



DEPARTMENT OF THE NAVY
NAVAL SERVICE TRAINING COMMAND
2601A PAUL JONES STREET
GREAT LAKES, ILLINOIS 60088-2845

NSTCINST 12610.2A
N00
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NSTC INSTRUCTION 12610.2A

From: Commander, Naval Service Training Command

Subj: TIME AND ATTENDANCE FOR CIVILIAN EMPLOYEES

- Ref: (a) [5 USC Subparts D \(Pay and Allowances\) and E \(Attendance and Leave\)](#)
(b) [5 CFR Parts: 550 Subpart N \(Compensatory Time Off for Travel\); 551 Subparts D \(Hours of Work\) and E \(Overtime Pay Provisions\); 610 \(Hours of Duty\); and 630 \(Absence and Leave\)](#)
(c) [OPM Handbook on Alternative Work Schedules located at http://www.opm.gov/oca/aws/index.asp](http://www.opm.gov/oca/aws/index.asp)
(d) [DoD 1400.25-M Chapters 610, 630 and 631](#)
(e) [DOD 7000.14-R, DOD Financial Management Regulations, Volume 8 Chapters 2 and 5; Volume 5 Chapter 33; and Glossary](#)
(f) [SECNAVINST 5211.5 \(Series\)](#)
(g) [ASN \(FM&C\) memo of 29 Jan 15](#)
(h) [CNSTC memo 12600 Ser N00/0057 of 30 Jan 15](#)

Encl: (1) [NSTC Civilian Time and Attendance Handbook](#)

1. Purpose. To establish time and attendance policy, guidance, and procedures for all civilian employees assigned to Naval Service Training Command (NSTC) and its subordinate commands and activities including: NSTC Headquarters including Officer Development (OD) and Citizenship Development (CD); Recruit Training Command; Officer Training Command Newport; Navy Junior Reserve Officers Training Corps (NJROTC) Area Manager offices; Naval Reserve Officers Training Corps Units (NROTCUs); and Strategic Sealift Officer Program (SSOP) units.

2. Cancellation. NSTCINST 12610.2.

3. Background. Guidance contained in this instruction supplements federal and Navy specific policy for civilian time and attendance provided by references (a) through (h). Enclosure (1) is the NSTC Civilian Time and Attendance handbook. This handbook was developed and implemented to be used as a ready reference and desk guide for compliance and daily civilian timekeeping procedures.

4. Policy

a. It is CNSTC policy to maintain compliance and effective internal management controls on civilian time and attendance and related payroll procedures. All staff levels are expected to ensure the integrity of hours worked and reported for payroll purposes. RTC and OTC may issue their own implementing instructions, which shall not violate this instruction.

b. The Standard Labor Data Collection and Distribution Application (SLDCADA) is the sole timekeeping automated system to be used by NSTC. It was selected and mandated by the Deputy Secretary of the Navy (Institutional Strategic Planning) and the Deputy Assistant Secretary of the Navy (Civilian Personnel/Equal Employment Opportunity) as the single Navy standard time and attendance source data automation. This decision was made based upon SLDCADA's ability to meet Department of the Navy (DON) requirements and comply with the Chief Financial Officers Act of 1990 and Federal Financial Management Improvement Act (FFMIA) of 1996.

c. Pecuniary Liability. Supervisors of civilian employees serve as certifying officers when certifying time and attendance for their respective employees. Those assigned to certify time and attendance on behalf of the supervisor also serve as certifying officers. Certifying officers are individuals designated to attest to the correctness of statements, facts, accounts, and amounts appearing on an employee's official time record. Certifying officers are pecuniarily and personally liable for civilian time and attendance they certify under reference (e), Volume 5 Chapter 33.

d. Privacy Act. Civilian time and attendance and related payroll information contains Personally Identifiable Information (PII) subject to safeguarding under reference (f) which implements the Privacy Act of 1974. All personnel authorized access to process this information are required to review reference (f), complete all mandated PII training requirements, and comply with current PII directives.

e. Records Retention. Reference (g) pertains. See enclosure (1) for further guidance.

