf based on the employee's signed biweekly timesheet, enclosure (1). Pencil entries, erasures and correction tape are not acceptable. If errors are made on timesheets, the employee will draw a line through the incorrect entry and initial each correction.

3. Time and Attendance Approval. Approval is completed in the T&A system by a Supervisor Approver who has been officially appointed via DD Form 577. Normally the Supervisor Approver is the immediate supervisor or acting supervisor of the employee who is most knowledgeable of the time worked and absence of the employee.

a. The certification of T&A represents, to the best of the Supervisor Approver's knowledge, that the T&A reported is true, correct and accurate and all supporting documents are available for review.

b. Per reference (e), timecard approval is the authorization for the expenditure of government funds and attaches a personal pecuniary liability upon the Supervisor Approver.

c. The following will be completed no later than 1600 on the second Thursday of the pay period, unless accelerated to accommodate holiday processing schedules:

(1) Approval will be recorded individually for each employee.

(2) Required supporting documentation will be forwarded to CIVPAY to substantiate timecard entries or uploaded in the T&A system. All leave and premium pay timecard entries will have a corresponding approved request in the T&A system.

d. Supervisors will ensure that the timecard is supported by a manual timesheet signed by the employee or has been attested to in the T&A system.

e. Approval of T&A may not be delayed for the purpose of obtaining the employee timecard attestation or for leave/premiums requests when the employee is not available. Rather, the employee shall confirm T&A and leave/premium requests upon his/her return to office.

4. Prior Pay Period Corrections. Prior pay corrections will be entered and approved within two pay periods of the error or omission. Any adjustment made outside of this time frame will require a Memorandum for the Record (MFR) as to why the amendment was not processed in a timely fashion.

Chapter 3

Leave and Absence

1. General

a. Leave requests showing the dates, times, and types of leave taken shall only be documented and approved within the T&A system. Any required supporting documentation shall be forwarded to CIVPAY within the established deadlines. Documentation containing PII/PHI should not be uploaded in the T&A system.

b. Only Supervisor Approvers have the authority to approve leave requests.

c. Employees shall request leave to the greatest extent possible before it is taken so arrangements can be made to prepare for their absence.

d. Leave shall be requested in fifteen-minute (one fourth of an hour) increments using the conversion chart below.

0 to 15 minutes	.25
16 to 30 minutes	.50
31 to 45 minutes	.75
46 to 60 minutes	1

e. It is the employee's responsibility to ensure they have sufficient leave available to cover their request and to monitor leave usage to prevent forfeiture.

f. Supervisors have the right to be informed of employees' leave balances so that they may make appropriate determinations on scheduling and approving leave.

2. Obtaining Leave for Unforeseen Circumstances. An employee who is unable to report to work because of unforeseen circumstances must request approval by notifying their supervisor. The request should include the reason for, and the approximate duration of, the requested leave. The supervisor should normally be notified prior to the start of the employee's first scheduled work shift but no later than two hours after the shift begins. Any absence beyond the estimated duration will also be reported in the same manner.

3. Common Leave Types. The following examples are not intended to be all inclusive but are furnished as a guide for common questions regarding leave eligibility and usage. CIVPAY will provide guidance and assistance to employees and supervisors on specific concerns regarding leave. For items that cannot be answered by the payroll CSR's, HRO shall be contacted for determinations.

a. Annual Leave, Type Hour Code (THC) = LA. Annual leave has no restrictions on usage and can be utilized by employees for any purpose, which need not be disclosed to their supervisor. Annual leave will be granted to employees at the discretion of management based upon the employee's request, workload considerations, and mission requirements.

(1) In cases of interrupted or suspended operations, (such as a power outage or building fumigation), employees who cannot be assigned to other work sites will be required to use annual leave, compensatory time, or leave without pay.

(2) Use or Lose Annual Leave. Annual leave shall be scheduled and used throughout the year. Generally, employees are entitled to carry over a maximum 240 hours into the next leave year. Annual leave in excess of the allowable carryover limit that is not taken by the end of the leave year (use-or-lose leave) is subject to forfeiture. Proper planning and scheduling of leave will prevent this issue for most employees. However, in rare circumstances an employee may request restoration of leave. Reference (f) details eligible circumstances. Contact CIVPAY for additional details concerning restoration procedures.

