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T&A PAY CODES MANUAL



Payroll Operations Division
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For Use With The FEDERAL PERSONNEL/PAYROLL SYSTEM

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INTRODUCTION

The Time and Attendance (T&A) recording and reporting instructions in this volume are intended to ensure that biweekly payroll and related data is processed correctly. The material in this manual deals with FPPS pay codes and their use, regardless of the specific T&A system being used by the client agency to capture and transmit data. Requirements of the General Accounting Office, Office of Personnel Management, and other Federal agencies are covered to ensure time worked and absences from work are properly identified. Agency policy may prevail over FPPS procedures. For example, some users may require a cost structure with leave taken, while other users may not. This manual is not intended to determine agency policy and procedure regarding T&A reporting requirements.

Responsibilities

The T&A report is designed to provide the necessary information to accurately compute an employee's earnings, deductions, and net pay. Additionally, T&As are necessary to monitor and report leave. Timekeepers and supervisors must be aware of the work time or absence of employees for whom they are responsible to ensure the reliability of T&A data. Traditional T&A systems have involved a timekeeper responsible for assisting supervisors in recording and verifying employees' work time and absences. New T&A systems can reduce or eliminate timekeepers' duties and shift responsibilities to employees or supervisors. Recording accurate T&A information remains the primary control objective. **Reference Title 6, GAO Policy and Procedures Manual, Chapter 3.**

Supervisors or other equivalent officials designated by the agency are required to approve and certify employees' time through the end of the pay period. Corrections and alterations to a time and attendance report must be approved by a supervisor or appropriate official. Employees will not be permitted to certify or approve their own T&A, except in rare circumstances where it is not practical to do otherwise and authority has been given in writing by an appropriate official. **Reference Title 6, GAO Policy and Procedures Manual, Chapter 3.**

Generally, a timekeeper is required to:

- record/review daily hours referencing appropriate pay codes and cost account numbers.
- record/review absences from work within the scheduled tour of duty for that day.
- record/review hours worked other than regularly scheduled shifts.
- as required, prepare messages on the T&A report to inform the Payroll Operations Division (POD) of special requirements for payment to an employee.
- submit subsequent changes to a T&A (after it has been transmitted) on an amended T&A report.

Reference Title 6, GAO Policy and Procedures Manual, Chapter 3.

Retention

Completed T&A reports should be retained until a GAO audit is performed, or for six years, whichever is sooner. All supporting documents such as overtime authorizations, applications for leave, military leave, and court leave will be retained in the field office or at the home component for three years or until an audit, whichever occurs first, or in accordance with agency policy. **Reference General Record Schedule 2.**

Amendments

Changes to leave, hours worked, or corrections to regular or premium pay after submission of the T&A reports will be accomplished by either submitting a hard copy amended T&A in a subsequent pay period, or through your T&A system's automated adjustment file. Contact your agency/bureau accounting office to correct a cost structure on a T&A once time has been costed to the wrong number.

Tour of Duty Record

T&A masters can be established through the **TDRC** command for users of the FPPS on-line T&A system. Once established, the master will contain basic identifying information for an employee. By establishing a master T&A, the timekeeper can access a "preprinted" T&A each pay period for the employee, thus saving keystrokes.

The basic identifying information can include:

- Regularly scheduled Tour of Duty (TOD)
- Cost Structures (Common Accounting Number)
- Shift codes

Only information that is not subject to constant change should be recorded on the T&A master. If the cost structures are unchanging, but the hours worked and/or pay codes related to the cost structures are subject to change, it is possible to record only the cost structure on the T&A master.

The **TDRC** command can also be used to process mass changes to T&A masters. This option is helpful when cost structures or organizational codes change for a group of employees under the same timekeeper.

Centralized development and maintenance of this manual will eliminate the need for each of the users to develop a Time and Attendance manual. Recommendations for improvement and clarification are encouraged.

Questions relating to the procedures in this manual should be referred to the Payroll Operations Division Customer Service Office at (303) 969-7711.

REFERENCE FOR FREQUENTLY USED PAYROLL TERMS

Absence Without Leave (AWOL)

AWOL is unpaid leave taken without approval by an appropriate individual within the client agency.

Administrative Leave

Administrative leave is approved time off with pay which is not charged to any other leave category.

Administratively Uncontrolled Overtime (AUO)

AUO is premium pay authorized on an annual basis for an employee in a position which requires substantial amounts of irregular or occasional overtime. AUO is established by the Servicing Personnel Office.

Advanced Leave

Request of advanced sick or annual leave for the employee must be approved prior to use. Advances must be in full hours. **The Payroll Office enters the advances when they are notified by an agency (exception is agencies that have automatic advances).**

Alternate Work Schedule

Any work schedule other than that which the employee usually works, usually not to exceed three consecutive pay periods without the work schedule being officially changed.

Annual Leave

Annual leave is approved time off with pay to take vacations or for special personal occasions considered to be annual leave.

Code of Federal Regulations (CFR)

The Code of Federal Regulations is a codification of the general and permanent rules published in the Federal Register by the Executive departments and agencies of the Federal Government.

Comptroller General (CG) Decisions

Published decisions made by the Comptroller General regarding issues in dispute between employees and agencies.

Compressed Work Schedule

Full-time employees on a compressed work schedule (also called alternative work schedule) are scheduled to work more than 8 regular hours some days so that they can work less than 10 days in a pay period, but still perform 80 hours in the pay period. Compressed work schedules include, but are not limited to:

- 5/4/9 - 9 hours a day for 8 days, 8 hours 1 day, and 1 day off each pay period.
- 4-10's - 10 hours a day, 4 days a week.
- tours worked with hours in excess of 8 hours a day and/or 40 hours a week (e.g., firefighters).

Full-time employees on a compressed work schedule do not earn overtime for working hours over 8 in a day or 40 in a week that are part of their scheduled tour of duty. They do earn overtime for working more hours in a day than their scheduled tour of duty, and for work that is more than 80 hours in a pay period.

Compensatory Time

Compensatory time is paid time off that may be earned (and taken) by employees instead of receiving overtime pay.

Compensatory Time for Travel

Compensatory time for travel is compensatory time earned during travel status away from the employee's official duty station. Compensatory time for travel may be used when the employee is granted time off from his or her scheduled tour of duty.

Continuation of Pay (COP)

COP is time off for work-related injuries or treatment of work related injuries.

Dual Appointment

Dual appointment is when an employee is active in two different appointments at the same time. Timesheets must be submitted for both appointments even if the employee is in a non-pay status in one of the appointments.

Environmental/Hazard Pay

A differential paid for performing work under hazardous conditions.

Experts/Consultants

Experts and consultants are often hired to work on special projects or jobs. They may be paid either by the hour or by the day. The number of hours of compensation for an expert or consultant will be determined by the type of appointment (temporary or intermittent). **Reference 5 U.S. Code 3109.**

Experts and consultants paid on a daily rate basis are not entitled to overtime pay under section 5542 of Title 5, U.S. Code. They may be entitled to overtime pay under the Fair Labor Standards Act if they are nonexempt employees.

Experts and consultants are subject to the provisions of **5 U.S. Code 8344 and 8468** on reduction of basic pay by the amount of annuity received.

Experts and consultants with a regularly scheduled tour of duty are entitled to sick and annual leave and to pay for any holiday occurring on a workday on which they perform no work, provided that workday is part of the basic workweek. Those employed on an intermittent basis do not earn leave and are not entitled to paid holidays. (Refer to **5 CFR Part 304** for further information regarding Expert and Consultant Appointments.)

Fair Labor Standards Act (FLSA)

The Fair Labor Standards Act of 1938 provides guidelines for minimum standards for both wages and overtime entitlements for the nonexempt employee, and delineates administrative procedures by which covered work time must be compensated.

Family Friendly Leave (FFL)

The Family Friendly Leave Act of 1994 expands the use of sick leave by permitting most employees to use a total of up to 104 hours of sick leave each leave year for general family and medical needs. A total of up to 480 hours of sick leave may be used to care for a family member with a serious medical condition.

Family Leave (FML)

The Family and Medical Leave Act of 1993 provides certain Federal employees with entitlement to invoke a total of 12 weeks of unpaid leave during any 12 month period for certain family and medical needs.

Federal Wage System (FWS)

The Federal Wage System provides common policies, systems, practices, and job-grading standards for uniform application by all agencies subject to section 5342 of Title 5, U.S. Code, in fixing pay for prevailing rate employees (wage employees) as nearly as is consistent with the public interest in accordance with prevailing rates.

Flexible Work Schedule (FWS)

Flexible Work Schedule means a work schedule established under 5 U.S. Code 6122, that,

- (1) in the case of a full-time employee, has an 80-hour biweekly basic work requirement that allows an employee to determine his or her own schedule within the limits set by the agency; and
- (2) in the case of a part-time employee, has a biweekly basic work requirement of less than 80 hours that allows an employee to determine his or her own schedule within the limits set by the agency.

There are various types of flexible work schedules that include flexitour, gliding schedules, maxiflex, variable day, variable week, etc.

Full-time Employee

An individual regularly scheduled to work 80 hours per pay period.

Furlough

A furlough is the placement of an employee in a temporary, non-duty, non-pay status because of lack of work or funds, or other non-disciplinary reasons.

General Schedule (GS)

GS employees are paid under Title 5 of the U.S. Code and/or FLSA. Pay for GS employees is based on an annual salary. For pay calculation purposes, the hourly rate for regular hours is derived by dividing the annual salary by 2087.

Holiday

A holiday may be either an official day off with pay granted by the Federal government, or a day off granted instead of the official holiday, if the holiday falls on a non-work day for the employee.

Home Leave

Overseas employees eligible to accumulate up to 45 days of annual leave may also be entitled to earn home leave.

Intermittent Employee

An individual having no regularly scheduled tour of duty. Intermittent employees are on call and come in at the discretion of the supervisor. These employees do not earn annual leave or sick leave and are not paid for non-worked holidays. Intermittent employees are not entitled to night differential or Sunday premium pay.

Leave Share

The Voluntary Leave Transfer Program, whereby an employee can apply and be approved for donated leave from other employees, or donate annual leave or restored annual leave to employees approved for this program.

Leave Without Pay (LWOP)

Leave Without Pay is time off from work without paid leave requested by an employee and approved by the appropriate individual within the client agency.

Leave Year

A leave year begins with the first day of the first complete pay period in a calendar year, and ends with the day immediately before the first day of the first complete pay period in the following calendar year. The leave yearend does not coincide with the pay yearend.

Reference 5 CFR 630.201.

Military Leave

Government employees who are serving in permanent (includes part-time), indefinite or Temporary Appointment Pending Establishment of Register (TAPER) and temporary appointments over one year, and who are members of the Armed forces or National Guard may be granted military leave for active duty, engaging in field or costal defense training or other purposes. **Reference 5 U.S. Code 6323.**

Negotiated Rate

The level of rates of pay will be maintained in line with prevailing levels of comparable work within a local wage area, and will be maintained so as to attract and retain qualified prevailing rate employees. Employee pay is based on hourly rather than annual rates. Negotiated rate employees can work **shifts**, for which they are compensated an additional percentage of base pay, or a flat amount, depending on the contract stipulations.

Special wage agreements (union contracts) require payment for the difference between an acting position pay rate and the employee's regular pay rate. (NOTE: For FPPS On-Line T&A users, the acting rate can be accessed from the T&A and the appropriate selection made through the pop-up selection windows.)

Night Differential

Night differential for any regularly scheduled work between 6:00 p.m. and 6:00 a.m. is premium pay for GS employees. Intermittent employees are excluded from this pay entitlement.

Overtime

Overtime pay is premium pay for work performed outside an employee's established tour of duty. The total number of daily or biweekly hours that must be worked prior to the employee being eligible for overtime compensation varies depending on the work schedule. The rate of pay for overtime hours is determined by employee status under FLSA or Title 5 U.S. Code, as appropriate.

Paid Leave

Paid leave is time away from the job for which employees receive their basic rate of pay. Types of paid leave include, but are not limited to:

- | | |
|---------------------|------------------|
| • Administrative | • Home |
| • Annual | • Military |
| • Change of Station | • Shore |
| • Court | • Sick |
| • Funeral | • Time Off Award |
| • Holiday | • |

Part-time Employee

An employee regularly scheduled to work between 1 and 32 hours a week, or less than 65 hours a pay period. **Reference 5 U.S. Code 3401.** Part-time employees are eligible for night differential, but do not receive Sunday premium pay. Students hired under the Student Educational Employment Program (STEP) generally work under part-time schedules. There are no limitations on the number of hours a student can work per week, but the student's work schedule should not interfere with the student's academic schedule. **Reference 5 CFR 213.3202(b).**

Pay Basis

The method used to determine an employee's pay (e.g., hourly, per annum, daily, etc.).

Regular Hours

Hours of work within the administrative work week which comprise the employee's regularly scheduled tour of duty, and are paid at the employee's basic rate of pay.

Secondary Rate

A secondary rate occurs when an employee is working in two positions at two different rates. Employee must designate the hours to be paid at the regular or secondary rate.

Senior Executive Service (SES)

The SES consists of employees under pay plan ES who are:

- paid through a compensation designed to attract and retain senior executives.
- in a position above a GS-15 or the equivalent.

The SES includes general positions and career-reserved positions, both of which are determined by the client agency. SES employees may:

- earn and use religious compensatory time.
- accrue annual leave up to 720 hours, with the following exception:

SES employees who had annual leave in excess of 720 hours as of October 16, 1994, will retain that amount as a personal leave ceiling until they use the leave or separate.

SES employees **may not**:

- receive premium pay or earn compensatory time.
- earn and use credit hours.
- participate on a compressed work schedule unless the entire work unit closes on the same workday(s) every pay period.

Shift Codes

Negotiated rate and Federal Wage System employees can work the following **shifts**, for which they are compensated an additional percentage of base pay or a flat amount, depending on the contract stipulations. **Reference 5 U.S. Code 5343.** The majority of hours in a regular tour of duty equals the number of whole hours greater than one-half of a daily schedule (including breaks).

Majority of hours of employee's regular Tour of Duty are...	Then employee's regular hours are usually during...	Percentage
From 7:00 a.m. to 3:00 p.m.	Shift 1	Base Rate
From 3:00 p.m. to Midnight	Shift 2	7.50
From 11:00 p.m. to 8:00 a.m.	Shift 3	10

Sick Leave

Sick leave is paid leave taken for illness, non-work related injuries, doctors' appointments, and pregnancy or child birth. Sick leave may be used in lieu of annual leave for certain family situations, as defined by the Family Friendly Leave Act.

Reference PL 103-388, October 22, 1994.

Standby Premium Pay

Employees who are regularly scheduled for standby duty may be compensated, on an annual basis, by their agency. Standby pay is established by the Servicing Personnel Office.

Sunday Premium

In addition to base pay, full-time employees are entitled to Sunday premium pay for each hour of Sunday work which is not overtime work and which is not in excess of 8 hours or if on Compressed Work Schedule, the number of hours scheduled to work, for each regularly scheduled tour of duty, any part of which begins or ends on Sunday.

Temporary Employee

An individual appointed on a temporary appointment for a specific period of time up to one year. The appointment can be extended in one-year increments for a maximum of three additional years. Employees with less than 90-day appointments may earn and use sick leave, but may not earn annual leave, unless their appointment is extended or is changed to a permanent appointment. Temporary employees who have annual leave that transferred from a prior appointment may use that leave after they complete 90 days of service under successive appointments without a break in service.

Time Off Incentive Award

The Federal Pay Comparability Act of 1990 (FEPCA) authorizes Federal agencies to grant time off from duty as an incentive award.