5. Roles and Responsibilities

a. Chief of Staff (CoS)/Executive Director (ED) shall:

(1) Serve as approval authority, per reference (h), for overtime and compensatory time requests for civilians at NSTC Headquarters, including OD and CD, and those units with an Officer-in-Charge. The NSTC Deputy Commander is authorized as an alternate in the COS/ED absences.

(2) Serve as approval authority for any period of leave without pay (LWOP). Requests for LWOP shall be forwarded via the supervisory chain of command to the COS/ED for decision. The NSTC Deputy Commander is authorized as an alternate in the COS/ED absences.

b. Comptroller shall: Serve as appointing authority for personnel authorized to certify time and attendance documents using Appointment/Termination Record - Authorized Signature (DD Form 577). This form must bear electronic signatures per reference (e), Volume 5 Chapter 5. Forward initiated forms to Comptroller (N8) for completion.

c. Department Heads, Special Assistants, and Directors, OD and CD shall:

(1) Identify respective time and attendance certifying officials and initiate DD Forms 577 for each appointment. Forward the form to Comptroller for signature as appointing authority.

(2) As changes occur, notify Comptroller of all updates and request termination of individual authority when it is no longer needed.

(3) Establish flexible work schedules as identified and authorized by this instruction, deemed necessary to meet mission requirements.

(4) Initiate requests for overtime and compensatory time prior to hours worked via email to the CoS/ED for approval. Requests shall include reason/justification for overtime or compensatory time, list of individual/s required to complete the work, date, and expected number of hours to be worked.

(5) Ensure compensatory time earned is used within 26 pay periods to prevent payment of compensatory time earned and to control civilian labor costs. Provide justification to the CoS/ED when additional civilian labor costs are incurred because compensatory time earned cannot be used within 26 pay periods.

(6) Exercising the appropriate level of oversight and accountability, identify a method to ensure employees' time and attendance is properly accounted for by using one of the two acceptable verification methods. See enclosure (1) for detailed guidance.

(7) Maintain effective internal controls sufficient to ensure all time and attendance is proper, accounted for and certified.

d. Commanding Officers and Officers-in-Charge shall:

(1) Identify personnel authorized to certify time and attendance documents using Appointment/Termination Record - Authorized Signature (DD Form 577). Forms must bear electronic signatures per reference (e), Volume 5 Chapter 5. Complete sections 1 and 3. Forward this partially completed form to NSTC Comptroller (N8) as new certifiers are appointed or as their appointments are terminated. See enclosure (1) for additional procedural guidance.

(2) As changes occur, notify Comptroller of all updates and request termination of individual authority when it is no longer needed.

(3) Serve as approval authority for overtime and compensatory time requests for civilians at their respective commands. Per reference (h), this delegation applies only to O-6 commanding officers. In the absence of the O-6 commanding officer, requests must be forwarded to the NSTC CoS/ED.

(4) Monitor employees' compensatory time balances. Compensatory time earned shall be used within 26 pay periods to prevent payment of compensatory time earned and to control civilian labor costs. Provide written justification to the COS/ED when additional civilian labor costs are incurred because compensatory time earned cannot be used within 26 pay periods.

(5) Exercising the appropriate level of oversight and accountability, identify a method to ensure employees' time and attendance is properly accounted for by using one of the two acceptable verification methods. See enclosure (1) for detailed guidance.

(6) Maintain effective internal controls sufficient to ensure all time and attendance is proper, accounted for, and certified.

e. Supervisors and Certifying Officials shall:

(1) Establish, approve, and monitor work schedules and shifts for assigned employees per flexible schedules. Maintain a current, accurate work schedule per enclosure (1).

(2) Review and certify time and attendance for each pay period. Review and certify prior period pay corrections. See enclosure (1) for detailed guidance to assist with certification.