(a) The leave year begins on the first day of the first full biweekly pay period in a calendar year. The leave year ends on the day immediately before the first day of the first full biweekly pay period in the following calendar year.

(b) Leave year dates are available at <https://www.opm.gov/policy-data-oversight/pay-leave/leave-administration/fact-sheets/leave-year-beginning-and-ending-dates>.

b. Sick Leave, THC = LS. Supervisors have the responsibility to ensure that sick leave is being used for the appropriate reasons prior to approval.

(1) Sick leave can be granted when the employee:

(a) Receives medical, dental, or optical examination or treatment.

(b) Is incapacitated by physical or mental illness, injury, pregnancy, or childbirth.

(c) Would, because of exposure to a communicable disease, jeopardize the health of others by his/her presence on the job.

(d) Must be absent for purposes relating to the adoption of a child.

(e) Must provide care for a family member under the of reference (f).

(f) Is entitled to Disabled Veteran Leave (DVL). Use with EHO = PW. Must contact HRO prior to usage so they may establish the event in the employee record.

(2) Documentation Requirements. For absences in excess of three days (or for a lesser period if determined necessary by the supervisor), the employee shall provide to their supervisor medical documentation or other administratively acceptable evidence to support the employee's request for sick leave.

(3) Substituting Sick Leave for Annual Leave. Per reference (f), employees may substitute sick leave for annual leave if they become ill during

a period of annual leave consistent with the documentation requirements for using sick leave above.

(4) Substituting Annual Leave for Sick Leave. Per reference (f), retroactively substituting annual leave for sick leave is not authorized except to liquidate advanced sick leave indebtedness. The retroactive substitution may not be made for the purpose of avoiding a forfeiture of annual leave at the end of the leave year.

(5) There is no limit on the amount of sick leave that may be accumulated and carried over into the next leave year.

c. Family and Medical Leave Act (FMLA). Full-time employees are entitled to up to 12 weeks of unpaid leave during any 12-month period for purposes covered under the FMLA.

(1) An employee may use FMLA leave intermittently or consecutively and may substitute annual leave and/or sick leave for leave without pay.

(2) Employees invoking their entitlement to FMLA must contact HRO prior to usage so they may properly establish the event in their employee record. FMLA can be used for the following and must be recorded in the T&A system using the EHO, as directed below:

(a) EHO = DA; the birth of a child of the employee and the care of such child.

(b) EHO = DB/DF; adoption or foster care, adoption related purposes.

(c) EHO = DC; DC; the care of a spouse, son/daughter, or parent of the employee who has a serious health condition.

(d) EHO = DD; a serious employee illness.

(e) EHO = DM; care for a covered Service Member. An employee is eligible for 26 weeks of unpaid leave during a single 12-month period to care for a spouse, child, or parent who is a current military member or veteran with a serious injury or illness resulting from active-duty service.

d. Family Friendly Leave Flexibilities

(1) Federal employees may use up to 104 hours of sick leave each year for the following reasons and it must be recorded in the T&A system using THC = LS and EHO = DE:

(a) Provide general care for a family member as the result of physical or mental illness, injury, pregnancy, childbirth, or medical, dental, or optometry examination or treatment; or

(b) Make arrangements necessitated by the death of a family member or attend the funeral of a family member. All bereavement leave will be supported by a funeral program, obituary, copy of the death certificate, or administratively acceptable evidence. Supervisors will retain the supporting documentation in accordance with reference (f).

(2) The 104 hours of family friendly leave is included in, and not in addition to, the 12-week coverage of FMLA.

(3) The definition of a family member can be found in reference (f).

e. Compensatory Time Off, THC = CT. Compensatory time off is time off in lieu of overtime pay for irregular or occasional overtime work. An employee may use compensatory time off as he/she would use annual leave.

(1) Compensatory time must be taken promptly. An employee must use accrued compensatory time off by the end of the 26th pay period after the pay period during which it was earned.

(2) If accrued compensatory time off is not used by an employee within 26 pay periods or if the employee transfers to another agency or separates from Federal service before the expiration of the 26 pay period time limit, the employee must be paid for the earned compensatory time off at the overtime rate in effect when earned. Supervisors are responsible for monitoring the compensatory time balance to prevent the pay out of compensatory time.

