

PAY ADMINISTRATION

- 1. REASON FOR ISSUE:** To revise Department of Veterans Affairs (VA) compensatory time off for travel policy in accordance with the final regulations issued by the Office of Personnel Management.
- 2. SUMMARY OF CONTENTS/MAJOR CHANGES:** This handbook contains mandatory VA procedures on pay administration. Recent pay changes issued under Public Law 110-181, Section 1111, adds Federal Wage System (FWS) employees to those employees eligible for compensatory time off for travel, effective April 27, 2008. The pages in this handbook replace the corresponding page numbers in VA Handbook 5007. These changes will be incorporated into the electronic version of VA Handbook 5007 that is maintained on the [Office of Human Resources Management Website](#).
- 3. RESPONSIBLE OFFICE:** The Compensation and Classification Service (055), Office of the Deputy Assistant Secretary for Human Resources Management.
- 4. RELATED DIRECTIVE:** VA Directive 5007, Pay Administration.
- 5. RESCISSIONS:** None.

CERTIFIED BY:

**BY DIRECTION OF THE SECRETARY
OF VETERANS AFFAIRS:**

/s/
Robert T. Howard
Assistant Secretary for
Information and Technology

s/
Willie L. Hensley, Acting
Assistant Secretary for
Human Resources and Administration

CHAPTER 15. COMPENSATORY TIME OFF FOR TRAVEL

1. GENERAL. This chapter establishes Department of Veterans Affairs (VA) policy and procedures for the credit and use of compensatory time off for travel.

2. COVERAGE**a. Eligibility**

(1) Full-time and part-time Title 5 employees who are eligible to receive overtime under 5 U.S.C. 5542 are also eligible to receive compensatory time off for travel.

(2) Under the authority of 38 U.S.C. 7421(a), the Secretary has extended provisions of 5 U.S.C. 5550b, Compensatory Time Off for Travel, to nurses, physician assistants, expanded function dental auxiliaries and title 38 hybrid employees entitled to overtime under 38 U.S.C. 7453[,] to part-time physicians, dentists, podiatrists, chiropractors and optometrists appointed under 38 U.S.C. 7306, 7401 or 7405 [and to Federal Wage System (FWS) employees under 5 CFR 550.1402].

b. Exclusions. Full-time physicians, dentists, podiatrists, chiropractors and optometrists appointed under 38 USC 7306, 7401 or 7405, employees in the Senior Executive Service, [] intermittent employees, and the Secretary of Veterans Affairs are ineligible to receive compensatory time off for travel.

3. ENTITLEMENT. Effective January 28, 2005, and subject to the provisions of this chapter, 5 U.S.C. 5542(b)(2) and 5 CFR, part 550, subpart N, employees may earn compensatory time off for [travel for] time [spent] in a travel status away from the official duty station when the travel time is not otherwise compensable as hours of work. [Effective April 27, 2008, and subject to the provisions of this chapter, 5 U.S.C. 5550(b) and 5 CFR, part 550, subpart N, FWS employees may earn compensatory time off for travel for time spent in a travel status away from the official duty station when the travel time is not otherwise compensable as hours of work.] Employees may earn and use compensatory time for travel in 15-minute increments and there is no maximum that may be accumulated. Compensatory time earned under this provision must be used within 26 pay periods after the pay period that it is earned and cannot be restored if forfeited. Employees may not receive compensation for forfeited hours.

4. COMPUTATION

a. General. The actual time spent traveling outside of working hours between the employee's official duty station and a temporary duty station or between two temporary duty stations is creditable for compensatory time off for travel subject to the exclusion of excess waiting times and commuting times, if applicable. In computing the amount of creditable travel time, minutes will be rounded to the nearest quarter hour.

b. Hours of Work

(1) Hours for which an employee is entitled to receive compensation are not creditable for compensatory time off for travel. For example, employees may not receive credit for compensatory

time off for travel for regular work hours, overtime or regular compensatory time hours, credit hours, unscheduled hours (part-time employees), availability pay hours (law enforcement officers), standby hours, on-call hours and hours of work for travel.