(3) Monitor employee leave balances using SLDCADA to ensure employees have sufficient leave balances before approving leave requests. Timely advise employees with use/lose leave balances to schedule and use leave before it is lost.

(4) Monitor employees' compensatory time balances. Compensatory time earned shall be used within 26 pay periods to prevent payment of compensatory time earned and to control civilian labor costs. Provide justification to the Department Head when additional civilian labor costs are incurred because compensatory time earned cannot be used within 26 pay periods.

(5) Process employee time and attendance requests in a professional, timely, and equitable manner.

(6) As primary certifier, designate an alternate certifier when the primary certifier is absent.

(7) Complete Certifying Officer Legislation (COL) initial and annual refresher training.

(8) Retain all paper documentation, including seriatim sheets, and supporting documents for leave requests per reference (g).

f. Civilian employees/self-users shall:

(1) Record own time and attendance into SLDCADA.

(2) Coordinate changes to shift and/or work schedule with supervisor/certifier as required.

(3) If overtime (in the form of either overtime pay or compensatory time) is officially requested by the supervisor or other management official and approved by designated authority,

submit request via SLDCADA and notify supervisor of the pending request.

(4) Monitor leave balances to ensure use/lose leave and compensatory time off are used in a timely manner. Leave shall be scheduled and approved in advance of being used, recognizing there may be instances when this is not possible. Schedule compensatory time off to be used within 26 pay periods to prevent payment of compensatory time earned.

(5) Coordinate leave requests with supervisor within a reasonable period of time prior to the leave being used. Leave approval is at the supervisor's discretion based on workload requirements. Submit leave requests via SLDCADA.

(6) Update time and attendance each pay period and verify it is accurate by checking the EVT box in SLDCADA prior to supervisor certification. Notify supervisor when time and attendance is ready for certification.

(7) Complete prior period pay corrections and notify supervisor of changes made.

(8) Process time and attendance documents per guidance provided in enclosure (1).

g. The NSTC Accounting Officer (NSTC N82) shall:

(1) Have oversight of multiple SLDCADA Administrators and Customer Service Representatives (CSRs). In addition to those servicing NSTC, some Administrators and CSRs are assigned to NETPDC Accounting (N81), Pensacola FL who will administer and maintain SLDCADA for OD and CD program management offices, NROTCUs, and NJROTC Area Manager offices. Administrators and CSRs assigned to NSTC Comptroller (N8) will administer and maintain SLDCADA for RTC Great Lakes as well.

(2) Receive and act upon requests for reviews from CoS/ED, Department Heads, Special Assistants, Directors, Officers-in-Charge, and Commanding Officers.

(3) Provide SLDCADA training as requested.

h. SLDCADA Administrator shall:

(1) Serve as the primary point of contact for time and attendance issues and System Administrator for SLDCADA.

(2) Assist the Comptroller/N8 by recommending new or revised time and attendance policies.

(3) Maintain SLDCADA access (menu codes, user logins, access rights) for authorized users.

(4) Serve as timekeeping liaison between NSTC and the SLDCADA Central Design Activity (CDA) personnel.

(5) Ensure all certifying officials and self-users are properly trained. Maintain signed copies of the "SLDCADA Roles Responsibilities and Security Related Responsibilities" acknowledgment and agreement documents as well as mandatory initial and annual refresher COL Foundations and Civilian Pay training certificates as described in enclosure (1).

(6) Inform users of software upgrades, system downtime, or changes to batch processing times. Coordinate and implement software upgrades impacting NSTC.

(7) Ensure all time cards are certified by mandated timelines each pay period.

(8) Troubleshoot user errors.

(9) Maintain and properly safeguard completed DD Forms 577 per reference (e).

(10) Coordinate with Department Heads, Special Assistants, Directors OD and CD, and Commanding Officers/ Officers-in-Charge to review the status and validity of each certifying official appointment and DD Form 577 annually by 31 March of each year, receive notification of updates, and terminate appointments when individual authority is no longer needed.

i. SLDCADA Customer Service Representative (CSR) shall:

(1) Assist and serve as alternate to the SLDCADA Administrator.