Title V, United States Code (5 U.S. Code)

Title V relates to government organization and employees. Pay entitlements for the employee exempt from Fair Labor Standards Act (FLSA) are derived under this title. Nonexempt employees covered under FLSA receive night, Sunday, or holiday pay and annual premium pay for regularly scheduled standby duty or administratively uncontrollable overtime (AUO), as applicable, under Title V entitlements.

Tour of Duty (TOD)

Tour of duty means the hours of a day (a daily tour of duty) and the days of an administrative workweek (a weekly tour of duty) that constitute an employee's regularly scheduled administrative workweek.

Unpaid Leave

Unpaid leave is time away from the job, for which employees do not receive their basic rate of pay. Types of unpaid leave include, but are not limited to:

- **Leave Without Pay (LWOP)** - leave approved by the client agency.
- **Absence Without Leave (AWOL)** - leave not approved by the client agency.
- **Furlough** - Leave due to lack of work or funds.
- **Suspension** - Leave taken as a result of a disciplinary action.

1040 Hour Employee

Some temporary employees may receive 1040 hour appointments. FPPS will automatically track the number of hours worked, to ensure the employees do not work beyond the hours in their appointment. 1040 employees are treated as temporary employees. Training hours during the 1040 appointment are not counted against the total number of hours worked. Appointments are usually less than 6 months.

Chapter 1: ABSENCE WITHOUT LEAVE

Pay Code 102 - Absence Without Leave - Used

Absence Without Leave (AWOL) is a non-pay status resulting from an agency determination that it will not grant any type of leave (including leave without pay) for an unauthorized period of absence by an employee. AWOL is charged in exact minute increments.

Each accumulation of 80 hours of AWOL (or combination of AWOL and other non-pay status) in a leave year reduces the sick and annual leave accruals in the pay period in which the 80th hour of non-pay status accrues. The number of hours of leave reduced is equal to the number of leave hours earned in a pay period. If the employee is in a 6 hour leave category, and the 80th hour of non-pay status accrues in the last pay period of the calendar year, the annual leave accrual will be reduced by 10 hours, and the sick leave accrual by 4 hours. Within grade increases, and other actions based on hours/days in pay status, may also be affected by the non-pay hours.

Chapter 2: ADMINISTRATIVE LEAVE

Pay Code 060 - Administrative Leave - Other - Used

Subject to the rules and regulations of the Office of Personnel Management **and operating policy of client agencies**, employees may be excused from duty without loss of pay and without charge to leave when absence is necessary for specific reasons. Dependent on agency policy, administrative leave may be granted for:

- Attending a conference/convention
- Tardiness/brief absences
- Group dismissals
- Attendance of funerals of an immediate relative who died while serving as a member of the armed forces in a combat zone
- Participation in military funerals
- Civil Defense **Reference EO 10529**
- National Disaster
- OPM examination
- Physical examination **Reference PL 79-658, 5 U.S. Code 7901**
- Contracts type M or N (DOI - BIA only) when school is not in session during school breaks, but not during the summer
- Registration/voting

Pay Code 061 - Administrative - Weather - Used

Emergency situations may arise which are beyond the control of management or employees and which prevent the opening of Federal offices and activities. Additionally, employees may be prevented from getting to work, or dismissed early from work in certain areas.

Guidelines for this type of administrative leave are established and disseminated by Heads of Federal Executive Boards, Federal Executive Associations, and similar organizations of Federal officials.

NOTE: Intermittent employees are allowed this type of administrative leave.

Pay Code 068 - Administrative - Blood Donation - Used

Employees who serve as blood donors may be excused from work without charge to leave. **Reference 30 CG 521**. Client agencies may, by administrative regulation, place limitations or restrictions on leave authorized for blood donations.

Pay Code 069 - Administrative - Court - Used

Court leave is authorized absence of an employee from work status for jury duty, or attending judicial proceedings in a nonofficial capacity as a witness on behalf of a state or local government. This absence is without loss of or reduction in pay or leave to which the employee is entitled. Additionally, credit for time in service and performance efficiency ratings are not affected by this leave. **Reference 48 CG 630 and CG Decision B-166056, March 21, 1969.**

Pay Code 06A - Administrative - Sick Leave - Used

Absence for illness or injury incurred in the performance of duty shall be allowed as administrative sick leave for United States Park Police. **Reference PL 88-471.**

Pay Code ALR - Administrative - Union/Labor Relations - Used

Administrative leave may be granted in accordance with agency policy to an employee representative for the purpose of receiving information, briefing, and orientation relating to matters within the scope of Federal Service Labor Management Relations Statute. Administrative leave cannot be granted for solicitation or training of union members. Such matters that may be of mutual concern to both the employing agency and the employee include, but are not limited to:

- Statutory or regulatory provisions relating to pay
- Working conditions
- Work schedules
- Employee grievances
- Performance ratings
- Adverse action appeals
- Agency policy/negotiated agreements

Chapter 3: ADMINISTRATIVELY UNCONTROLLED OVERTIME/ STANDBY

Pay Code 810 – Administratively Uncontrolled Overtime/Standby

Employees who are compensated by payment of annual premium pay under 5 U.S. Code 5545(c)(1)(Standby), may **not** be compensated by overtime pay except for irregular, unscheduled overtime duty in excess of his/her regularly scheduled weekly tour.

Employees under 5 U.S. Code 5545(c)(2)(Administratively Uncontrollable Overtime [AUO]) can be paid for regularly schedule overtime (Pay Code 110).

Pay Code 810 does **not** pay but must be posted on the Time and Attendance Report to identify the hours worked under Standby or AUO by the nonexempt employee so these hours can be included in the FLSA calculation.

Chapter 4: ANNUAL LEAVE

Annual leave is earned and credited biweekly, beginning with an employee's appointment, if the appointment is for 90 days or longer, and may be used as soon as it is accrued. Annual leave is used in lieu of days/hours within a tour of duty which an employee would usually work and receive pay. It is usually the joint responsibility of the supervisor and the employee to assure that annual leave is requested, scheduled, and granted so that the employee does not forfeit the leave at the end of the leave year.

NOTE: Leave year begins the first complete pay period in a calendar year and ends the day before the first full pay period in the following calendar year.

Annual leave in addition to other paid and unpaid leave can be used up to 12 weeks during any 12 month period for medical reasons, birth, adoption, or care of a child, and for the care of certain family members with serious health conditions. More information is available under Family Medical Leave, Chapter 9. **Reference 5 U.S. Code 6382.**

Accrual

The amount of annual leave accrued is based on the years of creditable federal civilian service, military service, and the number of hours worked during a biweekly period. Increases to the rate of accrual are effective the pay period after an employee has completed the 3rd and 15th year of service. **(Employees under pay plans ES, SL, and ST accrue 8 hours of leave regardless of the length of employment).** Employees who have a temporary appointment for less than 90 days do not accrue annual leave. If these appointments are extended and the employee completes 90 continuous days of service, the employee is eligible for retroactive credit for leave from the date of the initial appointment. **(The employee is eligible to use the leave after the 90th day of continuous days of service).**

An employee must be in pay status or a combination of pay and non-pay status for the full biweekly tour of duty to earn leave. Leave may or may not accrue during a period of leave granted prior to separation. **Reference PL 78-525.**

Annual leave does not accrue:

- for any period for which a lump sum payment is made.
- when an employee is in a non-pay status for the leave year.
- when a full-time employee accumulates a total of 80 hours in non-pay status within the leave year (i.e., 80, 160, 240, etc.).
- for intermittent employees who have no regular tour of duty established.
- when the tour of duty is not met and recorded on a timesheet.

The following leave accrual tables provide guidelines for various employee groupings.

Changes in accrual rates are effective in the pay periods following the pay period in which the employee completes three and fifteen years of service.

For Full-time Employees Other than Firefighters and Law Enforcement:

Length of Service	Employee Earns	Days Accrued per Leave Year
Less than 3 years	4 hours of annual leave accrued for each full biweekly pay cycle	13
3 to 15 years	6 hours of annual leave accrued for each full biweekly pay cycle (80 hours), and 10 hours of annual leave accrued in the last full biweekly pay period in a calendar year	20
More than 15 years	8 hours of annual leave accrued for each full biweekly pay cycle (80 hours).	26

For Firefighters and Law Enforcement:

Because these are irregular TODs, all work days are considered regular work days and employees are required to work all holidays falling within their regularly scheduled TOD. If an employee does not work on a holiday, it is considered an absence on a regular workday and leave must be charged.

Length of Service	Accrual Calculation
Less than 3 years	$TOD = 144 \text{ hours} \times 26 \text{ pay periods} = 3744 \text{ hours per year}$ $3744 \text{ hours} \div 20 = 187 \text{ hours to be accumulated}$ <hr/> $144 \text{ hours} \div 20 = 7 \text{ hours earned}$ $7 \text{ hours earned} \times 26 \text{ pay periods} = 182 \text{ hours earned year to date}$ $*182 + 5 = 187$
3 to 15 years	$TOD = 144 \text{ hours} \times 26 \text{ pay periods} = 3744 \text{ hours per year}$ $3744 \text{ hours} \div 13 = 288 \text{ hours to be accumulated}$ <hr/> $144 \text{ hours} \div 13 = 11 \text{ hours earned}$ $11 \text{ hours earned} \times 26 \text{ pay periods} = 286 \text{ hours earned year to date}$ $*286 + 2 = 288$
More than 15 years	$TOD = 144 \text{ hours} \times 26 \text{ pay periods} = 3744 \text{ hours per year}$ $3744 \text{ hours} \div 10 = 374 \text{ hours to be accumulated}$ <hr/> $144 \text{ hours} \div 10 = 14 \text{ hours earned}$ $14 \text{ hours earned} \times 26 \text{ pay periods} = 364 \text{ hours earned year to date}$ $*364 + 10 = 374$

*Pay period 01 each year additional hours will be accrued.

For Part-time Employees:

Length of Service	Employee Earns
Less than 3 years	1 hour of annual leave accrued for every 20 hours in pay status up to 80 hours, but not to exceed 4 hours of leave credit. Excess hours are carried forward to subsequent pay periods.
3 to 15 years	1 hour of annual leave accrued for every 13 hours in pay status up to 80 hours, but usually not to exceed 6 hours of leave credit. A seventh hour may be credited if it accrues as a result of pay status hours carried over from a prior pay period. Excess hours are carried forward to subsequent pay periods.
More than 15 years	1 hour of annual leave accrued for every 10 hours in pay status. Excess hours are carried forward to subsequent pay periods.

All hours in a pay status up to 80 hours (including regular and overtime), are used in computing leave earned by part-time employees. If an employee changes from part-time to full-time status, and there is insufficient service credit to earn the minimum of one hour, the excess hour(s) of service is lost because of the status change.

Reference 32 CG 490.

Fractional Pay Periods

Annual leave does not accrue for a fractional part of a pay period unless the fractional part of the pay period immediately precedes/follows:

- a period of non-pay status when an employee is receiving disability compensation from Department of Labor.
- a transfer to an international organization with statutory reemployment rights.
- conversion from full-time to intermittent employment (or vice versa).
- entrance into or return from military service.
- transfer to or from another agency when there is a change in the date of an employee's pay period.
- (Note: If an employee is hired the day after a holiday which falls on the first Monday of the pay period, or at the beginning of the pay period, full accruals will be received.)

Carryover

The maximum amount of annual leave that can be carried forward to the next leave year is:

- 30 days (240 hours) for most Federal employees.
- 45 days (360 hours) for employees serving outside the United States (and the District of Columbia) who are recruited and employed under special conditions.

Annual leave carryover can be greater than 30 days if:

- hours accumulated at the end of the 1952 leave year were greater than 30 days.
- hours accumulated in a 45-day (360 hours) leave position are greater than 30 days and the employee moves to a position subject to the 30 day limitation. If an employee does not maintain a 360 hour balance at the end of the leave year, the new balance becomes the new leave ceiling.
- employees are serving on a Senior Executive Service (SES) appointment which entitles them to carryover 720 hours. Hours of annual leave to the employee's credit at the time of entry into the SES position which are above the previous annual leave ceiling are subject to that ceiling, and will be forfeited if not used prior to the end of the current leave year. PL 103-352 Section 201 contains a grandfather clause which allows SES employees to carryover more than 720 hours if their balance as of October 16, 1994, was greater than 720 hours.
- firefighters are on an uncommon TOD. The maximum for firefighters is computed using the following ratio: $240 \times (\text{average hours in a biweekly tour}) \div 80$.

If leave used in a leave year is greater than earned, the maximum allowable carryover is reduced to a new leave ceiling. Leave earned during a leave year in excess of the maximum amount which may be carried over into the following year must be used or it will be forfeited unless the forfeiture was the result of:

- an administrative error,
- an exigency of the public business, or
- an injury of the employee.

Hours forfeited for these purposes may qualify for Restored Leave. Additional information can be supplied by the Servicing Personnel Office.

Transfer and Separation

When an employee transfers without a break in service between positions subject to the Leave Act, the employee's annual leave account shall be certified for credit in the new position. When an employee separates from Federal service, the annual leave balance is paid in a lump sum payment (generally two pay periods following the separation date).

Pay Code 020 - Annual Leave - Used

Advance

Includes advanced annual leave used if employee is **not** currently a leave share recipient. See Pay Code 02F for advanced annual leave used when employee is a current leave share recipient, and the advanced leave is unrelated to the leave share. If advanced leave is related to the leave share, post the advanced annual leave to Pay Code LS1, LS3, LS5, or LS7, depending on which leave share type the employee is in. NOTE: Post "Y" on the Advance Leave area on the T&A entry screen and indicate the number of hours and type of leave to be advanced on the "pop-up" screen.

An employee can be advanced a maximum of the amount they accrue from the time (pay period) the leave is granted until the end of the leave year.

Payable Rate

Employees paid per hour (Pay Plans WB, WG, WL, WS, WT, WW) and who receive a shift or night differential in addition to a base rate as a part of the scheduled tour of duty will receive annual leave pay which reflects the base rate plus the differential.

Employees paid per annum (Classified Pay Plans AD, EC, ED, EF, EH, EX, FC, GG, GS, GW, SR, ST) with a regularly scheduled tour of duty which includes night differential are not entitled to the differential pay for annual leave used unless the total amount of leave used in a pay period, including both night and day hours, is less than 8 hours.

Reference 5 CFR 550.122 (b).

Restrictions

Annual leave is charged in 15-minute increments. Each period of absence must be considered individually on a calendar day basis.

For part-time employees, leave is charged only for absences occurring during the hours and on the days regularly scheduled for duty. Leave may not be charged for absences on legal holidays (except in cases of firefighters or law enforcement officers).

An employee may be placed on annual leave with or without consent if sick leave is not available and the employee's personal physician admits the employee's physical incapacity for official duties, or where there is other medical or reasonable evidence that the employee's employment would be considered hazardous to the employee or the employee's co-workers. **Reference 38 CG 503.**

Annual leave must be charged if an employee on official travel, travels by an indirect route, or for personal reasons requires more time than authorized for the travel involved. The amount of leave charged is determined by applicable travel regulations governing mileage and per diem allowances.

Pay Code 024 - Annual Leave in Lieu of FECA - Used

An employee who is injured on the job or sustains a job-related disability caused by an occupational disease or illness may elect to use annual leave, during or after completion of the 45-day continuation of pay (COP) status, in order to avoid possible interruption of income. FECA compensation under The Department of Labor is not paid while an injured or disabled employee receives COP or paid leave.

If an employee elects to take leave and the claim for compensation is subsequently approved, the employee may arrange with the employing agency to buy back the leave used and have the leave reinstated. **Reference 20 CFR 10.202 and 10.310**

Pay Code 025 - Annual Leave in Lieu of Sick Leave - Used

An employee entitled to use sick leave may request that such time be charged to annual leave. A client agency may allow retroactive substitution of sick leave for annual leave if the employee retires or dies in the same year in which the leave is taken, and a timely request is made. This substitution of leave is at the discretion of the client agency and depends upon the circumstances of each case.