(3) If the use of compensatory time off hours that are about to expire results in the forfeiture of excess annual leave, the forfeited leave cannot be restored.

f. Compensatory Time Off for Travel, THC = CF. An employee may earn compensatory time off for travel for time spent in a travel status away from the employee's official duty station. An employee may earn compensatory time off for travel only for hours that are not otherwise compensable.

(1) An employee may use compensatory time off for travel as he/she would use annual leave.

(2) Compensatory time off for travel is forfeited unless it is used by the end of the 26th pay period after the pay period it was earned.

(3) Under no circumstances will an employee be paid for any unused compensatory time off for travel.

g. Court Leave, THC= LC. An employee who is under proper summons from a court to serve as a juror or as a witness in an unofficial capacity in any case in which the Government is a party will be granted court leave. Employees must inform their supervisor once excused from court duties so they may determine whether the employee will be required to return to the office. Per reference (i), an employee will be expected to report for work if the employee can report and work for two hours or more. Otherwise, the employee may request to take annual leave for the remainder of the day.

(1) Documentation Requirements. Upon return to work, the employee must provide a copy of the court-issued certificate of attendance to prevent the court leave from converting to annual leave.

(2) Fees subject to Collection. Employees may not retain fees paid for jury duty/witness services performed on a scheduled workday.

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(a) The employee must submit fees received to the Government using a personal/cashier's check or money order made payable to the "U.S. Treasury."

(b) Funds received for travel reimbursement and/or other out-of-pocket expenses need not be repaid to the Government.

(c) Per reference (f), an employee serving on a jury in a state or local court who waives or refuses to accept jury fees is still liable to the Government for the fees they would have received.

(d) Fees not submitted within 30 days after court service has completed are subject to payroll deduction.

h. Military Leave, THC = LM. Under reference (b) § 6323(a), employees who serve as members of the National Guard or one of the Armed Forces Reserve components are entitled to 120 hours of military leave each fiscal year. To the extent authorized by law, military leave must be granted for active duty, active and inactive duty training, funeral honors duty, or engaging in field or coast defense training, when appropriate documentation pertaining to the activities is presented to the supervisor.

(1) An employee may use military leave only for hours that he/she would have otherwise worked in a civilian status and received civilian pay.

(2) Military leave can be taken intermittently or consecutively but may only be used in one-hour increments.

(3) Military leave is not charged for holidays that occur within the period of service.

(4) Documentation Requirements. Upon return to work, the employee must provide a copy of their military orders and certification of duty within one pay period to prevent the military leave from converting to annual leave.

i. Military Leave Without Pay, THC = KG. Employees who will be on long-term (typically in excess of 30 days) military orders must be placed in an LWOP-US status via an SF-52, Request for Personnel Action. An SF-52 must also be processed when the employee returns to duty to prevent payment delays. Supervisors should consult with HRO for specific directions and timing requirements.

(1) If the employee has no military leave, or chooses not to use their available leave, they will code their scheduled work hours to KG.

(2) Documentation Requirements. The documentation requirements for military leave without pay are consistent with those for the use of military leave above.

j. Time-Off Award, THC = LY. Notification of a time-off award is made via an SF-50, Personnel Action. Employees may use a time-off award as he/she would use annual leave. Time-off awards expire one year from issuance (SF-50 effective date) and have no restoration rights once forfeited.

k. Administrative Leave, THC = LN. Administrative leave refers to an authorized absence from duty without loss to pay and without charge to other paid leave. Periods of administrative leave are considered part of an

employee's standard workday even though the employee does not perform his or her regular duties. Consequently, the authority to grant administrative leave must be used sparingly.

(1) Blood Donations. Employees who donate blood may be granted administrative leave to cover travel time to and from the donation site, to donate blood, and to recover from the donation up to 4 hours. This provision does not cover employees who give blood for his or her own use or receive compensation for giving blood. Upon return to the office, the employee will present a verification of donation from the blood bank to their supervisor and/or upload in the T&A system.

(2) Health and Wellness, THC = LN, EHO = PF. Employees who participate in the Civilian Physical Fitness and Wellness Program must record the time in the T&A system. This leave type does not require a leave request.

(a) The use of Health and Wellness time is contingent on the employee's workload, supervisor approval and may be denied due to organizational productivity.