(2) Monitor the Incorrect Hours and Uncertified Employees reports at the close of each pay period and follow-up with certifying officials until all time and attendance is certified within the timeframe specified.

(3) Monitor the Unsent Prior Pay Corrections report and ensure that all prior pay corrections are certified by the close of business each Friday.

(4) Ensure time and attendance has uploaded properly into Defense Civilian Pay System (DCPS) by running suspense reports, such as Invalid Transaction and Missing Time reports.

(5) Ensure records for all new employees, including work schedules, download properly from DCPS to SLDCADA before the end of the first pay period they are on board so employees are properly paid on time.

(6) Maintain accurate employee data in DCPS and SLDCADA for assigned employees.

(7) Maintain SLDCADA validation tables.

(8) Maintain accurate and properly documented supervisor assignments.

6. Forms Availability. All time and attendance forms and SLDCADA guidance are available in enclosure (1).

7. Action. All NSTC personnel shall comply with policy and procedural guidance presented in this instruction in the management of civilian time and attendance.



S. C. EVANS

NSTCINST 12610.2A
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**NSTC CIVILIAN TIME
AND ATTENDANCE
HANDBOOK**

NSTCINST 12610.2A

Enclosure (1)

26 Sep 16

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Preface

1. This handbook shall be used as a ready reference and desk guide. It supplements the following Government-wide and Navy regulations, instructions, and policies:

a. 5 USC Subparts D (Pay and Allowances) and E (Attendance and Leave).

b. 5 CFR Parts: 550 Subpart N (Compensatory Time Off for Travel); 551 Subparts D (Hours of Work) and E (Overtime Pay Provisions); 610 (Hours of Duty); and 630 (Absence and Leave).

c. OPM Handbook on Alternative Work Schedules located at <http://www.opm.gov/oca/aws/index.asp>.

d. DoD 1400.25-M, Chapters 610, 630 and 631.

e. DOD 7000.14-R, DOD Financial Management Regulations, Volume 8 Chapters 2 and 5; Volume 5 Chapter 33; and Glossary.

f. SECNAVINST 5211.5 (series).

g. ASN(FM&C) memo of 29 January 2015.

NOTE: References a. through g. cited above are the same references identified in the basic instruction.

Additional resources:

Negotiated Multi-Unit Agreement between NSTC et al. and AFGE
Local 2326 of 22 July 2004

<http://www.opm.gov>

<https://www.tsp.gov>

<https://www.sldcada.disa.mil>

<http://www.donhr.navy.mil>

<https://www.civilianbenefits.hroc.navy.mil> (EBIS)

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CHAPTER 1
ADMINISTRATION OF REGULAR TIME

1. Hours of Work

a. Hours in Pay Period and Basic Work Week. All civilian employees shall be scheduled to work 80 hours per two-week pay period. A basic work week for General Schedule (GS) employees generally consists of 40 hours of work scheduled on five consecutive days, typically Monday through Friday. The two remaining non-work days must also be consecutive.

b. Tour of Duty. An employee's tour of duty within this work week shall be established as follows:

(1) Establishing a Work Schedule. Each employee must work under a work schedule approved by his or her immediate supervisor and filed with the employee's SLDCADA Administrator as soon as possible after the employee reports for his or her first day of duty, the supervisor and the employee will establish a written work schedule using the Employee Work Schedule form in Appendix A. The supervisor will provide a hard copy to the SLDCADA Administrator who will post it into SLDCADA and DCPS. Commanding Officers, Department Heads, Special Assistants, Directors, OD, and CD, may establish flexible work schedules for their work unit under the procedures for alternative work schedules set forth below.