Reference CG B-191076, June 12, 1978.

Annual leave may not be substituted for sick leave previously granted and documented where the substitution is solely for the purpose of avoiding forfeiture of annual leave.

Reference 38 CG 354. Annual leave may be substituted for advanced sick leave.

Reference 37 CG 439.

Pay Code 02F - Annual Advanced Leave - Used (Leave Share ONLY)

If an employee is currently a leave share recipient and has requested advanced annual leave to be used for leave share purposes, use Pay Code LS1 for advanced annual leave used. Use Pay Code 02F if advanced annual leave used is unrelated to the Leave Share. NOTE: Post "Y" on the Advance Leave area on the T&A entry screen and indicate the number of hours and type of leave to be advanced on the "pop-up" screen.

Annual leave that will be earned during the leave year may be advanced in accordance with client agency policy. Usually, an employee can be advanced a maximum of the amount they will accrue from the time (pay period) the leave is granted until the end of the leave year. For example, if there are three pay periods left in the year, and an employee is in the four hour annual leave category, that employee can only be advanced a maximum of 12 hours of annual leave.

Upon separation from Federal service, employees are indebted for any advanced leave that was used, but not earned prior to separation. The employee shall surrender the cash value of leave advanced, or the amount due for the advanced leave will be collected in accordance with client agency policy. A refund is not required in the case of a disability retirement or separation by death or disability (supported by medical certificate) or entrance on active military duty with restoration rights. Compensatory time

granted in lieu of overtime may not be used to offset a balance of advanced annual leave. **Reference 45 CG 243.**

Pay Code AFA - Annual Leave in Lieu of Family - Adopt - Used

An employee may substitute annual leave consistent with current law and regulations governing the granting and use of annual leave for any or all of the total of 12 administrative workweeks of unpaid leave during any 12-month period for the adoption or foster care of a child. The AFA (FML) entitlement may begin prior to or on the actual date of adoption or foster care, and expires no later than 12 months after the date of adoption (unless a serious health condition exists) in accordance with FML policy, even if all 12 workweeks have not been taken at the time and/or additional annual leave is available.

Pay Code AFB - Annual Leave in Lieu of Family - Birth - Used

An employee may substitute annual leave consistent with current law and regulations governing the granting and use of annual leave for any or all of the total of 12 administrative work weeks of unpaid leave during any 12 month period for the birth of a child of the employee and the initial care of the child. The AFB (FML) entitlement may begin prior to or on the actual date of birth, and expires no later than 12 months after the date of birth (unless a serious health condition exists) in accordance with FML policy, even if all 12 workweeks have not been taken at the time and/or additional annual leave is available.

Pay Code AFF - Annual Leave in Lieu of Family - Family Illness - Used

An employee may substitute annual leave consistent with current law and regulations governing the granting and use of annual leave for any or all of the total of 12 administrative workweeks of unpaid leave during any 12-month period to provide care for a spouse, son, daughter, parent, parent-in-law, an individual who stands in loco parentis, or an individual related by blood or affinity whose close association with the employee is the equivalent of spouse, son, daughter, or parent. The AFF (FML) entitlement begins with the date the employee first takes annual leave in lieu of FML and continues for a 12-month period in accordance with FML policy, even if all 12 workweeks have not been taken at that time and/or additional annual leave is available.

Pay Code AFS - Annual Leave in Lieu of Family - Medical Self - Used

An employee may substitute annual leave consistent with current law and regulations governing the granting and use of annual leave for any or all of the total of 12 administrative workweeks of unpaid leave during any 12-month period for a serious health condition of the employee that makes the employee unable to perform the essential functions of their position. The AFS (FML) entitlement begins with the date the employee first takes annual leave in lieu of FML and continues for a 12-month period in accordance with FML policy, even if all 12 workweeks have not been taken at that time and/or additional annual leave is available.

Pay Code 081 - Restored Annual Leave - Used

Annual leave which was requested and approved following the guidelines of the client agency, but was forfeited due to administrative error, exigency of public business, or illness may usually be restored to the employee. Annual leave restored must be scheduled and used no later than the end of the leave year ending 2 years from:

Reference 5 U.S. Code 6304(d).

- the date of restoration of annual leave forfeited because of administrative error.
- the date fixed by the agency head or a designated official as the termination date of the exigency of the public business which resulted in forfeiture of the annual leave.
- the date the employee is determined to be recovered and able to return to duty if the leave was forfeited because of sickness.

Restored annual leave is held in a special account, separate from the normal annual leave. Policies regarding the use of annual leave vs. restored annual leave are determined by the client agency.

Pay Code 08A - Restored Annual Leave in Lieu of Family - Adopt - Used

An employee may substitute restored annual leave consistent with current law and regulations governing the granting and use of annual leave for any or all of the total of 12 administrative workweeks of unpaid leave during any 12 month period for the adoption or foster care of a child. The 08A (FML) entitlement may begin prior to or on the actual date of adoption or foster care, and expires no later than 12 months after the date of adoption (unless a serious health condition exists) in accordance with FML policy, even if all 12 workweeks have not been taken at the time and/or additional restored annual leave is available.

Pay Code 08B - Restored Annual Leave in Lieu of Family - Birth - Used

An employee may substitute restored annual leave consistent with current law and regulations governing the granting and use of annual leave for any or all of the total of 12 administrative workweeks of unpaid leave during any 12 month period for the birth of a child of the employee and the initial care of the child. The 08B (FML) entitlement may begin prior to or on the actual date of birth, and expires no later than 12 months after the date of birth (unless a serious health condition exists) in accordance with FML policy, even if all 12 workweeks have not been taken at the time and/or additional restored annual leave is available.

**Pay Code 08F - Restored Annual Leave in Lieu of Family - Family Illness
Used**

An employee may substitute restored annual leave consistent with current law and regulations governing the granting and use of annual leave for any or all of the total of 12 administrative workweeks of unpaid leave during any 12 month period to provide care for a spouse, son, daughter, or parent who has a serious health condition. The 08F (FML) entitlement begins with the date the employee first takes restored annual leave in lieu of FML and continues for a 12 month period in accordance with FML policy, even if all 12 workweeks have not been taken at that time and/or additional restored annual leave is available.

**Pay Code 08S - Restored Annual Leave in Lieu of Family - Medical Self
Used**

An employee may substitute restored annual leave consistent with current law and regulations governing the granting and use of annual leave for any or all of the total of 12 administrative workweeks of unpaid leave during any 12 month period for a serious health condition of the employee that makes the employee unable to perform the essential functions of their positions. The 08S (FML) entitlement begins with the date the employee first takes restored annual leave in lieu of FML and continues for a 12 month period in accordance with FML policy, even if all 12 workweeks have not been taken at that time and/or additional restored annual leave is available.

CHAPTER 5 – CHANGE OF STATION

Pay Code COS – Change of Station Leave - Used

The Federal Aviation Administration (FAA) Difference List #76, 77, and 78 grants Change of Station Leave to all their employees. Change of Station Leave (COS) used is granted in 15 minute increments. Employees are allowed two years to take COS or a ceiling of 96 hours, whichever comes first. Once the balance of 96 hours or two years from the beginning date is reached, charges to COS will not be allowed.

Chapter 6: COMPENSATORY TIME

Pay Code 040 - Compensatory Time - Earned

General Schedule employees may be compensated for irregular or occasional overtime work by overtime pay, or compensatory time off in place of overtime pay. Wage grade employees may also be compensated with compensatory time as defined in **5 U.S. Code 5342(2)**. Authorized compensatory time is earned in 15 minute increments. The expiration of compensatory time earned is determined by the client agency. Conversion to paid overtime may be necessary due to workload, staffing, etc. Nonexempt employees are automatically paid for expired compensatory time the pay period after the compensatory time expires. Administrative approval is required for exempt employees to receive pay for expired compensatory time.

Payable Rate

An employee whose rate of basic compensation is at or below the maximum scheduled rate for GS-10 must be paid for overtime worked unless the employee elects to receive compensatory time instead of overtime pay. **Reference 5 U.S. Code 5543**. An exempt employee whose rate of basic compensation is above the maximum scheduled rate for GS-10 may be paid for overtime worked or be given compensatory time. If an exempt employee elects compensatory time in lieu of overtime and exceeds the maximum number of overtime hours that may be paid in a pay period, the compensatory time hours earned will be cut back to the bi-weekly maximum allowable amount. Such compensatory time hours entered on a T&A which exceed the maximum payable will be dropped during the calculate process. **Reference aggregate salary limitation for GS employees 5 U.S. Code 5547**.

Restrictions

Compensatory time off from duty **shall not be granted** in place of overtime pay for regularly scheduled overtime hours - overtime pay is required. Compensatory time may not be granted:

- for any overtime worked when payment for such overtime worked is prohibited by the aggregate salary limitation.
- for overtime worked by Prevailing Rate (Wage) employees (exception: compensatory time off is allowed for wage employees on flexible work schedules or compressed work schedules). **Reference 5 U.S. Code 6123**. Compensatory time off is allowed for all wage employees as directed by agency policy. **5 U.S. Code 5543, as amended**.
- to employees who are required to work during a period when other Federal employees are excused from duty by an Executive Order which does not declare the day (or part of a day) a holiday. **Reference 25 CG 255 and 43 CG 501**.
- to employees covered by the FLSA if excluded by agency policy.

Accumulation/Carryover

Employees may carry over and accumulate compensatory time from pay period to pay period where workload or other valid considerations delay their use of it, subject to limitations established by agency policy. However, when due to reasons beyond the control of the employee, compensatory time off is not taken prior to separation and no extension of the date is granted, overtime compensation should be paid.

Reference CG 75D. Some agencies require authorization to pay expired compensatory time for exempt employees.

Pay Code 041 - Compensatory Time - Used

Compensatory time off may be taken in minimum periods of 15 minutes or multiples thereof. Usually, compensatory time earned after return to duty shall not be credited as an offset against a balance of advanced annual or sick leave. **Reference 45 CG 243.**

Pay Code 043 - Religious Compensatory Time - Used

Compensatory time off shall be granted to an employee requesting such time off for religious observances when it is required by an employee's personal religious beliefs to abstain from work during certain periods of the workday or workweek. Compensatory time off to meet the employee's religious obligation may be disapproved by an agency only if such time off would interfere with efficiently carrying out the mission of the agency. This compensatory time may be taken in minimum periods of 15 minutes or multiples thereof. If religious compensatory time has not been earned prior to its use, a negative balance will be maintained in the employee's leave account until the time is earned.

All employees may be granted use of this type of compensatory time.

Pay Code 045 - Religious Compensatory Time - Earned

A special type of compensatory time allows a Federal employee to elect to work compensatory overtime for the purpose of taking time off without charge to leave when personal religious beliefs require that the employee abstain from work during certain periods of the workday or workweek. This compensatory overtime may be earned in minimum periods of 15 minutes or multiples thereof. As this overtime may be worked before or after the use of Religious Compensatory Time - Used, a negative balance will be maintained in the employee's leave account until the time is earned.

All employees may earn Religious Compensatory Time, as it is not subject to the maximum aggregate salary limitation, and does not expire.

Reference Public Law 95-390.

When an employee separates from Federal Service or is transferred to another agency, the employee must be compensated for compensatory time to his/her credit in this special account. Such payment is at the applicable hourly rate of basic pay (not overtime pay) in effect at the time the work was performed.

Pay Code 046 – Compensatory Time Off for Travel - Earned

An employee is entitled to earn compensatory time off for time in a travel status away from the employee's official duty station when the travel time is not otherwise compensable as defined in **5 U.S. Code 5550b and 5 CFR part 550**. An employee cannot earn compensatory time off for travel if the employee is being paid for a holiday, unless the compensatory time is earned outside the tour-of-duty. Part-time employees can earn travel compensatory time even if the employee has not exceeded 8 hours per day or 40 hours per week and it is outside their normal tour of duty. Wage grade (prevailing rate) and SES employees are not eligible for compensatory travel time. Authorized compensatory time is earned in 15 minute increments.

Pay Code 047 – Compensatory Time Off for Travel - Used

Compensatory time off may be used when the employee is granted time off from his or her scheduled tour of duty established for leave purposes as defined in **5 CFR 550.1406**. Authorized compensatory time is used in 15 minute increments. Authorized compensatory time is earned in 15 minute increments. Compensatory Time Off for Travel will expire at the end of the 26th pay period after the pay period during which it was credited. If an employee does not use the earned compensatory time off within 26 pay periods after it is credited, he or she must forfeit the compensatory time.

Pay Code 048 - Compensatory Time - Callback

United States Park Police shall be compensated for overtime work by compensatory time off for not less than two hours for a first appearance in court (on a duty day only) or a callback to duty on other than the employee's day off. Authorized compensatory time is earned in 15 minute increments.

Pay Code TCE – True Compensatory Time Earned FAA only

Federal Aviation Administration bargaining unit employees earn True Compensatory Time (TCE) at 1 ½ times the actual hourly rate, even though they are Fair Labor Standards Act (FLSA) exempt employees. FAA employees, with the exception of pay plans FG and FM, do not have an hourly or biweekly cap for TCE.

True Compensatory Time Earned will count towards the maximum 160-hour limit for Department of Transportation, FAA.

Chapter 7: CREDIT HOURS

Pay Code 230 - Credit Hours - Earned

Employees on a flexible work schedule may be compensated when performing additional work outside the regular tour of duty by accumulating credit hours. Credit hours are defined as hours of work within the tour of duty which are in excess of an employee's basic work requirement and which the employee elects to work so as to vary the length of a workday or a weekend. Credit hours do not expire.

Credit hours can be earned in 15 minute increments or multiples thereof, or as determined by the client agency. Subject to any limitation prescribed by the Office of Personnel Management or the employing agency, a full-time employee on a flexible work schedule can accumulate a maximum of 24 credit hours. Part-time employees can accumulate a maximum of one-fourth of the hours in their biweekly work requirement during their regularly established tour of duty. Part-time employees are not required to work eight hours in a day or 40 hours in a week to earn credit hours.

Reference 5 U.S. Code 6126.

Pay Code 231 - Credit Hours - Used

Credit hours may be requested and used in lieu of other types of excused paid leave in accordance with the policies of the client agency. Credit hours can be used in 15 minute increments or multiples thereof, or as determined by the client agency.

Upon separation or transfer from an agency, an employee will receive the basic rate of pay for all credit hours in their account. Additionally, any employee who is on a flexible work schedule program under 5 U.S. Code 6122 and who is no longer subject to such a program shall be paid at their current rate of basic pay. **Reference 5 U.S. Code 6126.**

Pay Code 238 – Travel Credit Hours – Earned

Department of Transportation employees in pay plan FV with bargaining unit status codes 0062 and 0064 are allowed to accrue Travel Credit Hours (238) equal to each hour of time spent in a travel status outside the employee's scheduled tour of duty. Travel Credit Hours can be earned and used on any work schedule. There is no limit on the number of hours that may be accrued or carried over from one pay period to another. Unused Travel Credit Hours are not paid out to the employee.

Chapter 8: ENVIRONMENTAL/HAZARD PAY

Additional monetary compensation is paid to GS employees for the performance of hazardous duty or duty involving physical hardship not usually involved in carrying out the duties of his/her position. **Reference 5 U.S. Code 5545 (d) and 5 CFR 550.903.** The additional percentage for the GS employee is paid for ALL hours in pay status on the day of exposure.