(b) Overtime and comp time hours will not be worked on the same day, nor the same week (Sunday through Saturday) Health and Wellness time is recorded.

(c) Up to 1 hour, 3 days a week is authorized. Health and Wellness time is recorded in 15-minute intervals.

(3) Voting. Generally, when the polls are not open at least 3 hours either before or after an employee's regular work hours, an excused leave may be granted. Excused leave may be granted to permit an employee to report to work 3 hours after the polls open or leave work 3 hours before the polls close, whichever involves less time away from work. Upon return to the office, the employee will provide proof of voting (i.e., voter's receipt, ballot stub).

(4) Emergency Conditions. Only the CO may authorize administrative leave where it is necessary to close all or part of the installation for the non-emergency civilian workforce due to extreme weather, natural disasters, and unforeseen interruptions of transportation or building services that are potential health and safety risks. The hours authorized may be up to or equal to the employee's actual scheduled hours for that day.

1. Leave Without Pay (LWOP), THC = KA. LWOP is a temporary, non-pay status and absence from duty requested by the employee. The pre-approval or election of LWOP distinguishes it from Absent Without Leave (AWOL), THC = KC.

(1) An employee is not required to exhaust his/her annual and/or sick leave balances prior to requesting LWOP.

(2) Requests for LWOP will be considered on a case-by-case basis. Each request should be examined to assure that the value to the government or needs of the employee are sufficient to offset the costs and administrative inconveniences involved, including the encumbrance of a position and loss of needed services.

(3) Employees have an entitlement to LWOP in the following situations: FMLA, military service, disabled veterans' medical treatment, and employees receiving workers' compensation. Granting LWOP for any other reason is a matter of supervisor discretion.

(4) Employees who will be on extended LWOP (typically in excess of 30 days) must be placed in an LWOP status via an SF-52, and their subsequent return to duty must be recorded on a SF-52 to prevent payment delays. Supervisors should consult with HRO for specific directions and timing requirements.

(5) Accumulation of LWOP impacts a full-time employee's annual and sick leave accrual and other Federal benefits. Employees should contact HRO for specific details regarding the effects of LWOP on benefits.

(a) Employees will lose one pay period's annual and sick leave accrual each time he/she accumulates 80 hours of LWOP during the leave year.

(b) Excessive use of LWOP may also impact an employee's service computation date (SCD) and within-grade increase anniversary date.

(6) Approved leave may be systematically converted to LWOP if there are insufficient leave balances available.

m. Continuation of Pay (COP), THC = LT. COP is an entitlement under Federal Employees' Compensation Act (FECA) for traumatic on-the-job injuries sustained while performing work duties.

(1) Employees will notify their supervisor immediately whenever they have a work-related injury. Employees shall complete a CA-1 Form, Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation and submit the application to HRO.

(2) When an employee sustains a disabling traumatic injury while on the job, they may be entitled to COP for up to 45 calendar days. The 45 calendar days begins on the first day of disability or medical treatment following the date of injury.

(3) Recording in the T&A System

(a) Any lost productive hours on the date of injury will be coded in the T&A system as THC = LU. If no time was lost, the T&A system will show LU = 0 hours.

(b) If the employee is unable to return to work following an injury, the T&A system will reflect LT for each day the medical documentation shows the employee was disabled (including holidays).

(c) If the employee is partially disabled following an injury and continues to work several hours each workday, each day or partial day of absence is chargeable as a full day of COP against the 45-calendar day entitlement.

(4) Documentation Requirements. COP leave will be supported by appropriate medical documentation regardless of the length of time away from work.

(5) Employees will be notified if and when their worker's compensation claim has been approved by the Office of Workers' Compensation Program (OWCP). After an employee has exhausted his/her 45-calendar day COP entitlement, if the disabling injury persists, time away from work shall be coded to THC = KD. Payment for these hours will be made via an external insurance company and not through payroll.

n. Advanced Leave

(1) Advanced Annual Leave, THC = LB. Employees may request advanced annual leave, limited to the amount of annual leave the employee is scheduled to accrue throughout the remainder of the leave year. Supervisors will approve/disapprove advanced leave after fully considering the circumstances of the request and the likelihood the employee will return to work to "earn back" the advanced leave. Failure to "earn-back" the leave results in indebtedness and may require the employee to make monetary restitution.