(2) Changes to Work Schedules. Frequent changes to work schedules are discouraged. Employees may request a change to their established work schedule from their immediate supervisor. If approved, a new work schedule shall be established using the procedures of this chapter. Supervisors retain the right to change employee work schedules and work hours to meet mission requirements but must notify the affected employee of any changes in writing at least three days prior to the effective date of any change.

(3) Establishing Duty Hours. Each day they are scheduled to work, employees must work during the following core work hours, take a non-work lunch period within the specified time period, and arrive/depart during the flexible arrival and departure periods. If mission requirements dictate and a deviation of core hours is required to support the mission, then the supervisor shall submit a written, detailed justification via the chain of command for Chief of Staff or Commanding Officer approval as appropriate. Approved changes to core hours cannot be applied to the Gliding work schedule.

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| | |
|-------------|--------------------------------|
| 0630 - 0900 | flexible arrival time |
| 0900 - 1100 | core work hours |
| 1100 - 1330 | flexible time period for lunch |
| 1330 - 1500 | core work hours |
| 1500 - 1730 | flexible departure time |

(4) Establishing a Meal Period. Employees scheduled to work five hours or more must schedule and take a lunch period between 1100 and 1330 each day for a minimum of 30 and a maximum of 60 minutes. Lunch cannot be scheduled during any other time and scheduling a lunch period at the end or beginning of the work day is prohibited. During the lunch period, the employee is in a non-pay, non-work status and may either eat lunch or engage in other personal activities. Per 5CFR Sec 610.121(a)(6), employees cannot extend their scheduled lunch period by combining it with breaks prior to or immediately following lunch. When directly related to improving efficiency, a supervisor may provide employees with a reasonable rest period/break. Employees enrolled in a command sponsored health and wellness (H&W) program may combine the lunch period with H&W activities (see below). See NSTCINST 6100.1 (series) for specific H&W program guidance.

(5) Scheduling H&W Activities; Verifying Time Expended. With written supervisor approval, H&W participants shall schedule approved fitness activities at the start, in the middle, or at the end of their work day. The excused time includes travel to and from a fitness facility, changing clothes, and any showering/grooming needed upon completion of the physical fitness activity. Participants shall use their approved verification method (see paragraph 3b below) to track time spent engaging in H&W activity. Employees approved to participate in physical fitness activities at the beginning of their work day must report to their work site and sign in using their approved timekeeping procedure before doing so. Likewise, employees approved to participate in physical fitness activities at the end of their work day must report back to their work station and check out using their approved timekeeping procedure before departing work. H&W activities shall not interfere with the core business hours provided above.

(a) Initial 90 Days. Per the Civilian Human Resources Manual, during the employee's first 90 days in the program, supervisors may grant up to 59 minutes of administrative leave for as many as three times each work week. Supervisors may not grant administrative leave more than once

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per work day or on more than three days during a work week. Unused administrative leave for H&W activities does not accrue. Employees who take this administrative leave may combine it with up to a 60 minute lunch.

(b) After 90 Days. After 90 days in the H&W program, employees who want to exercise during the work day cannot be granted administrative leave. Instead, they must either (a) use leave or (b) work on a flexible work schedule that permits work hours to vary to account for the time spent in fitness activities. Participants may combine H&W activities with non-duty time, such as the lunch period. The total lunch period, including H&W activities, shall not exceed 90 minutes. The employee may also choose to combine fitness time with available leave time, including annual, credit hours, or previously earned compensatory time off.

2. Alternative Work Schedules. The following Alternative Work Schedules (AWS) (with code definitions) are available to employees as coordinated with the supervisor. Unless otherwise noted, all schedules must comply with the core hours, lunch period, and flexible arrival and departure times noted in paragraph 2.b. above.

a. AWS Code 0 Not on AWS. A standard schedule which consists of five 8-hour days, 40 hours each week and 80 hours biweekly. This schedule does not permit work under any of the alternative work schedules described in Appendices B and C of OPM's Handbook on Alternative Works Schedules found at <http://www.opm.gov/oca/aws/index.asp#Introduction>.