Additional monetary compensation is paid to the Prevailing Rate (Wage) employees for the performance of work involving unusually severe working conditions or unusually severe hazards. The additional percentage is determined by (1) actual exposure time to the hazardous condition; or (2) all hours in pay status on the day of exposure. **Reference 5 CFR 532.511.**

Coding Regular Pay Codes (010, 110, etc.) and Environmental/ Hazard Together On Same T&A Line

The alpha Environmental/Hazard (Env/Haz) Codes listed in the tables on page 7-3 can be recorded on the time sheet with the Pay Code under which the hazard work was performed, e.g., Pay Code 010 for regularly scheduled time and Pay Code 110 for overtime, etc., for the number of hours **actually** worked under the hazardous condition. The codes are entered in the Env/Haz column of the T&A. The system will automatically generate the proper pay entitlement based on the recorded alpha Hazard Code for actual exposure time (Wage only), or ALL hours in pay status for the day of exposure when appropriate codes are used (Wage and GS employees). All pay entitlements, e.g., regular time, overtime, hazard pay, will be charged to the recorded cost structure (common account number) of the regular or overtime hours. DO NOT use the 090 pay code series on the same days you code the T&A with regular pay codes.

Coding Regular Pay Codes and Environmental/Hazard Pay Codes (090 – 098) On Separate T&A Lines

When it is necessary to charge the hazard pay entitlement to a special or separate cost structure (common account number) OTHER than the employee's regular number, this can be accomplished by recording Pay Code 090 - 098 for all hours to be paid at the exposure time on the time sheet. In this type of situation, it would be necessary to record the regularly scheduled tour as usual, Pay Code 010, 020, 030, etc. Record overtime hours to Pay Code 110, etc. (or Compensatory Time to Pay Code 040). In addition to these codes, record all hours to be paid to environmental/hazard to the appropriate pay code in the 090-098 series, with the applicable alpha Hazard Code and the appropriate environmental/hazard cost structure. Refer to the following coding chart on page 8-2 for proper use of the 090 series pay codes.

Env/Hazard (E/H) Pay Code	Applicable Regular Pay Codes	When To Use	Who
090-E/H Differential	010, 012, TRN	To pay E/H entitlement for regular hours the employee actually worked	GS or WG
091-E/H Diff. Not Worked	020, 02F, AFA, AFB, AFF, AFS, 024, 025, LS1, LS3, LSA, LSB, LSF, LSS, 030, 03F, SFA, SFB, SFS, 034, 038, BOU, FFI, FFF, FL2, FLA, FLB, FLF, FLM, 041, 043, 06A, 060, 061, 068, 069, ALR, 070, 072, 074, 081, 08A, 08B, 08F, 08S, 083, 085, 16A - 16L, 16N, 16Q, 16S, 16U, 16W, 16Y, 166, 168, 211, VFA, VFB, VFF, VFS, 213, 215, 218, PFA, PFB, PFF, PFS, 231, 30C, and 050	To pay E/H entitlement for "non-worked" hours when the situation calls to pay the entitlement for all regular hours in a pay status. This includes entitlement for holiday not worked	GS or WG
092-E/H Diff. Overtime Worked	040, 045, 048, 110, 111, 11U, 116, 118, 119, 120, 124, 125, 127	To pay E/H entitlement for WG employees' OT/Comp Time hours. This code MUST be used for WG in order for the correct OT hazard hourly rate to be calculated and paid. GS employees may be coded using 092 or 090 for their OT/Comp hazard hours. The calculated rate is the same for them.	WG and GS
093-E/H Diff. Overtime, Not Worked	049, 112, 12A, 128	Code is system-generated for OT or Comp callback hours not posted.	GS / WG
094-E/H Diff. Sunday Overtime	121, 122, 049, 156	To pay E/H entitlement for WG employees for hazard OT performed on a Sunday. The calculation will be the same if you code 094 or 092.	WG
095-E/H Diff. Sunday Overtime Not Worked	123	Code is system-generated for OT hazard to be paid for all hours in pay status when there is also leave coded.	GS / WG
096-E/H Diff. Holiday	051, 055	To pay E/H entitlement to WG employees on a holiday worked. GS employees are not entitled to E/H on holiday worked hours, only holiday not-worked (091) hours.	WG NOT GS
097-E/H Diff. Holiday Not Worked	052	Code is system-generated for holiday hazard callback hours not posted.	WG
098-E/H Diff. Sunday Premium	140	To pay E/H entitlement on Sunday premium hours. Not allowed for GS employees.	WG NOT GS

Note: The Office of Personnel Management issued guidance on the payment of Hazardous Duty Pay in their web site as follows:

5 U.S. Code 5545 (c) (1) & (2) and 5545a (c) authorizes payment of annual premium for regularly scheduled standby duty, administratively uncontrollable overtime work (AUO), and availability pay, instead of some other types of premium pay, including hazardous duty pay. Thus, hazardous duty pay may not be paid for hours of work for which an employee is paid these types of premium pay. The employee may be paid hazardous duty pay only for those hours of work that are not paid for with standby, AUO, or availability pay.

The employee may be paid hazardous duty pay only for those hours of work that are not paid with standby, AUO, or availability pay.

**Environmental/Hazard
EXPOSURE TABLES**

Code	Payment % for Actual Exposure Time
A	5
B	4
C	6
D	8
F	15
H	25
J	50
K	\$1.00 Per Hour
L	\$.20 Per Hour (Reclamation ONLY)
M	100
N	200

Code	Payment % for All Hours in a Pay Status for the Day
O	175
P	4
Q	\$.52 Per Hour (BIA ONLY)
R	8
T	10
U	15
V	25
X	50
Y	100

Chapter 9: FAMILY FRIENDLY LEAVE

Reference PL 103-388

The Family Friendly Leave Act (FFL) expands the use of sick leave by permitting full-time employees to use a total of up to 104 hours of sick leave each leave year for care of a family member or for bereavement purposes, and up to 480 hours of sick leave each leave year for care of a family member with a serious health condition. Part-time employees or employees with uncommon tours of duty are allowed to use the number of hours of sick leave normally accrued during a leave year. **Reference 5 CFR 630.401.**

FFL may be taken to:

- provide care for a family member (spouse, children and spouses thereof, brothers and sisters and spouses thereof, parents, parents-in-law, any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship) as a result of physical or mental illness, injury, pregnancy, child birth, or medical, dental, or optical examinations or treatment.
- make arrangements necessitated by the death of a family member or attend the funeral of a family member.

If the number of hours of work in an employee's tour of duty changes during the leave year, the employee's entitlement to use sick leave to care for a family member or for bereavement purposes must be recalculated based on the new tour of duty.

The following calculation (part-time or uncommon tour of duty) and table provides guidelines for determining the number or hours/days available to part-time employees through FFL:

A part-time employee, or an employee with an uncommon tour of duty who maintains a sick leave balance equal to at least twice the average number of hours of work in the employee's scheduled tour of duty each week can use an amount equal to the number of hours of sick leave normally accrued by the employee during a leave year.

TOD	S/L Balance Maintained	Can Use	+ Additional	= Maximum
PT - 32 hours/week	If > or = to 64 hours	32 hours	352 hours	384 hours
PT - 32 hours/week	If < 64 hours	32 hours	---	32 hours
PT - 24 hours/week	If > or = to 48 hours	24 hours	264 hours	288 hours

The Family Friendly Leave Act expanded the use of sick leave by permitting full-time employees to use a total of up to 12 administrative work weeks (480 hours) of sick leave each leave year for care of a family member with a serious health condition. Employees with a part-time schedule or uncommon tour of duty may use an amount equal to 12 times the average number of hours in his or her scheduled tour of duty each week. The term "serious health condition" has the same meaning as used in OPM's regulation for administering the Family and Medical Leave Act of 1993 (FMLA), reference 5 CFR 630.1202. The term "serious health condition" is not intended to cover short-term conditions for which treatment and recovery are very brief.

The T&A Record should be coded using Pay Code FFI up to 480 hours. The timekeeper will need to maintain manual records to ensure that the regulatory maximums are not exceeded for each type of illness.

Pay Code FFF - Family Friendly - Funeral - Used

An employee may use FFF to make arrangements necessitated by the death of a family member or attend the funeral of a family member or for bereavement purposes. The maximum allowable days/hours may be determined through the formula provided on page 9-1.

Pay Code FFI - Family Friendly - Family Illness - Used

An employee may use FFI to provide care for a family member (spouse, children, brothers, sisters, parents, parents-in-law, any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship) as a result of physical or mental illness, injury, pregnancy, child birth, or medical, dental, or optical examinations or treatment. The maximum allowable days/hours may be determined through the formula provided.

Chapter 10: FAMILY MEDICAL LEAVE

Reference PL 103-3

The Family and Medical Leave Act (FML) of 1993 provides eligible Federal employees with entitlement to invoke under FML a total of 12 administrative work weeks of **unpaid** leave during any 12 month period for the following family and medical needs:

- The **birth** and initial care of a child of an employee.
- The placement and initial care of a child with the employee for **adoption** or foster care.
- The **care of a family member** limited to a spouse, son, daughter, or parent of the employee, if such person has a serious health condition.
- A serious **health condition** of the employee unable to perform the essential functions of their position.

FML is in addition to annual leave, sick leave, advanced annual or sick leave, other leave without pay available to the employee through the Voluntary Leave Share Transfer program, and compensatory time off or credit hours available to the employee.

An employee may also substitute paid leave for FML, consistent with 5 CFR 630.1205. Compensatory time off or credit hours do not meet the criteria for such substitution.

Additionally, the employee has the right to retain their original position. In the exceptional case where returning the employee to the same position would impose a hardship on the agency, the employee may be returned to an equivalent position with equivalent benefits, pay, status, and other terms and conditions of employment.

Eligibility

Title 1 employees (currently serving under a temporary or intermittent appointment) covered under the Act must:

- have at least 12 months of Federal service which may or may not be consecutive.
- have at least 1,250 hours of Federal service during the 12 month period immediately preceding the commencement of FML.
- be part-time employees who do not have an established regular tour of duty during the administrative workweek.
- employees serving under an intermittent appointment or temporary appointment with a time limitation of one year or less who also meet the eligibility requirement.

Title 2 employees (employees other than listed above) covered under the Act must:

- have at least 12 months of Federal service which may be neither recent nor consecutive and may include service under temporary and/or intermittent appointments. Additionally, up to six months of leave without pay is creditable towards meeting the 12-month service requirement.

Restrictions

- An employee is not entitled to 12 additional administrative workweeks of leave until the previous 12 month period ends and an event or situation occurs that entitles the employee to another period of FML. A continuation of a previous situation may be the basis for 12 additional workweeks of FML after the initial or previous period ends.
- An employee shall take only the amount of FML that is necessary to manage the circumstances that prompted the need for the leave.
- Usually, FML for the birth of a child or for adoption can not be taken intermittently or on a reduced leave schedule unless the employee has obtained approval by the appropriate individual within the client agency.
- If an employee on FML exceeds 365 days in a non-pay status, the employee must pay their premiums on a current basis in order to continue health benefits coverage.
- An employee may not retroactively substitute paid time off for FML.

Substitution of Leave

An employee must notify the supervisor of the intent to substitute paid time off for FML. Substituted paid leave counts toward the 12 weeks of FML and is not in addition to it.

A supervisor may not require an employee to substitute paid time off for FML. An employee's right to substitute paid time off for any or all of the period of FML may not be denied as long as the request is in accordance with governing regulations. The following leave types may be substituted for FML:

- Accrued annual or sick leave under Chapter 63 of Title 5, U.S. Code, consistent with current laws and regulations governing the granting and use of annual or sick leave.
- Advanced annual or sick leave approved under the same terms and conditions that apply to all employees who request advanced annual or sick leave.

- Leave made available to an employee through the Voluntary Leave Transfer Program consistent with 5 CFR 630, Subparts I and J.

The following pay code table lists the leave codes for FML:

Leave Type	Family Medical Leave Codes				
	Adopt	Birth	Family Illness	Medical Self	Pays
Annual Leave	AFA	AFB	AFF	AFS	Yes
Leave Without Pay	10A	10B	10F	10S	No
Leave Share	***	LSB	LSF	LSS	Yes
Personal Leave *	PFA	PFB	PFF	PFS	Yes
Sick Leave	SFA	SFB	**	SFS	Yes
Vacation Leave *	VFA	VFB	VFF	VFS	Yes

* Bureau of Indian Affairs Educators ONLY

** See Page 8-2. Employee is entitled to a maximum of 480 hours for serious family health condition under FFL. If sick leave is desired for family illness, use pay code FFI under FFL regulations.

*** Adoption is not considered an emergency, therefore, leave share cannot be used.

Chapter 11: FECA/COP

Pay Code 160 - FECA/ COP - Paid (1st Occurrence)

Under the Federal Employee's Compensation Act (FECA), employees who sustain a disabling job-related traumatic injury are entitled to Continuation of Pay (COP) for a period not to exceed 45 calendar days from the date of injury. Employees have 45 days after the injury date to begin using COP. The beginning date is determined as follows:

- Pay Code 160 should be reported on the first full day or shift following the date of injury. If the incident occurred during the day, the fraction of the day following the incident is charged to administrative leave (060).
- If the employee stops work for only a portion of a day or shift (other than the day or shift when the disability begins), that day or shift will be considered as one calendar day. Code the actual number of hours used and those hours will count as a full day.
- If the employee is not immediately disabled as a result of the injury, the 45 days will begin on the first full day or shift when the disability begins. Employees have 45 days after the first date of return to begin using remaining COP.

Code the T&A Record with the actual number of hours absent. Less than the full number of hours scheduled will count as a full day.

The 45 day continuation of pay does not affect within grade increases or leave accrued. Employees on FECA/COP are eligible to receive Holiday Worked and premium pay (e.g., night or shift differential, holiday worked (pay code 051), and regularly scheduled overtime) if those days are part of the regularly scheduled tour of duty. **(Holidays that fall within a period of FECA/COP should be coded to pay code 160).** Questions concerning provisions of the Federal Employee's Compensation Act and accident reporting should be directed to the appropriate Safety or Personnel Office of the client agency.

FPPS can record and store up to 11 additional FECA/COP - Paid occurrences. The guidelines for recording the following FECA/COP codes are the same as for Pay Code 160. Additional pay codes are as follows:

- 164 - FECA/COP - Paid (2nd Occurrence)
- 166 - FECA/COP - Paid (3rd Occurrence)
- 168 - FECA/COP - Paid (4th Occurrence)
- 16L - FECA/COP - Paid (5th Occurrence)
- 16N - FECA/COP - Paid (6th Occurrence)
- 16Q - FECA/COP - Paid (7th Occurrence)
- 16S - FECA/COP - Paid (8th Occurrence)
- 16U - FECA/COP - Paid (9th Occurrence)
- 16W - FECA/COP - Paid (10th Occurrence)
- 16Y - FECA/COP - Paid (11th Occurrence)

Pay Code 161 - FECA/COP - Unpaid (1st occurrence)

When periods of unpaid time (non work days) fall within a period of paid FECA/COP leave, Pay Code 161 should be entered on the T&A for those unpaid days. For example, if the employee is on FECA/COP leave the last day of their workweek (normally Friday) and the FECA/COP continues through the first day of the next work week (normally Monday), Pay Code 161 should be entered on the weekend days.

Though payment is not made when using FECA/COP - Unpaid pay codes, it does count toward the 45 day limit.

FPPS can record and store up to 11 additional FECA/COP- Unpaid occurrences. The guidelines for recording the following FECA/COP codes are the same as for Pay Code 161. Additional codes are as follows:

- 165 - FECA/COP - Unpaid (2nd Occurrence)
- 167 - FECA/COP - Unpaid (3rd Occurrence)
- 169 - FECA/COP - Unpaid (4th Occurrence)
- 16M - FECA/COP - Unpaid (5th Occurrence)
- 16P - FECA/COP - Unpaid (6th Occurrence)
- 16R - FECA/COP - Unpaid (7th Occurrence)
- 16T - FECA/COP - Unpaid (8th Occurrence)
- 16V - FECA/COP - Unpaid (9th Occurrence)
- 16X - FECA/COP - Unpaid (10th Occurrence)
- 16Z - FECA/COP - Unpaid (11th Occurrence)

Pay Code 162 - FECA/OWCP - 1st Occurrence

This pay code is used to record the number of work days the employee receives compensation from the Department of Labor, Office of Worker's Compensation Program (OWCP) subsequent to the 45 day continuation of pay, or due to occurrences of occupational disease. This time is paid and controlled by OWCP upon approval by them, as opposed to being paid by the employee's agency.