(2) Advanced Sick Leave, THC = LG. Advanced sick leave may be approved when an employee has no remaining sick leave available. Employees may request advanced sick leave for extraordinary conditions such as a medical emergency or serious health condition. A serious health condition does not include routine medical, dental, or optometry treatments, or complications the common cold, flu, or upset stomach. Advanced sick leave should not be granted if it appears unlikely that the employee will be unable to "earn back" the leave. Failure to "earn back" the leave results in indebtedness and may require the employee to make monetary restitution.

(a) The Office of Personnel Management (OPM) allows agencies to authorize up to 240 hours of advanced sick leave for a full-time employee. This will result in two years and four months of leave indebtedness.

(b) Documentation Requirements. The employee must provide medical certification to substantiate the request for advanced sick leave to their supervisor.

(3) The advanced leave codes, THC = LB and LG, are not available for use within the T&A system without first contacting CIVPAY. Supervisors will contact the payroll CSR for guidance and validation of hours requested before the necessary fields will become available in the timekeeping system. Due to additional processing requirements, CIVPAY shall be notified at least one week prior to the advanced leave effective date.

o. Voluntary Leave Transfer Program (VLTP). This program is designed to minimize unpaid absences from work due to documented medical emergencies.

(1) Employees may apply to become a leave recipient directly with HRO. To qualify as a leave recipient, the agency must determine that the employee's or family member's medical condition will (or is expected to) result in at least 24 hours of unpaid absence.

(2) Recording in the T&A System

(a) VLTP for a Self Emergency. Coding in the T&A system for all time out of the office for the documented emergency will be THC = LS. The payroll system will systematically zero out the employee's sick and annual leave balances before drawing upon donated leave.

(b) VLTP for a Family Emergency. Coding in the T&A system for all time out of the office for the documented emergency will be LA. The payroll system will systematically zero out the employee's annual leave balance before drawing upon donated leave.

(3) To donate annual leave to another federal employee complete either OPM Form 630-A, Request to Donate Annual Leave to Leave Recipient Under the Voluntary Leave Transfer Program (inside agency) or OPM Form 630B, Request to Donate Annual Leave to Leave Recipient Under the Voluntary Leave Transfer Program (outside agency) and submit to HRO.

(a) Employees cannot contribute hours to their immediate supervisor.

(b) Donations must be in whole hour increments and generally cannot exceed one-half of the amount of annual leave he/she would be entitled to accrue during the leave year in which the donation is made. Further information on donation limitations can be found in reference (b) § 630.908.

Annual leave accrual/pay period = Maximum annual donation(s)
8 hours/pay period = 104 hours
6 hours/pay period = 78 hours
4 hours/pay period = 52 hours

(4) Upon termination of the leave recipient's medical emergency, any unused donated leave will be prorated amongst all donors to that recipient and restored to their annual leave balances.

Chapter 4

Overtime and Compensatory Time

1. General. All costs for overtime must be absorbed from within budgeted civilian labor resources, overtime/compensatory time costs do not have a separate budget. Therefore, all requests for authorization of overtime and compensatory time must be critically reviewed prior approval. Directors and Deputy Directors are responsible for managing overtime requests and ensuring that overtime/compensatory time is minimized through adequate planning and proper scheduling. Overtime/compensatory time is appropriate only for cases of necessity, such as safeguarding life and property; urgent installation readiness; priority or emergency assignments; and individual incidents where savings can clearly be demonstrated.

2. Definitions

a. Overtime. Hours of work performed in excess of 8 hours in one day or 40 hours in an administrative workweek that is officially directed and approved by the Director/Deputy Director. For employees on an AWS, any officially approved hours worked in excess of the normal hours during a given workday in that schedule are considered overtime hours.

b. Compensatory Time. Time off with regular pay granted in lieu of overtime pay for irregular or occasional overtime work.

3. Fair Labor Standards Act (FLSA). All employees are classified as either exempt or nonexempt from the minimum wage and overtime provisions of the FLSA. This information is available on the employee's position description (PD) cover sheet and on the SF-50.

a. Supervisors must be aware of an employee's FLSA status as this affects the usage of overtime and compensatory time.