b. AWS Code 1 Flexitour. A flexible schedule of five 8-hour days, 40 hours each week, and 80 hours biweekly. A fixed arrival and departure time is established for each employee. Credit hours are authorized. Authorized overtime is payable for work in excess of eight hours in a day or 40 hours in a week unless the employee is exempt from the Fair Labor Standards Act (FLSA).

c. AWS Code 2 Gliding. A flexible schedule of five 8-hour days, 40 hours each week and 80 hours biweekly. The employee may vary arrival and departure times without notification to, or prior approval from, the supervisor. Credit hours may be authorized by the supervisor. Authorized overtime is payable for work in excess of eight hours in a day or 40 in a week unless the employee is exempt from the FLSA.

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d. AWS Code 6 Compressed. A flexible work schedule of 80 hours biweekly for less than 10 workdays. Hours in a week can vary, but the number of regular hours each workday must be scheduled. One example of a compressed work schedule is the 5-4/9 plan (see example below) under which an employee works eight 9-hour days and one 8 hour day during the bi-weekly pay period, taking the tenth day off. Employees covered by the FLSA (non-exempt) are eligible for overtime work for any hours they work outside the compressed work schedule that are permitted and may request compensatory time off in lieu of overtime pay. Employees on compressed work schedules are not eligible for credit hours.

Example of Compressed Work Schedule:

Workweek #1

4 - 9 hour days and 1 - 8 hour day = 44 hour week

Workweek #2

4 - 9 hour days = 36 hour week

44 hours + 36 hours = 80 hours biweekly

See Appendix B for "quick reference" Work Schedule Reference for AWS Codes" chart.

3. Recording Time and Attendance

a. Mandatory Use of SLDCADA. The Standard Labor Data Collection and Distribution Application (SLDCADA) is the sole timekeeping automated system to be used by NSTC. All users of SLDCADA shall review the policy titled "Role Responsibilities and Security Related Responsibilities" in Appendix C at least once annually and indicate they have done so by signing the statement of understanding. Each employee shall forward an original signed copy of the Statement to their SLDCADA Administrator by 31 March of each year. The SLDCADA Administrator shall retain these statements per reference (g).

b. Verification Methods. Each supervisor is responsible for maintaining a daily record of each employee's time in pay and non-pay status using one of the time and attendance accounting methods below. The type of method used is at the discretion of the Department Head/Special Assistants/Director. In the case of electro-mechanical devices, e.g., time clocks, supervisors must gain Commanding Officer approval for the purchase of the device. COS/ED will approve/disapprove these purchases for the headquarters staff, including OD and CD. All

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methods require employees to verify his/her time by checking the Employee Verifies Time (EVT) box on their respective time sheet in SLDCADA for both weeks of the pay period.

(1) Electro-mechanical device, e.g., time clock.

(2) Employee daily seriatim sign-in sign-out sheets in the form provided in Appendix D showing times of arrival and departure for each employee. This type of seriatim recording requires employees to sign their name and record their time of arrival and departure in the order of arrival/departure, not along-side their name. Use of any other sign-in sign-out sheets is not authorized. One seriatim time sheet shall be used for each work area/department as determined by the supervisor.

c. Supervisor Oversight and Vigilance. All supervisors must exercise oversight and vigilance to ensure proper and accurate time accounting. By certifying that each employee's time is accurate, the supervisor or the person acting under the supervisor's authority indicates that they have exercised the requisite oversight and vigilance.

d. Electronic Time Sheets. Except as noted below, SLDCADA posts scheduled work and leave hours automatically to each employee's electronic time sheet on the second Thursday night of the biweekly pay period except when holidays or other events require a different posting schedule. SLDCADA uses the work schedule on file to automatically calculate and populate each employee's electronic time sheet with the regular work hours each employee was to have worked. SLDCADA also automatically posts each employee's time off for federal holidays and for leave that has been requested and approved prior to the automated posting. Employees must manually post regular and leave hours to their electronic time sheets in SLDCADA in the following situations:

(1) Adjustments to Reflect Actual Time Worked. Prior to validating work hours in SLDCADA (by checking the EVT box), each employee shall ensure the electronic time sheet matches the hours worked. In particular, hours entered into SLDCADA must reflect the hours recorded on the time clock card or seriatim sign-in sign-out sheet. This may require the employee to make a manual adjustment, especially to account for the following:

(a) Variance in work hours. While SLDCADA uses the employee's work schedule to fill out the electronic time sheets, employees may need to adjust this time to reflect the time they actually worked, making corrections for days when they worked

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fewer, additional, or different hours than those on their submitted work schedule.

(b) Variance in lunch period. Because the daily lunch period can vary from 30 minutes to one hour, the employee must ensure that the electronic time sheet in SLDCADA accurately reflects the time taken for lunch each day.

(c) Leave not yet approved. Leave that is not yet approved when SLDCADA automatically generates time and attendance files must be manually posted by the employee.

(2) Making Changes. To revise the electronic time sheet to reflect overtime, compensatory time, travel compensatory time, and credit hours earned, access online training at <https://www.sldcada.disa.mil>. Click on computer based training (CBT) and follow the prompts to the courses offered.

(a) Time earned. Select the appropriate type hour code (e.g., RG for regular hours, CD for credit hours) in the "THC" column. The corresponding Job Order Number will appear in the "JON" column. Record the number of hours per day in the corresponding column and row for the appropriate day and week. For periods of less than 60 minutes, SLDCADA will calculate time worked in hundredths of an hour. However, time is accumulated and must be taken in six-minute increments (tenths of an hour) per reference (e).

(b) Leave taken. Enter the appropriate type of leave in the "THC" column and enter the number of hours of leave in the corresponding column and row for the appropriate day and week. The corresponding JON will appear in the "JON" column. Adjust regular hours to account for the amount of leave taken. All leave will be charged in six-minute increments (tenths of an hour). Leave taken for a full day will be recorded as the number of hours the employee was scheduled to work that day according to the schedule on file with the SLDCADA Administrator.

(3) Employees shall revise their electronic time sheets in SLDCADA daily, weekly, or bi-weekly to reflect the actual hours worked and leave taken. If the employee's available leave hours are less than the amount of leave the employee has requested, the deficiency will be converted to another type of leave available to the employee using the Leave Conversion Matrix in Appendix E.

(4) Only the default JON for each NSTC command and activity can be used.

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(5) On the last day of the biweekly pay period, employees shall access SLDCADA to:

(a) Verify that the total of their regular hours worked and of their paid leave hours equals 80 hours.

(b) Verify the accuracy of any overtime, credit hours, and compensatory times worked and ensure that overtime and compensatory time requests have been completed and approved by their supervisor. Notify supervisors of any pending requests.

(c) Submit leave requests via SLDCADA for the dates, times, number of hours, and type of leave taken for all leave posted to the time sheets. Notify supervisors of any pending leave requests.

(d) After ensuring that the time sheets for the biweekly pay period are accurate, the employee shall check the EVT box on the time sheet for each week and shall notify the certifying official that time and attendance is ready for certification.

4. Certifying Time And Attendance

a. Appointment. Certifying Officials must be authorized to certify employee time and attendance via an Appointment/Termination Record - Authorized Signature (DD Form 577). Normally, a supervisor will be designated as a Certifying Official for assigned employees. An Alternate Certifying Official shall also be designated to cover periods when the primary certifying official is away from the primary duty station. Alternates must be of equal or higher grade than employees for which they are certifying. Both the certifying official and the alternate must be in a position where they have actual knowledge of the employee's attendance. Reference (e) requires DD Form 577 to bear original signatures. Forward all original forms to NSTC Comptroller (N8) SLDCADA System Administrator (SA) for retention.

b. When to certify. Unless otherwise directed by the SLDCADA Administrator, supervisors/certifying officials must certify employee time and attendance between the second Friday of the pay period and 1200 on the first Monday after the end of each pay period. Before certifying any time sheet, each supervisor/certifying officials shall ensure the EVT box has been checked by the employee. The certifying official will certify time sheets electronically by checking the space provided in SLDCADA.