This pay code is used until the employee is released by the OWCP and either returns to duty or is separated by the employing agency. Holidays occurring during payment of FECA/OWCP are coded to Pay Code 162.

FPPS can record and store up to 11 additional FECA/OWCP - Occurrences. The guidelines for recording the following FECA/OWCP codes are the same as for Pay Code 162. Additional codes are as follows:

- DL2 - FECA/OWCP - (2nd Occurrence)
- DL3 - FECA/OWCP - (3rd Occurrence)
- DL4 - FECA/OWCP - (4th Occurrence)
- DL5 - FECA/OWCP - (5th Occurrence)
- DL6 - FECA/OWCP - (6th Occurrence)
- DL7 - FECA/OWCP - (7th Occurrence)
- DL8 - FECA/OWCP - (8th Occurrence)
- DL9 - FECA/OWCP - (9th Occurrence)
- DLA - FECA/OWCP - (10th Occurrence)
- DLB - FECA/OWCP - (11th Occurrence)

Pay Code 16A - FECA/COP - Light Duty - Paid (1st Occurrence)

These pay codes are used to record hours of work performed by an employee having a light duty assignment following an on-the-job injury and a personnel action (SF-50) is processed to reflect a change in salary. These are paid COP hours and differ from the FECA/COP pay codes in only one way; they indicate that the employee was performing work on light duty rather than not performing work at all for FLSA entitlement purposes. These hours of paid time while on light duty are counted toward the 45 calendar day limit. Additional pay codes are as follows:

- 16B - FECA/COP - Light Duty - Paid (2nd Occurrence)
- 16C - FECA/COP - Light Duty - Paid (3rd Occurrence)
- 16D - FECA/COP - Light Duty - Paid (4th Occurrence)
- 16E - FECA/COP - Light Duty - Paid (5th Occurrence)
- 16F - FECA/COP - Light Duty - Paid (6th Occurrence)
- 16G - FECA/COP - Light Duty - Paid (7th Occurrence)
- 16H - FECA/COP - Light Duty - Paid (8th Occurrence)
- 16I - FECA/COP - Light Duty - Paid (9th Occurrence)
- 16J - FECA/COP - Light Duty - Paid (10th Occurrence)
- 16K - FECA/COP - Light Duty - Paid (11th Occurrence)

These pay codes are to be used only if a personnel action is completed to change pay rate.

Chapter 12: FURLOUGH

Pay Code 103 - Furlough - Used

A furlough action is the placement of an employee in a temporary non-duty and non-pay status on a continuous basis (e.g., ten consecutive days) or a non-continuous basis (e.g., one day per week) due to lack of work, shortage of funds, insufficient personnel ceiling, military duty, or for other non-disciplinary reasons. An employee may be furloughed for up to one year. The one-year limit begins the day after the notice period ends and when the furlough begins. A SF-50 must be initiated for a furlough.

Employees hired under a type of appointment referred to as "Career Seasonal", or "Limited Year", and employees furloughed with a "Not to Exceed" date, will be placed in the required non-pay status as determined by the client agency.

For the full-time employee each accumulation of 80 hours of non-pay (including non-duty, career-seasonal and furlough) in a leave year reduces the sick and annual leave accruals in the pay period in which the 80th hour of non-pay status occurs. The number of hours of leave reduced is equal to the number of leave hours earned in a pay period. If the employee is in a six hour leave category, and the 80th hour of non-pay status occurs in the last pay period of the calendar year, the annual leave accrual will be reduced by ten hours, and the sick leave accrual by four hours. Within grade increases, and other actions based on hours/days in pay status may also be affected by the non-pay hours.

Chapter 13: HOLIDAY PAY

Pay Code 050 - Holiday - Not Worked

When a holiday falls on a workday in a full-time or part-time employee's basic workweek, that workday is the employee's holiday. Use Pay Code 050 to record holiday hours which are included in the employee's regularly scheduled tour of duty. Additionally, hours reported under this pay code are used to determine the number of "hours of work" for overtime FLSA entitlements. This pay code may not be used for employees on an intermittent work schedule.

Part-time employees may or may not receive "in lieu of" holiday pay for the number of hours they were scheduled to work that day, dependent on the policy of the employing agency. **Reference 5 U.S. Code 6103(b) and Executive Order 11582.** The Comptroller General has issued an opinion that favors the practice of excusing part-time employees for the designated "in lieu of" holiday granted to full-time employees on days falling within the part-time employee's regularly scheduled work week. **Reference CG B-214156, May 29, 1984.** If the holiday falls on their day off, they do not receive holiday pay.

Under the one-year appointment of students hired under the **STEP** program, they are entitled to holiday pay if the holiday is part of the regular tour of duty. They are paid for the number of hours that they were scheduled to work on that day. Those students who are scheduled to work full-time during their school vacations receive full-time pay for any holidays that may occur during these vacation periods (e.g. Christmas and New Years).

Full-time employees on either a **first forty or a maxi flex** tour of duty receive up to eight hours of holiday pay, regardless of the number of work hours normally worked on that day of the week.

If a part-time employee on a maxiflex tour of duty has maintained a reasonably consistent work schedule for several pay periods, the employee may be paid for the number of hours he/she would have worked (not to exceed 8 hours) except for the holiday.

Employees on a **compressed work schedule** receive holiday pay for the number of hours scheduled for that day.

For the full-time employee if the holiday falls on the regularly scheduled day off, either the day immediately preceding or following the holiday is usually granted as the holiday. If the holiday falls on the part-time employee's day off, they do not receive holiday pay. **When a holiday is surrounded by leave without pay before and after, the holiday is coded to leave without pay (pay code 101).**

Pay Code 051 - Holiday - Worked

Holiday work hours (eight hours or less) for **GS** employees are paid at the basic rate of pay in addition to the pay received for holiday not worked. An employee assigned to work the holiday is entitled to holiday pay for at least two hours of holiday worked. **Reference 5 CFR 550.131(c)**. A full-time or part-time GS employee under a compressed work schedule is entitled to their basic rate of pay for the work that is not in excess of their scheduled tour for that day. Work in excess of the employee's scheduled tour should be coded as overtime or compensatory time. **Intermittent** employees working on a holiday receive their basic pay rate. **Hourly** employees are compensated for work performed on a holiday which falls within their regularly scheduled tour of duty at a rate provided in union contracts.

Pay Code 055 - Holiday - Callback

GS employees who either are required to perform holiday duty, or are called back on a holiday, are entitled to a minimum of two hours of premium pay. **Intermittent** employees working on a holiday receive their basic pay rate only for the hours actually worked. **Hourly** employees are compensated for work performed on a holiday which falls within their regularly scheduled tour of duty at a rate provided in union contracts.

Chapter 14: HOME LEAVE

Pay Code 085 - Home Leave - Used

Home leave is earned by service abroad for use in the United States, Commonwealth of Puerto Rico, or in Territories or possessions of the United States. Home leave is in addition to any other type of leave, and is accrued automatically by FPPS based on months of service.

Eligibility

Except as otherwise authorized by statute, an employee is entitled to home leave only when a basic service period of 24 months of continuous service has been completed, and the employee expects to return to an overseas assignment. For purposes of crediting home leave, a month is a period which is from a given day in one month through the day preceding the numerically corresponding day in the next month.

Earning Rate

Home leave is earned on a daily rather than an hourly basis. The conditions of employment determine the amount of home leave earned for each 12 months of service abroad. Home leave may be accumulated without limit, but can not be used as terminal leave nor can a lump sum payment be made for home leave. Absence in a non-pay status up to a maximum of two work weeks within each 12 month period of service abroad is included as service abroad. Non-pay absences for more than two weeks result in home leave months of service being adjusted.

Home leave is credited on a monthly basis and is earned at a rate of five, 10, or 15 days for each 12 month period as follows:

- An employee serving at a post for which a 20% or higher foreign or non foreign (but not tropical) pay differential is authorized, earns **15 days** of home leave for each 12 month period of service.
- An employee serving at a post for which at least 10% and less than 20% foreign or non foreign (but not tropical) pay differential is authorized, earns **10 days** of home leave for each 12 month period of service.
- An employee serving abroad who is not in the 15 or 10 day category is eligible to earn home leave at a rate of **five days** of home leave for each 12 month period of service.

Home leave is credited in accordance with the following table:

Months of Service Abroad	Earning Rate (Days for each 12 months)		
	15	10	5
	DAYS EARNED		
1	1	0	0
2	2	1	0
3	3	2	1
4	5	3	1
5	6	4	2
6	7	5	2
7	8	5	2
8	10	6	3
9	11	7	3
10	12	8	4
11	13	9	4
12	15	10	5

An employee who does not return to service abroad subsequent to the use of home leave is indebted for the home leave taken. The Office of Personnel Management authorizes waiver of the refund only for the following reasons:

- Failure to return was due to compelling personal reasons of a humanitarian or compassionate nature, such as physical or mental health, or circumstances over which the employee has no control.
- The employee's agency decides that the employee's return abroad would not be of public interest.
- The employee has worked no less than six months on assignment in the United States following the period of leave.

When an employee returns to an assignment in the United States, any unused Home Leave remains to the employee's credit.

Chapter 15: LEAVE SHARE

The Voluntary Leave Transfer Program 5 CFR 630.901

The Voluntary Leave Transfer Program (VLTP or Leave Share) allows an employee to donate their unused accrued annual and/or restored annual leave to other employees who need such leave because of a medical emergency. The term "Medical Emergency" means a medical condition of an employee or a family member of such employee that is likely to require the prolonged absence of such employee from duty (5 U.S. Code 6331). The leave share program is administered by the employee's Servicing Personnel Office (SPO).

Donated Leave Share hours do not expire and do not have to be repaid. Prior to donated leave being used, however, the employee must exhaust all available leave balances. For example, in a medical emergency, the employee must deplete their available sick, annual, restored annual leave balances, before using donated leave. In a medical family emergency, the employee must deplete their available annual leave, as well as any sick leave allowed under the Family Friendly Leave Act, before using donated leave. **Reference 5 CFR 630.405.**

An employee may make written application to their SPO to become a leave share recipient. **Reference 5 U.S. Code 6333.**

If the application for leave share is approved by the client agency's SPO, employees within the client agency may submit a written statement to their SPO, requesting that a specified number of hours of annual leave be transferred from their account to a specified leave recipient. Usually, the leave recipient and donor work for the same agency.

The FPPS system automatically tracks the availability and use of transferred (shared) leave for both recipients and donors, as input by the SPO.

Pay Code LS1 - Leave Share - Medical Self – Used – 1st Emergency

Employees approved for the Leave Share Program, for a condition or occurrence affecting the employee must use accrued leave (if any) prior to using transferred leave.

Pay Code LS3 - Leave Share - Family – Used – 1st Emergency

Employees approved for the Leave Share Program, for a condition or occurrence affecting the spouse, children, parents, brothers/sisters (and their spouses), or any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship, must use accrued leave (if any) prior to using transferred leave.

Pay Code LS5 - Leave Share - Medical Self – Used – 2nd Emergency

Employees approved for the Leave Share Program, for a condition or occurrence affecting the employee must use accrued leave (if any) prior to using transferred leave.

Pay Code LS7 - Leave Share - Family – Used – 2nd Emergency

Employees approved for the Leave Share Program, for a condition or occurrence affecting the spouse, children, parents, brothers/sisters (and their spouses), or any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship, must use accrued leave (if any) prior to using transferred leave.

Pay Code LSB - Leave Share in Lieu of Family - Birth – Used – 1st Emergency

Employees must be approved for both Family Medical Leave (FML) and Leave Share prior to using donated leave share hours in lieu of FML. An employee is entitled to a total of 12 administrative work weeks of unpaid leave during any 12 month period for the birth of a child of the employee and the initial care of the child. The LSB (FML) entitlement may begin prior to or on the actual date of birth, and expires no later than 12 months after the date of birth (unless a serious health condition exists), even if all 12 workweeks have not been taken at that time.

Pay Code LSD - Leave Share in Lieu of Family - Birth – Used – 2nd Emergency

Employees must be approved for both Family Medical Leave (FML) and Leave Share prior to using donated leave share hours in lieu of FML. An employee is entitled to a total of 12 administrative work weeks of unpaid leave during any 12 month period for the birth of a child of the employee and the initial care of the child. The LSB (FML) entitlement may begin prior to or on the actual date of birth, and expires no later than 12 months after the date of birth (unless a serious health condition exists), even if all 12 workweeks have not been taken at that time.

Pay Code LSF - Leave Share in Lieu of Family - Family Illness – Used – 1st Emergency

Employees must be approved for both Family Medical Leave (FML) and Leave Share prior to using donated leave share hours in lieu of FML. An employee is entitled to a total of 12 administrative work weeks of unpaid leave during any 12 month period to provide care for a spouse, son, daughter, or parent of the employee, if such person has a serious health condition. The LSF (FML) entitlement begins with the date the employee first takes LSF (FML) and continues for a 12 month period.

Pay Code LSG - Leave Share in Lieu of Family - Family Illness – Used – 2nd Emergency

Employees must be approved for both Family Medical Leave (FML) and Leave Share prior to using donated leave share hours in lieu of FML. An employee is entitled to a total of 12 administrative work weeks of unpaid leave during any 12 month period to provide care for a spouse, son, daughter, or parent of the employee, if such person has a serious health condition. The LSF (FML) entitlement begins with the date the employee first takes LSF (FML) and continues for a 12 month period.

Pay Code LSS - Leave Share in Lieu of Family - Medical Self – Used – 1st Emergency

Employees must be approved for both Family Medical Leave (FML) and Leave Share prior to using donated leave share hours in lieu of FML. An employee is entitled to a total of 12 administrative work weeks of unpaid leave during any 12 month period for a serious health condition of the employee that makes the employee unable to perform the essential functions of their position. The LSS (FML) entitlement begins with the date the employee first takes LSS (FML) and continues for a 12 month period.

Pay Code LSH - Leave Share in Lieu of Family - Medical Self – Used – 2nd Emergency

Employees must be approved for both Family Medical Leave (FML) and Leave Share prior to using donated leave share hours in lieu of FML. An employee is entitled to a total of 12 administrative work weeks of unpaid leave during any 12 month period for a serious health condition of the employee that makes the employee unable to perform the essential functions of their position. The LSS (FML) entitlement begins with the date the employee first takes LSS (FML) and continues for a 12 month period.

Chapter 16: LEAVE WITHOUT PAY

Pay Code 101 - Leave Without Pay - Used

Leave Without Pay (LWOP) is a non-pay status and absence from the employee's tour of duty, granted at the employee's request. LWOP covers only those hours which an employee would otherwise work. It does not include non-pay status on days for which an employee would be paid on an overtime basis, and does not include days on which the employee is not scheduled to work. LWOP is recorded in 15 minute increments.

When a holiday is surrounded by LWOP before and after, the holiday is coded as LWOP.

The authorization of LWOP is a matter of administrative discretion in line with the Family Leave Act. Usually, employees cannot be granted LWOP as a matter of right.

The Office of Personnel Management endorses certain standards as guidance to agencies for authorization of extended LWOP; for example, exceeding 30 days of duration and under 52 weeks except under certain conditions.