(1) FLSA Exempt: An employee not covered by the FLSA. Exempt employees such as supervisors and management professionals as identified on the SF-50, are eligible and must be compensated for overtime under Title 5, U.S.C. Overtime for Exempt Employees is time directed by their higher authority to work beyond their normal workday. FLSA exempt employees will receive compensatory time in lieu of overtime pay per reference (i).

(a) GS exempt employees whose rate of pay is below that of a GS-10, step 10, are entitled to choose between overtime and compensatory time for overtime work performed.

(b) Per reference (f), mandatory compensatory time off is limited to GS exempt employees whose rate of pay is above that of a GS-10, step 10.

(2) FLSA Nonexempt: An employee who is covered by the FLSA. Generally, all non-supervisory positions are nonexempt.

b. Supervisors must not "suffer or permit" nonexempt employees to work beyond their scheduled workday or take work home without being compensated.

(1) Management cannot accept the benefits of a nonexempt employee's work without compensating the employee for that work.

(2) Any work performed by a nonexempt employee, prior to or after the established shift hours or during the prescribed lunch period shall be paid if management knows or has reason to believe that work is being performed.

c. Supervisors cannot, under any circumstances, mandate that nonexempt employees elect compensatory time off in lieu of paid overtime.

4. Policy

a. The following undesirable actions shall be avoided, to the greatest extent possible:

(a) Authorizing or calling back higher graded personnel to perform journeyman level work.

(b) Authorizing overtime/compensatory time for employees that took leave on the same day.

(c) Authorizing overtime/compensatory time on an employee's RDO, if working an AWS.

b. Employees may not accrue a balance of more than 80 hours of compensatory time without an advance endorsement from the Director which will be forwarded to CIVPAY.

c. Studying, reading, or online activities that must take place outside of classroom training, meetings, or conferences are ineligible for premium pay per reference (b) § 410.402.

5. Procedures

a. All overtime and/or compensatory time must be approved in writing in advance by the Director/Deputy Director, unless the urgency of the situation requires immediate action that prevents prior written approval. In these situations, verbal approval is required before the performance of work commences. The required paperwork will be completed no later than the following business day.

b. Assignment of overtime work.

(1) An employee will not be required to work overtime.

(2) Assignment of overtime work to AFGE Local 1209 bargaining unit employees will be per reference (i).

(3) Employees assigned overtime work shall be given as much advance notice as practicable.

c. Overtime/compensatory time may be earned in fifteen-minute (one fourth of an hour) increments.

d. NAVCOMPT Form 2282 serves as the official request for overtime and compensatory time. All completed NAVCOMPT Form 2282s shall be forwarded to CIVPAY by 1400 on the second Thursday of the pay period. NAVCOMPT Form 2282s for work authorized at the last minute shall be forwarded to CIVPAY no later than 1200 on the Monday following the close of the pay period. Alternately, the NAVCOMPT Form 2282 can be attached to the premium hour request in the T&A system.

e. Properly approved overtime/compensatory time hours worked shall be recorded on the employee's timesheet using the THCs below:

(1) Overtime Unscheduled, THC = OU. Overtime that is irregular or occasional and was not scheduled in advance as defined in Title 5 U. S. Code. Night differential for graded employees is not payable on unscheduled overtime.

(2) Overtime Scheduled, THC = OS. Overtime that is scheduled in advance of the beginning of the pay period in which it is worked as defined in Title 5 U. S. Code. Night differential for graded employees, when appropriate, is payable on scheduled overtime.

(3) Overtime Callback, THC = OC. Per reference (b) § 550.112(h), a minimum of two hours of overtime will be paid if an employee is required to return to his/her place of employment for unscheduled overtime work or to work unscheduled overtime on a nonscheduled workday. This applies to each "callback" at a time outside of and not connected with the scheduled hours of work within the standard workweek. In all cases, the actual time worked will be recorded.

(4) Compensatory Time Earned, THC = CE. Time off with regular pay granted in lieu of overtime pay for irregular or occasional overtime work.

6. Completing a NAVCOMPT Form 2282

a. Under no circumstances will the same person sign as both the requestor and the approving authority. The Director/Deputy Director must sign as the approving authority.

b. Any of the methods outlined below may be used to request overtime:

(1) Daily Basis. The NAVCOMPT Form 2282 will indicate the date, maximum number of hours to be worked, and the estimated start and stop times.

