

TIME-OFF AWARDS

**Form AD-287
Recommendation & Approval
of Awards**

Form must be processed BEFORE the time may be used. If an employee attempts to use the hours before the form has been processed, the leave will be taken out of their annual leave. If there is no available annual leave, they may end up with LWOP.

Processing Time

Once received by Headquarters, it takes processing approximately two pay periods to process a Time-Off award.

Time-Off Award Not Used

Time-Off Awards must be used within 1 year after the effective date of the award - unused time off will be forfeited.

A Time-Off Award will not convert to a cash payment under any circumstance...even upon resignation or retirement.

Full-Time Employees

May be granted up to 40 hours per award but no more than 80 hours per leave year.

Part-Time Employees

May be granted time off up to one-quarter of their biweekly schedule tour per award and up to one-half of their biweekly schedule tour per leave year.

Leave Account in WEBTA

After it has been determined that the award has been processed and is on the NFC database, add the Time-Off Award hours to the leave account. **Select the employee, click on the Leave button, scroll down to the Time Off Award field and then enter the hours which were awarded to the employee in the Forward column. Click Save.**

TC Codes for Time-Off Award Used

**When the employee uses the hours the TC code for Time-Off Award is:
66 – Time Off/Incentive Award**