For a full-time employee, each accumulation of 80 hours of LWOP (or combination of LWOP and other non-pay status) in a leave year reduces the sick and annual leave accruals in the pay period in which the 80th hour of non-pay status accrues. The number of hours of leave reduced is equal to the number of leave hours earned in a pay period. If the employee is in a 6 hour leave category, and the 80th hour of non-pay status occurs in the last pay period of the calendar year, the annual leave accrual will be reduced by 10 hours, and the sick leave accrual by 4 hours. Within grade increases, and other actions based on hours/days in pay status may also be affected by the LWOP hours.

For part-time employees, LWOP can be used to reach an employee's tour of duty, but will not be used in the calculation of accruals. Part-time employees only accrue leave for hours in a pay status as long as their tour of duty is met.

Pay Code 10A - Leave Without Pay in Lieu of Family - Adopt - Used

An employee is entitled to a total of 12 administrative work weeks of unpaid leave during any 12 month period for the adoption or foster care of a child. Employees may substitute leave without pay for this occurrence, instead of a paying code (e.g., annual leave or sick leave).

The 10A (FML) entitlement may begin prior to or on the actual date of adoption or foster care, and expires no later than 12 months after the date of adoption (unless a serious health condition exists), even if all 12 workweeks have not been taken at that time.

Pay Code 10B - Leave Without Pay in Lieu of Family - Birth - Used

An employee is entitled to a total of 12 administrative work weeks of unpaid leave during any 12 month period for the birth of a child of the employee and the initial care of that child. Employees may substitute leave without pay for this occurrence, instead of a paying code (e.g., annual leave or sick leave).

The 10B (FML) entitlement may begin prior to or on the actual date of birth, and expires no later than 12 months after the date of birth (unless a serious health condition exists), even if all 12 workweeks have not been taken at that time.

Pay Code 10F - Leave Without Pay in Lieu of Family - Family Illness - Used

An employee is entitled to a total of 12 administrative work weeks of unpaid leave during any 12 month period to provide care for a spouse, son, daughter, or parent of the employee. Employees may substitute leave without pay for this occurrence, instead of a paying code (e.g., annual leave or sick leave).

The 10F (FML) entitlement begins with the date the employee first takes 10F (FML) and continues for a 12 month period.

Pay Code 10S - Leave Without Pay in Lieu of Family - Medical Self - Used

An employee is entitled to a total of 12 administrative work weeks of unpaid leave during any 12 month period for a serious health condition of the employee that makes the employee unable to perform the essential functions of their positions. Employees may substitute leave without pay for this occurrence, instead of a paying code (e.g., annual leave or sick leave).

The 10S (FML) entitlement begins with the date the employee first takes 10S (FML) and continues for a 12 month period.

Chapter 17: MILITARY LEAVE

Pay Code 070 - Regular Military Leave - Used

Officers or employees serving permanent, indefinite, temporary appointments pending establishment of a register (TAPER), term appointments, or temporary appointments of one year or more, who are members of the National Guard or reserve components of the Armed Forces must be granted military leave not to exceed 120 hours in any one fiscal year. Employees may carry over 120 hours from a prior fiscal year for a total maximum of 240 hours available. (Employees with temporary appointments of less than one year, with temporary appointment NTE one year or with intermittent work schedules are not entitled to military leave.)

Employees with a part-time tour of duty are entitled to a percentage of 120 hours, based on a ratio of the employee's scheduled biweekly hours (e.g., a work schedule of 64 hours biweekly will entitle the employee to 96 hours of military leave).

Reference 5 U.S. Code 6323(a) (2).

The minimum charge for military leave is one hour. Military leave is not charged on a non-workday. Absence for a period of training or active duty in excess of the maximum 120 hour period or available balance will be charged to an appropriate leave account. Holidays occurring within the period of military leave are to be coded to 050.

Pay Code 072 - Law Enforcement Military Leave - Used

Employees who are members of the National Guard or a reserve component of the Armed Forces are allowed to take up to 176 hours of leave per calendar year, for the purpose of providing military aid to enforce the law or for the purpose of providing assistance to civil authorities in the protection or saving of life or property or the prevention of injury. **Reference 5 U.S. Code 6323(b).**

Gross pay, other than travel, transportation, or per diem received for such service occurring on a regular workday during regular tour of duty hours must be forwarded to the appropriate office as established by agency policy. **Reference 5 U.S. Code 5519.**

Pay Code 074 - DC National Guard Military Leave - Used

Military leave with pay is authorized for employees who are members of the National Guard of the District of Columbia for all days (no limit) of parade or encampment. **Reference 5 U.S. Code 6323(c), Section 49, Act of March 1, 1889 (25 Statute 779) and Section 53 of the Act of February 18, 1905 (35 Statute 634).**

Gross pay, other than travel, transportation, or per diem received for such service occurring on a regular workday during regular tour of duty hours must be forwarded to the appropriate office as established by agency policy. **Reference 5 U.S. Code 5519.**

Pay Code 078 - Reserve Technician Military Leave - Used

Employees who are members of the Reserve component of the Armed Forces or in the National Guard who are performing inactive military duty such as providing military aid to enforce the law or providing assistance to civil authorities for protection of life and/or property receive an additional 22 days of Reserve Technician Military Leave. The maximum number of allowable days (recorded as hours) is prorated for employees with a part-time or irregular tour of duty.

It is the responsibility of the timekeeper to first exhaust 22 days under Pay Code 072, and then begin coding military days to Pay Code 078.

Reference 5 U.S. Code 6323(b).

Military Furlough

Refer to Chapter 11: Furlough on page 11 – 1 for information regarding Pay Code 103, Furlough – Used.

Chapter 18: NIGHT DIFFERENTIAL PAY

Pay Code 130 - Night Differential

Night differential is paid to employees for regularly scheduled hours worked (including regularly scheduled overtime) between 6 p.m. and 6 a.m. (Including time spent on COP light duty). Night differential pays 10% of the employee's rate of basic pay. An employee is entitled to night differential for night work performed during temporary assignment to a night tour of duty. Intermittent employees are not eligible for night differential pay.

Pay Code 130 should not be used for employees paid under the Federal Wage Schedule (FWS) or a negotiated contract. For those FWS employees (who are paid for night work), the appropriate shift code should be coded on the T&A. Refer to the Reference section, page Reference-6, of this manual for appropriate shift codes.

Pay Code 131 - Night Differential - Not Worked

For employees entitled to night differential, Pay Code 131 is used to record all hours not worked on which night differential will be paid.

Payment of night differential continues for regularly scheduled night hours when an employee is absent due to a holiday, administrative leave, military leave, jury duty, religious compensation time, time off award, COP, or official travel status. It also continues during short periods of all other paid leave (i.e., periods of **less than 8 hours** paid leave in a pay period).

Chapter 19: OPERATIONAL DIFFERENTIAL PAY

Pay Code CUD – Operational Currency Differential

Staff air traffic control specialists, supervisors and managers who are above the first line supervisors and work in air traffic control centers and terminals are eligible for the 1.6 percent Operational Currency Differential. This differential will be paid provided they maintain a current medical certification and control live traffic in accordance with proficiency standards established by the Office of the Associate Administrator for Air Traffic.

This differential does not apply to GS-2152 Air Traffic Control Specialists in air traffic control centers or terminals officially assigned to positions requiring operational or full-performance control duties or first level supervisory duties. These employees are required, as a condition of employment, to be certified as proficient and medically qualified to perform duties including the separation and control of live traffic.

This premium is 1.6 percent of the applicable rate of basic pay.

Pay Code OPD – Operational Responsibility Differential FAA ONLY

The Federal Aviation Administration (FAA) is required to pay 5% Operational Responsibility Differential (OPD) for employees under pay plans AT or FG, occupying GS-2152 and 2181 positions and meeting specific criteria. The 5% OPD is based on all regular hours, including paid leave, and is calculated biweekly. OPD is governed by the Air Traffic Revitalization Act, Order # 3550.13, Public Laws 97-377, 98-78, and 97-276.

Chapter 20: OVERTIME PAY

The FPPS system is designed to pay overtime in periods of 1 minute or multiples thereof. Overtime is paid for work in excess of 8 hours per day or 40 hours per week that is officially ordered or approved and performed by the employee. Leave with pay during an employee's tour of duty will not negate the employee's right to overtime work in excess of 8 hours in 1 day. **Reference 21 CG 965, 25 CG 344, 46 CG 217.**

Usually, requests for overtime are approved in writing by individuals designated by the employing client office. Except in the case of an emergency, overtime is usually authorized in advance. Authorizations should remain on file with the daily T&A reports in the client office until an audit has been performed by the General Accounting Office, or for 6 years (or as determined by the client agency's records disposition guidelines) if no on-site audit has been performed.

The aggregate salary limitation applies to specific types of pay as follows:

TYPE OF PAY LIMIT	MAXIMUM LIMIT	REFERENCE
Biweekly limitation on premium pay (See note 1.)	Greater of biweekly rate for GS-15, step 10, OR level V of the Executive Schedule	5 U.S. Code 5547(a) and 5 CFR 550.105
Annual limitation on premium pay for emergency work or for work critical to the mission of an agency (See note 2.)	Greater of annual rate for GS-15, step 10, OR level V of the Executive Schedule	5 U.S. Code 5547(b)(1) and (b)(2), and 5 CFR 550.106 and 550.107
Aggregate limitation on pay See notes 3 and 4.)	Level I of the Executive Schedule	5 U.S. Code 5307 and 5 CFR 530.203

NOTES

- Section 1114 of Public Law 107-107 (December 28, 2001) amended 5 U.S.C.5547, effective on the first day of the first pay period beginning on or after April 27, 2002. On April 19, 2002, OPM issued interim regulations implementing this new law and revising 5 CFR 550.105-550.107. See fact sheet on "Biweekly Caps on Premium Pay". (See notes 2 and 3 for exceptions to this rule.)
- In certain emergency of mission-critical situations, and agency may apply an annual premium pay cap instead of a biweekly premium pay cap, subject to conditions provided in law and regulation.
- (See 5 U.S.C. 5547(b) and 5 CFR 550.106 - 550.107.)
- An employee may not receive any portion of any allowance, differential, bonus, award, or other similar payment under title 5, United States Code, in any calendar year, which when combined with the employee's basic pay would cause the employee's aggregate compensation (including premium pay) to exceed the rate for level I of the Executive Schedule at the end of the calendar year. See 5 CFR 530.202 for definitions of "basic pay" and "aggregate compensation".
- Section 1322 of the Homeland Security Act (Public Law 107-296, November 25, 2002) provides that the aggregate pay limitation established in 5 U.S.C. 5307 for SES and SL/ST employees in an agency may be the total annual compensation payable to the Vice President under 3 U.S.C. 104 if OPM, with the concurrence of the Office of Management and Budget (OMB), certifies that the agency has a performance appraisal system that makes meaningful distinctions based on relative performance. OPM and OMB will issue regulations and guidance on the requirements for obtaining certification of agency performance appraisal systems. Until an agency's performance appraisal system has been certified under the new regulations, the aggregate limitation on pay for all employees will remain at the rate for level I of the Executive Schedule (\$171,900 in 2003). The overall rules for administering the aggregate pay limitation may be found at 5 CFR part 530, subpart B.

The aggregate salary limitation **does not** apply to specific types of pay and status as follows:

- Wage Grade employees. **Reference 5 U.S. Code 5541 (2) (xi), 34 CG 5.2.**
- Hazard pay differential. **Reference 5 U.S. Code 5547.** GS employees are still under the GS-15, Step 10 maximum, for annual salary.
- Employees who are non-exempt under the Fair Labor Standards Act (FLSA).

Pay Code 110 - Overtime – Regular

Overtime for non-exempt employees is paid under the Fair Labor Standards Act (FLSA) and is one and one-half times the basic hourly rate. The FLSA may increase if additional premiums are worked by an employee. The FLSA overtime is not subject to an hourly cap. Overtime for GS-Exempt employees is paid at one and one-half times the basic hourly rate where the rate of pay does not exceed the minimum scheduled overtime rate of a GS-10, Step 1. If an employee's overtime rate exceeds the GS-10, Step 1 overtime rate, the employee's hourly rate becomes the overtime rate. If an exempt employee has performed non-exempt tasks for more than 20 percent of the week, the overtime rate is calculated as a non-exempt employee. Overtime for wage grade (WG) employees is paid at one and one-half times the basic hourly rate or as provided in the negotiated contracts. If a WG employee is assigned to a night shift, overtime is computed and paid at the night rate. **Reference 24 CG 39, 24 CG 155, 31 CG 48, 31 CG 49.**

Overtime Hourly Rate Cap on Exempt Employees

Type of Employee	If an employee works in excess of...	The overtime compensation is...
Full-time having a Regular schedule	8 hours a day OR 40 hours a week	1½ times the hourly rate, not to exceed 1½ times the hourly rate of a GS-10 Step 1, unless the employee's hourly rate exceeds the GS-10, Step 1 overtime rate, then the employee's hourly rate becomes the overtime rate.
Full-time having a Compressed OR Flexible schedule	8 hours a day OR over the established regular tour	1½ times the hourly rate, not to exceed 1½ times the hourly rate of a GS-10 Step 1, unless the employee's hourly rate exceeds the GS-10, Step 1 overtime rate, then the employee's hourly rate becomes the overtime rate.
Firefighter	53 hours a week OR 106 hours in a pay period	1½ times the hourly rate, not to exceed 1½ times the hourly rate of a GS-10 Step 1, unless the employee's hourly rate exceeds the GS-10, Step 1 overtime rate, then the employee's hourly rate becomes the overtime rate.
Criminal Investigator	42 ¾ hours a week OR 85½ hours in a pay period	1½ times the hourly rate, not to exceed 1½ times the hourly rate of a GS-10 Step 1, unless the employee's hourly rate exceeds the GS-10, Step 1 overtime rate, then the employee's hourly rate becomes the overtime rate.
Law Enforcement Officer (LEO)	8 hours a day/40 hours a week OR over the established regular tour	1½ times the hourly rate, not to exceed 1½ times the hourly rate of a LEO, GS-10, step 1, unless the employee's hourly rate exceeds the LEO's GS-10, step 1 rate, then the employee's hourly rate becomes the overtime rate.

Pay Code 111 - Overtime - Callback

An employee required to return to their place of employment after arriving home, or called into work on a non-workday is entitled to a minimum of 2 hours overtime, regardless whether the employee remains on duty for 2 hours or not. (These hours can be compensated in money or compensatory time off as requested by the employee).

Actual work time is coded to this pay code, and the difference between 2 hours minimum and hours actually worked of less than 2 hours will be automatically generated by FPPS.

This overtime is paid at the same rate as the rate of regular overtime for the employee.

Pay Code 113 – Emergency Overtime ***For Use with Exempt Employees ONLY***

Emergency overtime, pay code 113, is for use by exempt employees only. Pay code was developed as a result of Public Law 106-558, which authorized overtime pay at true time-and-one-half for exempt employees working on emergency activities, e.g. wildland fire suppression activities, NTSB incident investigations, etc. Overtime that meets the criteria described in the legislation is to be coded by the timekeeper to pay code 113 for payment at time-and-one-half. Use of pay code 113 will automatically override the biweekly maximum pay allowed. Emergency Overtime is subject to the annual salary cap.

Pay Code 116 - Overtime - Paid at Regular Rate

Overtime cannot be paid at a rate greater than straight time if it is not in excess of 8 hours per day or 40 hours per week. This situation usually occurs when periods of non-pay and overtime occur on the same day or during the same week.

This pay code is not to be used for reporting hours which are a part of the employee's scheduled tour of duty or for any hours which are truly regular work hours (as with a part-time employee who works additional hours/days, but still does not exceed 8 hours of work each day or 40 hours of work each week).

Use the following tables to decide whether to substitute overtime hours for unpaid leave hours.