(2) Pay Period Basis. The NAVCOMPT Form 2282 will indicate the date ranges when overtime can be worked and the maximum hours authorized.

c. All NAVCOMPT Form 2282s will clearly state the justification for the approval of overtime/compensatory time. It should be stated in such a fashion that will allow a supervisor (or auditor) the ability to verify the work being performed. The performance of "Routine work," "Admin," or catching up from leave on backlogged non-essential work is not proper justification for overtime/compensatory time.

7. Biweekly Premium Pay Cap (PAY CAP)

a. The Pay Cap is a biweekly pay limitation on the amount of premium pay that can be paid to a GS exempt employee during a biweekly pay period. The sum of an employee's basic pay and premium pay for any pay period cannot exceed the biweekly rate for a GS-15, step 10 (including any applicable special salary rate or locality pay).

b. Premium pay consists of certain types of pay, such as overtime pay, the dollar value of compensatory time off, night pay, Sunday pay, and holiday pay. The dollar value of compensatory time off for travel is not included in the calculation of the pay cap.

c. Any premium hours recorded in the T&A system that causes the employees total pay to exceed the maximum earning limits in reference (b) will be systematically forfeited.

d. The pay cap does not apply to FMLA nonexempt and FWS employees.

8. Home Calls. Employees covered by the FLSA who are called by someone from the command to assist with fixing problems via phone without returning to the workplace are not eligible for call-back pay. However, they may be eligible for unscheduled overtime based on actual time spent on the phone if it is substantial in nature (in excess of 15 minutes).

9. Travel Compensatory Time

a. An employee may earn compensatory time off for time spent in a travel status away from their official duty station while on approved orders. Compensatory time off for travel is limited to hours that are not otherwise compensable and will be granted in accordance with reference (1).

b. An employee's request for travel compensatory time must be submitted to and approved by the employee's supervisor prior to travel. Adjustments to approved travel compensatory time must be made within three working days after travel is completed.

c. Non-creditable hours includes:

(1) Commuting time to and from the airport and the employee's residence.

(2) Employees are allowed up to four hours for domestic and international flights to check-in and await travel. Check-in and layover waiting times in excess of these times are non-creditable. This includes extended layovers and delays for any reason. During an extended waiting period employees are free to rest, sleep, or otherwise use the time for his or her own purposes and is not considered time in a travel status.

(3) Lunch periods.

d. Travel compensatory time is earned in 15-minute increments.

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e. A Request to Claim Compensatory Time for Official Travel is used to document the approval for travel compensatory time. Travel compensatory time earned is computed per reference (1) and forwarded to CIVPAY for validation. Employees will create a request for premium hours in the T&A system with supporting documentation attached, to correspond with the timecard entry.

WORK SCHEDULE CHANGE								
NAME: _____				DEPARTMENT: _____				
EFFECTIVE DATE: _____		START TIME: _____		END TIME: _____				
***** PAY PERIOD TOUR OF DUTY *****								
	SUN	MON	TUE	WED	THU	FRI	SAT	SUN PAY (Y/N)
WK1 (HRS)	_____	_____	_____	_____	_____	_____	_____	_____
SHIFT	_____	_____	_____	_____	_____	_____	_____	_____
NGT DIFF	_____	_____	_____	_____	_____	_____	_____	_____
WK2	_____	_____	_____	_____	_____	_____	_____	_____
SHIFT	_____	_____	_____	_____	_____	_____	_____	_____
NGT DIFF	_____	_____	_____	_____	_____	_____	_____	_____
STANDING JON _____				HEALTH & WELLNESS PARTICIPANT (Y/N) _____				
UNGRADED EMPLOYEE: ROTATING SHIFT HOURS (1) _____ (2) _____ (3) _____								
AUTHORIZED SIGNATURE (**SAME AS TIMESHEET CERTIFIER) _____					DATE SUBMITTED _____			

FOR PAYROLL OFFICE USE:	
ACT UIC _____ T&A STATUS CODE _____ AWS CODE _____ PAY ORG _____	RECEIVED DATE: _____ BY: _____ SLDCADA _____ DCPS _____

MCBH 7000.1

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