



**Department of Energy**  
Washington, DC 20585

July 22, 2020

MEMORANDUM FOR HEADS OF DEPARTMENTAL ELEMENTS

FROM: STEVE ERHART  
CHIEF HUMAN CAPITAL OFFICER 

SUBJECT: Policy Memorandum #86, *Interim Policy Guidance for Time-Off Awards*

**PURPOSE:** This memorandum authorizes interim policy guidance for Time-Off Awards.

**APPLICABILITY:** This policy applies to Federal positions covered by the Department of Energy's (DOE) *Employee Performance Management and Recognition Program* ([DOE Order 331.1D, Chg 1 \(MinChg\)](#)).

**BACKGROUND:** A Time-Off Award (TOA) may be granted to a Federal employee or group of employees without "loss of pay" or "charge to leave." TOAs encourage and reward special acts or services performed in the public interest in connection with or related to official employment. The guidance provided in this policy memorandum is to be used in lieu of the TOA guidance issued under [DOE Order 331.1D, Chg1 \(MinChg\)](#), *Employee Performance Management and Recognition Program*.

Accordingly, this interim policy changes the provisions in the following paragraphs in DOE O 331.1D, Chg1:

1. Paragraph 4.g.(3)(b), which currently states, "A non-performance based TOA may be granted in increments of up to 40 hours for any single employee contribution; an employee may not receive more than 80 hours of time-off (performance and non-performance based) within one fiscal year;" and
2. Paragraph 4.f.(5)(c), which currently states, "An employee may not receive more than 80 hours of time-off (performance and non-performance based) within one fiscal year."

**REQUIREMENTS:**

1. TOAs (performance and non-performance based) will be issued and managed based on calendar year. Monetary awards (performance and non-performance based) will remain on a fiscal year basis.
2. TOAs must be scheduled and taken within three calendar years after the date the award is effective (i.e., the date of the SF-50 effecting the award).



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3. The Department is unable to restore unused TOA hours. Therefore, employees should remain cognizant to use available TOA hours within the three-year period to avoid forfeiture.
4. An employee may not receive more than 160 hours of time off (performance and non-performance based) within one calendar year. Over a three-year period, the maximum TOA hours balance cannot exceed 480 hours (160 hours x 3 years).
5. Any exception requests for an employee to exceed 40 hours for a TOA (non-performance) at any one time must be approved by the Chief Human Capital Officer (or designee).
6. Employees on Schedule C and non-career Senior Executive Service (SES) appointments are eligible for TOAs as long as they are granted prior to June 1 in a Presidential election year. In accordance with 5 U.S.C. § 4508, Schedule C and non-career SES employees cannot receive TOAs during a Presidential election period, which is defined as any period beginning on June 1 in a calendar year in which the election of the President occurs, and ending on January 20 following the date of such election.

**RESPONSIBILITIES:** Departmental Elements must establish a process to monitor their employees' TOAs to ensure that:

1. The amount of hours granted is in accordance with the DOE Awards Scale in DOE O 331.1D, Chg1.
2. The amount of hours granted in one calendar year does not exceed 160.

**EFFECTIVE:** The policy set forth in this memorandum is effective immediately.

**ADDITIONAL INFORMATION:** Questions regarding this policy should be directed to Tiffany Wheeler, Director, Human Capital Policy Division, at (202) 586-8481 or [Tiffany.Wheeler@hq.doe.gov](mailto:Tiffany.Wheeler@hq.doe.gov) or Lorrenda Buckner, Performance Program Manager, at (202) 586-8451 or [Lorrenda.Buckner@hq.doe.gov](mailto:Lorrenda.Buckner@hq.doe.gov).

**REFERENCES:**

1. [5 CFR part 451, Awards](#)
2. [DOE Order 331.1D, Chg1 \(MinChg\), Employee Performance Management and Recognition Program \(July 9, 2018\)](#)
3. [5 U.S.C § 4508, Limitation of Awards during a Presidential Election Year](#)
4. [DOE Employee Performance Management and Recognition Program Desk Reference \(December 1, 2018\)](#)

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