**OVERVIEW OF SUBSTITUTING OVERTIME FOR UNPAID LEAVE
(LWOP, AWOL, SUSPENSION)**

AWS C, F or N (WEEKLY CALCULATION)

If an employee take unpaid leave...	AND works...	THEN the timekeeper	USES hours code
During a week	Overtime on a non-workday during the <u>same</u> week.	Must substitute the overtime for the number of hours of the unpaid leave. (Note: Overtime (110) is still paid on hours over daily tour of duty).	116
During a day	Overtime on the <u>same</u> <u>day</u>	Must substitute the overtime for the number of hours of the unpaid leave.	116
One day	Overtime over their TOD an <u>another</u> <u>day</u>	<u>Cannot</u> substitute the overtime for the unpaid leave. Employee receives full overtime pay.	110
One week	Overtime in a different week	<u>Cannot</u> substitute the overtime for the unpaid leave. Employee receives full overtime pay.	110

AWS A, M, R or T (BIWEEKLY CALCULATION)

If an employee takes unpaid leave...	AND works...	THEN the timekeeper	USES hours code
In the pay period	Overtime on a non-workday during the pay period.	Must substitute the overtime for the number of hours of the unpaid leave.	116
During a day	Overtime on the same day	Must substitute the overtime for the number of hours of the unpaid leave.	116
One day	Overtime over their TOD an <u>another</u> <u>day</u>	<u>Cannot</u> substitute the overtime for the unpaid leave. Employee receives full overtime pay.	110

... If a part-time employee works on a non-workday, and the 40/80 alternative work schedule (AWS) has not been met, use pay code 010 instead of 116. Once the 40/80 AWS has been met, then use pay code 110.

Pay Code 117 - Overtime - FLSA**BB/BL Pay Plans Only**

This Pay Code is restricted to BB/BL Pay Plans. It will calculate FLSA only for travel associated with training.

Pay Code 118 - Overtime - Meal Break

This pay code is used to record overtime that is authorized for meal breaks during certain periods of work days as specified by general labor agreement. This overtime is paid at the same rate as the rate of regular overtime for the employee.

Pay Code 120 - Overtime - Holiday

Holiday overtime is the result of work performed on a holiday that does not fall within the employee's regular tour of duty. Overtime work performed on a holiday is paid at the same rate that the employee receives for overtime work on other days. Intermittent employees are eligible for Overtime - Holiday after completing 8 hours of regular work on a holiday. Wage board employees are paid according to union agreements.

Pay Code 121 - Overtime - Sunday

Overtime work performed on a Sunday is paid at the same rate that the employee receives for overtime work on other days. Wage board employees are paid according to union agreements.

Pay Code 122 - Overtime - Sunday Callback

The overtime callback provision applies to Sunday overtime, the same as to callback overtime on any other day. A minimum of 2 hours is to be paid at the same rate as any other overtime. The only exception is for certain wage board employees paid under union agreement that specifies Sunday overtime at a different rate. Actual work hours are coded to this pay code, and the difference between 2 hours minimum and hours actually worked of less than 2 hours will be automatically generated by FPPS.

Pay Code 124 - Overtime - Excess Over 8 Hours

Employees with regularly scheduled tours of duty over 8 hours in a day (exclusive of compressed work schedules) are entitled to receive overtime pay for the hours worked over 8. For example, an employee who takes leave for all or part of a day or who is excused from work on a holiday, and does not perform work in excess of 8 hours in a day, is not entitled to overtime for hours normally worked in excess of 8. This pay code is used to identify the excess over 8 hours for pay purposes only, and will pay an additional half-time rate.

An employee, whether FLSA-exempt or nonexempt, whose rate of basic pay exceeds GS-10, Step 1, (including any applicable locality rate or special rate), or who is engaged in professional or technical engineering, or in scientific activities, does not receive overtime pay until he or she completes a full 40 hours of work. **Reference 5 U.S.C. 5542(a)**. However, an employee who has been placed on a first 40 hour tour, is entitled to overtime pay for hours worked in excess of eight hours in a day providing his or her rate of basic pay is *equal to or less than* GS-10, step1.

Pay Code 125 - Overtime - Non Workday Rotating Shift

Prevailing rate employees (FWS or negotiated contract) with regularly scheduled rotating tours of duty which include 2 or 3 shifts in the same week are entitled to receive overtime pay on a non-workday computed on the average rate of basic pay for all regularly scheduled shifts worked by the employee during the basic work week.

Pay Code 127- Overtime - Holiday Callback

This pay code is used to record unscheduled holiday work for which a minimum of 2 hours will be paid. Actual work hours are coded to this pay code, and the difference between 2 hours minimum and hours actually worked of less than 2 hours will be automatically generated by FPPS.

Pay Code 11U - Regularly Scheduled Overtime - (Part of Tour of Duty)

Occasionally, employees may be required to work overtime hours as a part of their regularly scheduled tour of duty. For example, an employee who is regularly scheduled to work 8 hours a day, 5 days a week, may be requested to work 10 hours a day (8 hours regular time and 2 hours of overtime). The employee's pay rate for this type of overtime is the same as the rate paid for unscheduled overtime.

Pay Code TOT – True Overtime

Employees in the Federal Aviation Administration (FAA) are eligible for True Overtime (TOT).

FAA bargaining unit employees earn true overtime at 1 ½ times the actual hourly rate, even though they are Fair Labor Standards Act (FLSA) exempt employees. FAA employees, with the exception of pay plans FG and FM, do not have an hourly or biweekly cap for true overtime earned.

Chapter 21: PERSONAL LEAVE

Pay Code 218 - Personal Leave - Used

Use of this pay code is authorized for Bureau of Indian Affairs Educators full-time school year contract employees only, where the contract exceeds 24 weeks. At the beginning of the contract/school year, FPPS automatically advances 40 hours for full-time and 20 hours for part-time qualified employees.

Pay Code PFA - Personal in Lieu of Family - Adopt - Used

An employee may substitute some or all available personal leave for FML for the adoption or foster care of a child. The PFA (FML) entitlement may begin prior to or on the actual date of adoption or foster care, and expires no later than 12 months after the date of adoption (unless a serious health condition exists) in accordance with FML policy, even if additional personal leave hours are available.

Pay Code PFB - Personal in Lieu of Family - Birth - Used

An employee may substitute some or all available personal leave for FML for the birth of a child. The PFB (FML) entitlement may begin prior to or on the actual date of birth, and expires no later than 12 months after the date of birth (unless a serious health condition exists) in accordance with FML policy, even if additional personal leave hours are available.

Pay Code PFF - Personal in Lieu of Family - Illness - Used

An employee may substitute some or all available personal leave for FML to provide care for a spouse, son, daughter, or parent of the employee if such person has a serious health condition. The PFF (FML) entitlement begins with the date the employee first takes personal leave in lieu of FML, and continues for a 12 month period in accordance with FML policy, or until personal leave is depleted.

Pay Code PFS - Personal in Lieu of Family - Medical Self - Used

An employee may substitute some or all available personal leave for FML for a serious health condition of the employee that makes the employee unable to perform the essential functions of their positions. The PFS (FML) entitlement begins with the date the employee first takes personal leave in lieu of FML, and continues for a 12 month period or until personal leave is depleted.

Chapter 22: PREMIUM PAY

Pay Code 140 - Sunday Premium - Worked

Classified and hourly employees on a full-time work schedule are paid additional pay for work performed on Sunday. The additional pay is equal to 25% of the employee's regular hourly rate of basic pay.

Sunday work means non-overtime work performed by a full-time employee during a regularly scheduled daily tour of duty when any part of that daily tour of duty is on a Sunday. For any such tour of duty, not more than 8 hours of work are Sunday work, unless the employee is on a compressed work schedule, in which case the entire regularly scheduled daily tour of duty constitutes Sunday work.

Sunday premium is not paid for:

- Part-time employees.
- Employees receiving Standby pay.
- Continuation of Pay - FECA
- Overtime work.
- Any period when no work is performed, including holidays and periods of paid leave, excused absence with pay, compensatory time off, credit hours, or time off as an incentive or performance award.

Sunday premium pay is paid only to the extent that it does not cause the aggregate pay to exceed the current bi-weekly maximum payable.

Affect of Leave Hours on Sunday

The compensation provisions resulting from the enactment of the Treasury and General Government Appropriations Act, 1998 (Public Law 105-61, October 10, 1997) provides for a permanent restriction on the payment of Sunday premium pay for all employees who do not actually perform work on Sunday, including General Schedule and Prevailing Rate (wage) employees. **Reference Section 636 of the Act.**

This provision has the effect of prohibiting the payment of Sunday premium pay to employees during ANY period when no work is performed, including holidays, periods of paid leave, military leave, continuation of pay, excused absence with pay, compensatory time off, credit hours used, or time off as incentive or performance award.

Pay Code 150 - Premium Penalty Pay Compensate - Half Time

Penalty pay is paid to hourly employees as a result of changes in their regular work schedules or tours of duty. The amount to be paid is in accordance with negotiated contracts, and is paid in addition to regular pay. Additional Premium penalty pay compensate codes are as follows:

- Pay Code 151 - Premium Penalty Pay Compensate - Full-time
- Pay Code 152 - Premium Penalty Pay Compensate - Time and A Half
- Pay Code 157 - Premium Penalty Pay Compensate - Double Time

Pay Code 153 - Premium Penalty Pay Not Worked - Compensate - Half Time

Penalty pay for all hours not worked must be identified in order to adequately compute overtime entitlements under FLSA. The entitlement is in accordance with negotiated contracts. Additional premium pay compensate not worked pay codes are as follows:

- Pay Code 154 - Premium Penalty Pay Compensate - Full-time
- Pay Code 155 - Premium Penalty Pay Compensate - Time and A Half
- Pay Code 158 - Premium Penalty Pay Compensate - Double Time

Pay Code 156 - Scheduled Overtime/Holiday Not Worked - Compensate - Time and A Half

Pay Code 156 is to be used only for wage board employees when specified in their negotiated contract to record hours which were scheduled for work as overtime or at holiday premium rate, then were canceled, but employee not notified of the cancellation until after the close of working hours on the previous day.

Pay Code CIC – Controller in Charge Premium

Controller in Charge Premium (CIC) is paid to Air Traffic Controllers in the Federal Aviation Administration (FAA) only. CIC is paid to Air Traffic Controllers for time in charge while the supervisor is out of the control room and is not available. CIC can be entered on a timesheet in one-minute increments.

Eligibility

Employees under pay plans AT and FG occupying Series 2152 are eligible to receive Controller in Charge Premium. Air Traffic Controllers must be area certified for at least six (6) months and be operationally current to receive CIC.

Earning Rate

Controller in Charge Premium is paid at the rate of 10 % of the applicable hourly rate of basic pay times the minutes and or hours worked by the Air Traffic Controller assigned to CIC duties. CIC is paid in addition to any other premium pay such as overtime, night differential, Sunday premium, and hazard pay differentials and is used in the total compensation calculated for Title 29 FLSA calculations.

Pay Code MTP – Meal Time Pay (FAA ONLY)

Air Traffic Controllers are entitled to receive 50% of half their basic hourly rate for a missed 30-minute meal break. Employees are eligible for meal time pay if the work schedule is such that an employee cannot be released for an uninterrupted 30-minute meal break during the fourth through sixth hours of an eight-hour shift.

Pay Code RPP – Regular Premium Pay

The Department of Transportation (DOT) pays Regular Premium Pay (RPP) to full-time and part-time employees with an 8-hour per day tour of duty who work more than 8 hours on any given day as follows:

1. Exempt employees whose regular rate of pay is less than their overtime rate receive the difference between the overtime rate and the regular rate for hours over 8 in a day if they are not on an alternative work schedule or a flexible schedule with an 8-hour daily check.
2. Exempt employees whose regular rate of pay is greater than their overtime rate are paid at regular rate for hours over 8 in a day if they are not on an alternative work schedule or a flexible schedule with an 8-hour daily check.
3. Non-Exempt employees who work more than 8 hours per day are paid at their overtime rate for hours greater than 8, including FLSA.

RPP hours are counted as regular hours for meeting the basic tour of duty. Employees on a flexible alternative work schedule with a week or a biweekly check and employees on a compressed alternative work schedule do not receive RPP.

Pay Code RSP – Remote Site Pay
FAA only

The Federal Aviation Administration currently offers Remote Site Pay (RSP) at 10% of base pay for employees located at eligible facilities.

The implementation of the Alaskan Region Rotational Staffing Plan in the FY-95 Department of Transportation Appropriation Act allows employees and their families to live in the larger metropolitan areas of Alaska. Employees assigned to the rotational crews periodically rotate out to work at air traffic facilities located in the remote bush areas of Alaska.

Chapter 23: REGULAR TIME

Pay Code 010 - Regular Time

Regular hours are the hours of a day (a daily tour of duty) and the days of an administrative workweek (a weekly tour of duty) that constitute an employee's regularly scheduled administrative workweek.

This pay code will not generate a cost structure for biweekly hours reported on the T&A, therefore a cost account must be entered by the timekeeper. Users of the FPPS On-Line T&A System can create a "master" T&A through the TDRC command.

General Rule: Tours that begin one day and end on the following day should be entered on the day the tour began.

Pay Code 012 - Regular Time - Paid at Time and a Half

Use of regular time paid at time and a half is restricted to wage board employees whose salary is determined by a negotiated contract.

Pay Code LRD - Labor Relations – Dispute Resolution

Official time used to process grievances up to and including arbitrations and to process appeals of bargaining unit employees to the various administrative agencies such as the Merit Systems Protection Board, Federal Labor Relations Authority, and Equal Employment Opportunity Commission and, as necessary, to the courts.

Pay Code LRG - Labor Relations – General Labor Management Relations

Official time 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.

Pay Code LRM - Labor Relations –Mid-term Negotiations

Official time used to bargain over issues raised during the life of a term agreement.

Pay Code LRT – Labor Relations - Term Negotiations

Official time used by union representatives to prepare for and negotiate a basic collective bargaining agreement or its successor.

Chapter 24: SHORE LEAVE

Pay Code 083 - Shore Leave - Used

Minimum charge for shore leave is one day and multiples thereof.

Accrual Rate

Full-time employees regularly assigned to duty abroad an ocean ship on extended voyages earn shore leave at the rate of 1 day for each 15 calendar days when on a voyage of no less than 7 consecutive days duration. Shore leave is in addition to annual leave and may be accumulated without limitation.

For an employee who is an officer or crew member, a voyage begins on the date duties are assumed aboard an oceangoing vessel to begin preparation for a voyage, in which case the employee is confined to the vessel to complete preparation before sailing. A voyage may also begin when an employee comes aboard when a voyage is in progress.

For an employee other than a crew member, the voyage begins on the date of sailing and terminates on the date the oceangoing vessel returns to a port at which the employee will disembark.

EXAMPLE:

Duration of Voyage – Days	Days Creditable Shore Leave
3	-
11	11
6	-
7	7
18	18
TOTAL 45	36 Days*

*2 days shore leave and 6 days credit toward completion of 15 creditable days.

Shore leave is forfeited when:

- it is not granted before separation from the service or official assignment (other than temporary detail) to a position in which the employee does not earn shore leave. *(When an official assignment will result in forfeiture of shore leave, the agency to the extent administratively practicable shall give an employee opportunity to use the shore leave he had to his credit either before the assignment or not later than 6 months after the date of his reassignment when the agency is unable to grant shore leave before the assignment. Shore leave may not be paid as a lump sum payment on separation from the service).*

- an employee transfers to a position in another agency for which he does not earn shore leave. *(When, without a break in service, an employee transfers to a position in another agency in which he is entitled to earn shore leave, the shore leave to his credit shall be transferred to his account in his new position).*

Pay Code 087 - Shore Leave - Creditable Days

Any day aboard an oceangoing vessel on a voyage of not less than 7 consecutive days that is creditable toward accrual of shore leave will be stored until a total of 15 creditable days are reached. At that time, 1 day of shore leave will be accrued and the creditable days will be set to zero to be incremented with additional creditable days toward the next accrual.

Reported hours will be converted to days for shore leave accrual. The pay code is an indicator to count toward accrual of shore leave and does not pay.

Reference 5 CFR 630, Subpart G for additional information regarding Shore Leave.

Chapter 25: SICK LEAVE

Sick leave is used in lieu of days/hours within a tour of duty which an employee would usually work and receive pay. Sick leave is earned and credited biweekly beginning with an employee's appointment, and may be used as soon as it is accrued.

NOTE: Leave year begins the first complete pay period in a calendar year and ends the day before the first full pay period in the following calendar year.

Grant of Sick Leave

An agency shall grant sick leave to an employee when the employee:

- Receives medical, dental, or optical examination or treatment.
- Is incapacitated for the performance of duties by physical or mental illness, injury, pregnancy, or childbirth.
- Would, as determined by the health authorities having jurisdiction or by a health care provider, jeopardize the health of others by his or her presence on the job because of exposure to a communicable disease.
- Must be absent from duty for purposes relating to the adoption of a child, including appointments with adoption agencies, social workers, and attorneys; court proceedings; required travel; and any other activities necessary to allow the adoption to proceed.

Under the provisions of the Family Friendly Leave Act, PL 103-388, an agency shall grant sick leave to an employee when the employee:

- Provides care for a family member who is incapacitated as a result of physical or mental illness, injury, pregnancy, or childbirth, or who receives medical, dental, or optical examination or treatment.
- Makes arrangements necessitated by the death of a family member or attends the funeral of a family member.

More information is available under Family Friendly Leave, Chapter 7. **Reference 5 CFR 630.401.**

Accrual

The amount of sick leave accrued is based on the number of hours worked during a biweekly pay period. An employee must be in pay status or a combination of pay and non-pay status for the full biweekly tour of duty to earn leave. Sick leave is accrued to the employee's credit based on the type of appointment. Intermittent employees do not earn leave.

Full-time employees earn and are credited with sick leave at the beginning of each pay period at the rate of 4 hours for each full biweekly pay period. Part-time employees earn sick leave at the rate of 1 hour for each 20 hours (up to 80 hours) in pay status, including overtime.

Sick leave does not accrue:

- for any period in which a lump sum payment is made.
- when an employee is in a non-pay status for the leave year.
- when a full-time employee accumulates a total of 80 hours of LWOP within the leave year (i.e., 80, 160, 240, etc.).
- when tour of duty is not met and recorded on a timesheet.

There is no limit on the amount of sick leave that an employee may accumulate. Unused sick leave remains to an employee's credit and is available for use in succeeding years.

Firefighters and law enforcement officers who work an uncommon tour of duty over 80 hours per pay period (such as 72 hours per week, 144 hours biweekly) accrue sick leave on the ratio of an 80 hour biweekly pay period to their average biweekly tour. All days worked are considered regular work days and the employees are required to work on all holidays falling within their regularly scheduled TOD. If an employee does not work on a holiday, it is considered an absence on a regular workday and the appropriate type of leave must be charged.

Fractional Pay Periods

Sick leave does not accrue for a fractional part of a pay period unless the fractional part of the pay period immediately precedes/follows:

- a period of non-pay status when an employee is receiving disability compensation from Department of Labor.
- a transfer to an international organization with statutory reemployment rights.
- conversion from full time to intermittent employment (or vice versa).
- entrance into or return from military service.
- transfer to or from another agency when there is a change in the date of an employee's pay period.
- (NOTE: If an employee is hired the day after a holiday which falls on the first Monday of the pay period, or at the beginning of the pay period, full accruals will be received).

Recredit and Transfer

When an employee transfers without a break in service between positions subject to the Leave Act, the employee's sick leave account shall be certified for credit in the new position. A former employee is entitled to a recredit of sick leave regardless of the date of the employee's separation if they are reemployed in the Federal government on or after December 2, 1994, unless the sick leave was forfeited upon reemployment in the Federal government before December 2, 1994.

The sick leave balance of employees retiring under the Civil Service Retirement system is reported to the Office of Personnel Management for credit towards the calculation of the employee's annuity. The sick leave credited to the annuity calculation is not available for recredit should the employee accept another government position.

Employees serving with an international organization (with reemployment rights) will have sick leave recredited at the time they re-enter the Federal service.

Pay Code 030 - Sick Leave - Used**Advance**

Includes advanced sick leave used if employee is not currently a leave share recipient. See Pay Code 03F for advanced sick leave used when employee is a current leave share recipient, whether or not the advanced leave is related or unrelated to the leave share purposes. NOTE: Be sure to post "Y" on the Advance Leave area on the T&A entry screen and indicate the number of hours and type of leave to be advanced on the "pop-up" screen. A maximum of 30 days sick leave may be advanced to the full-time employee. **Reference 5 U.S. Code 6307(d)**. A part-time employee is entitled to advanced sick leave on a pro-rata basis. **Reference 5 U.S. Code 6302(c)**.

In cases of disability or ailment, and when the particular situation warrants it, employees may be granted advance sick leave regardless of any annual leave to their credit providing:

- the amount of sick leave advanced may not exceed the amount required to cover the period of illness, or the amount provided by law or regulation.
- the maximum amount of sick leave advanced to the employee is 30 days (240 hours for employees with 8 hour days, 120 hours for part-time employees whose work schedule is 4 hours per day).
- the total amount of sick leave advanced to an employee serving under a limited service appointment shall not exceed the amount the employee will earn during the remainder of the appointment.

Advanced sick leave will not be granted to an employee if there is concern that the employee does not intend to return to work, or that there is only a remote possibility that the employee will return to work. **Reference 48 CG 676**.

Payable Rate

Employees paid per hour (Pay Plans WB, WG, WL, WS, WT, WW) and who receive a shift or night differential in addition to a base rate as a part of the unscheduled TOD will receive sick leave pay which reflects the base rate plus the differential.

Employees paid per annum (Classified Pay Plans AD, EC, ED, EF, EH, EX, FC, GG, GS, SR, ST) with a regularly scheduled TOD which includes night differential may receive night differential for a period of paid leave if the total biweekly paid leave hours is less than 8 hours.

Restrictions

Sick leave is charged in 15 minute increments. Additional charges are in multiples of 15 minutes. Each period of absence must be considered individually on a daily basis. For absences of more than 3 days, a medical certificate completed by a physician, or other evidence administratively acceptable may be required.

For part-time employees, leave is charged only for absences occurring during the hours and on the days scheduled for duty. Leave may not be charged for absences on legal holidays (except in cases of firefighters or law enforcement officers).

An agency may grant sick leave during a period of annual leave or to become eligible for donated leave. **Reference 5 U.S. Code 630.405.**

Pay Code 034 - Sick in Lieu of FECA – Used

An employee who is injured on the job or sustains a job-related disability caused by an occupational disease or illness may elect to use sick leave, during or after completion of the 45-day continuation of pay (COP) status, in order to avoid possible interruption of income. FECA compensation under The Department of Labor is not paid while an injured or disabled employee receives COP or paid leave.

If an employee elects to take leave and the claim for compensation is subsequently approved, the employee may arrange with the employing agency to buy back the leave used and have the leave reinstated. **Reference 20 CFR 10.202 and 10.310**

Pay Code 038 - Sick in Lieu of Adoption - Used

Sick leave may be used when the employee must be absent from duty for purposes relating to the adoption of a child, including appointments with adoption agencies, social workers, and attorneys; court proceedings; required travel; and any other activities necessary to allow the adoption to proceed. **Reference 5 CFR 630.401 (6).**

**Pay Code 03F - Sick Advanced - Used -
Leave Share Recipients ONLY**

If an employee is currently a leave share recipient and has requested advanced sick leave to be used for unrelated leave share purposes, use Pay Code 03F for advanced sick leave used. If advanced sick leave is related to the leave share, use Pay Code LS3 on the T&A Record.

NOTE: Be sure to post "Y" on the Advance Leave area on the T&A entry screen and indicate the number of hours and type of leave to be advanced on the "pop-up" screen.

Pay Code BOU - Bone Marrow/Organ Donation - Used

Employees serving as a bone marrow donor or an organ donor shall have time off from regularly scheduled duty. The system will recognize pay code BOU and will allow up to 7 days coded (time allowed for bone marrow transplant). Organ donation would provide up to 30 days. Until a pay code is established for organ donation, use administrative leave (pay code 060). Notate on the timesheet that the administrative leave (060) coded is for organ donation. This will need to be tracked manually. This is in addition to sick or annual leave an employee is entitled to use. The law provides that an employee is entitled to use this leave without loss of or reduction in pay, leave to which otherwise entitled, credit for time or service, or performance or efficiency rating.

Pay Code SFA - Sick in Lieu of Family - Adopt - Used

An employee may substitute sick leave for any or all of the total of 12 administrative work weeks of unpaid leave during any 12 month period for the adoption or foster care of a child. The SFA (FML) entitlement may begin prior to or on the actual date of adoption or foster care, and expires no later than 12 months after the date of adoption (unless a serious health condition exists) in accordance with FML policy, even if all 12 workweeks have not been taken at the time and/or additional sick leave is available.

Pay Code SFB - Sick in Lieu of Family - Birth - Used

If an employee is otherwise eligible for sick leave, such sick leave may be substituted for any or all of the total of 12 administrative work weeks of unpaid leave during any 12 month period for the birth of a child of the employee and the initial care of the child consistent with current law and regulations governing the granting and use of sick leave. The SFB (FML) entitlement may begin prior to or on the actual date of birth, and expires no later than 12 months after the date of birth (unless a serious health condition exists) in accordance with FML policy, even if all 12 workweeks have not been taken at the time and/or additional sick leave is available.

Pay Code SFS - Sick in Lieu of Family - Medical Self - Used

An employee may substitute sick leave consistent with current law and regulations governing the granting and use of sick leave for any or all of the total of 12 administrative work weeks of unpaid leave during any 12 month period for a serious health condition of the employee that makes the employee unable to perform the essential functions of their positions. The SFS (FML) entitlement begins with the date the employee first takes sick leave in lieu of FML and continues for a 12 month period in accordance with FML policy, even if all 12 workweeks have not been taken at that time and/or additional sick leave is available.

Chapter 26: SUSPENSION LEAVE

Pay Code 104 - Suspension Leave - Used

An employee may be placed on suspension due to a disciplinary action.

Each accumulation of 80 hours of suspension (or combination of suspension and other non-pay status) in a leave year reduces the sick and annual leave accruals in the pay period in which the 80th hour of non-pay status accrues. The number of hours of leave reduced is equal to the number of leave hours earned in a pay period. If the employee is in a 6 hour leave category, and the 80th hour of non-pay status accrues in the last pay period of the calendar year, the annual leave accrual will be reduced by 10 hours, and the sick leave accrual by 4 hours. Within-grade increases, and other actions based on hours/days in pay status may also be affected by the non-pay hours.

Chapter 27: TIME OFF AWARD

Pay Code 30C - Time Off Award - Used

Employees who have received a Time Off award may use the awarded hours to complete their regularly scheduled tour of duty. The date, if any, by which Time Off awards must be used is determined by the client agency. Time Off awards do not convert to cash under any circumstances and cannot be transferred when an employee transfers from one Federal agency to another.

Time Off Awards cannot be given to or used by employees who are on intermittent work schedules or members of the Senior Executive Service.

The minimum or maximum limit on the number of hours that can be awarded is established by agency policy.

An SF-50 (Notification of Personnel Action) must be completed by the Servicing Personnel Office before the Time Off Award can be used.

Chapter 28: TRAINING

Pay Code TRN - Training While in a Less Than 6 Month Appointment

Employees working under less than a 6 month appointment and who attend training during their regularly scheduled tour of duty must have training hours coded to TRN. TRN hours will not be counted against appointment limitation.

Pay Code OJT – On the Job Training (FAA ONLY)

On the Job Training (OJT) premium is paid to qualified employees who are certified to train other employees. Employees qualified to receive premium pay receive 10 percent of their applicable basic hourly rate of pay and will be paid in addition to any other authorized premium pay. OJT can be entered on a timesheet in one-minute increments.

Chapter 29: VACATION LEAVE

Bureau of Indian Affairs ONLY

Pay Code 211 - Vacation Leave - Used

Use of this pay code is authorized for Contract types A, C, or G with Pay Plan CE; for Bureau of Indian Affairs (BIA) Educators, full or part-time, year-long contract employees only, where the contract exceeds 24 weeks. Leave is pre-credited on the effective date of the contract. Full-time employees are authorized 160 hours for 1-5 years; and 200 hours for 6 or more years of government service. If 24 weeks are not fulfilled and pre-credited leave is used, the employee will be billed for the overpayment.

Pay Code 213 - Restored Vacation Leave - Used

Use of this pay code is authorized for BIA Educators, full or part-time, year-long contract employees only. Full-time employees can carryover 200 hours and part-time employees can carryover 104 hours. Vacation leave may be restored at the discretion of the agency, and on a case-by-case basis.

Pay Code 215 - School Vacation Leave - Used

This pay code is used only for Contract types B, C, or G with Pay Plan CY when school is not in session (i.e. Spring break, the day after Thanksgiving, Winter break, etc.). Full-time employees may not exceed 136 hours of school vacation leave used in a school year. Part-time employees who are scheduled to work in excess of 20 hours per week may receive up to 102 hours.

Pay Code VFA - Vacation Leave in Lieu of Family - Adopt - Used

A BIA employee is entitled to substitute vacation leave consistent with current law and regulations governing the granting and use of vacation leave for FML during any 12 month period for the adoption or foster care of a child. The VFA (FML) entitlement may begin prior to or on the actual date of adoption or foster care, and expires no later than 12 months after the date of adoption (unless a serious health condition exists) in accordance with FML policy, even if additional vacation leave is available. If 24 weeks are not fulfilled and pre-credited leave is used, the employee will be billed for the overpayment.

Pay Code VFB - Vacation Leave in Lieu of Family - Birth – Used

A BIA employee is entitled to substitute vacation leave consistent with current law and regulations governing the granting and use of vacation leave for FML during any 12 month period for the birth of a child of the employee and the initial care of the child. The VFB (FML) entitlement may begin prior to or on the actual date of birth, and expires no later than 12 months after the date of birth (unless a serious health condition exists) in accordance with FML policy, even if additional vacation leave is available. If 24 weeks are not fulfilled and pre-credited leave is used, the employee will be billed for the overpayment.

Pay Code VFF - Vacation Leave in Lieu of Family - Family Illness - Used

A BIA employee is entitled to substitute vacation leave consistent with current law and regulations governing the granting and use of vacation leave for FML during any 12 month period to provide care for a spouse, son, daughter, or parent of the employee who has a serious health condition. The VFF (FML) entitlement may begin prior to or on the actual date the employee first takes vacation leave in lieu of FML and continues for a 12 month period in accordance with FML policy, even if additional vacation leave is available. If 24 weeks are not fulfilled and pre-credited leave is used, the employee will be billed for the overpayment.

Pay Code VFS - Vacation Leave in Lieu of Family - Medical Self - Used

A BIA employee is entitled to substitute vacation leave consistent with current law and regulations governing the granting and use of vacation leave for FML during any 12 month period for a serious health condition of the employee that makes the employee unable to perform the essential functions of their positions. The VFS (FML) entitlement begins with the date the employee first takes vacation in lieu of FML and continues for a 12 month period in accordance with FML policy, even if additional vacation leave is available. If 24 weeks are not fulfilled and pre-credited leave is used, the employee will be billed for the overpayment.

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