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c. Absence of Primary Certifier. When a certifying official will be absent at certification, they must arrange for their alternate to certify employees' time during their absence. Since SLDCADA is web-based, a supervisor can elect to certify their employees' time while in travel status.

d. Absence of Employee. If the employee is not available to update and/or EVT his/her time sheet, the certifying official will update, using Appendix D as the source documentation, and certify the time sheet. When the employee is available, he/she will be able to verify and EVT the time sheet or complete a prior pay correction.

e. Late Certification. On the rare occasion that an employee's time cannot be electronically certified at the time designated by the SLDCADA Administrator, the certifying official must certify the time sheet electronically via SLDCADA as soon as possible.

f. Incurring Additional Leave or Work Time After Certification. If an employee incurs unscheduled leave, compensatory time, credit hours, or overtime for a biweekly time period that has already been certified, he or she will enter corrected times into SLDCADA as "Prior Pay Corrections." The employee must submit leave and overtime/compensatory time requests as required. Prior pay corrections must show revised hours for affected days and must be appropriately certified. Prior pay corrections are processed by SLDCADA in the pay period in which they are certified.

g. Uncertified Time and Attendance. Once certification is complete and before system lock down, the SLDCADA Administrator will run the "Uncertified Employees" report. SA's will notify certifying officials of any uncertified time and attendance and monitor the report until all time has been certified and the report is clear.

5. Records Retention. Retain employee time and attendance records indefinitely as prescribed in (reference g).

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CHAPTER 2
ADMINISTRATION OF LEAVE

1. Application for Leave. Leave time taken shall be requested and approved/disapproved via SLDCADA. All leave will be requested in six-minute increments (tenths of an hour). However, leave taken for a full day will be recorded for the number of hours the employee was scheduled to work (eight hours unless the employee is on a CWS and taking leave on a day they were scheduled to work for nine hours). All leave shall be requested in advance except in the case of emergency or when circumstances arise that were unforeseeable. In such cases, employees shall notify their respective supervisors as soon as possible. Leave requests will be submitted immediately upon the employee's return to work. Leave requests shall be submitted for use of the following types of leave:

a. Annual leave, including advanced and restored annual leave.

b. Sick leave, including advanced sick leave. Sick leave in excess of three consecutive days requires a medical certificate/doctor's excuse.

c. Credit hours.

d. Compensatory time. Compensatory time is granted in lieu of, and converts to, overtime pay if not used within 26 pay periods. Compensatory time must be used prior to annual leave, unless the annual leave is "use or lose, "and must be used" within 26 pay periods to prevent payment and to control civilian labor costs.

e. Travel compensatory time.

f. Time off awards.

g. Court leave. Court leave requires official documentation such as a jury duty summons or subpoena as a witness.

h. Military leave. Federal employees who are members of the National Guard or Reserve are entitled to 15 days (120 hours) of paid military leave each fiscal year for active duty, active duty for training, or inactive duty for training. An employee on military leave receives his or her full civilian salary, as well as military pay. In addition, employees who perform full-time military service as a result of a call or order to active

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duty in support of a contingency operation are entitled to 22 days of military leave. For this additional 22 days, the employee is entitled to the greater of his military or civilian pay, but not both. Military leave requires official military documentation such as certified copy of orders to active duty, DD214, or Leave and Earnings Statement (LES).

i. Leave without pay. Leave without pay is addressed further in Chapter 4 of this handbook.

j. Family and Medical Leave Act (FMLA). Covered federal employees are entitled to a total of 12 workweeks (up to 480 hours) of unpaid leave or available paid leave during a 12-month period for the birth of a child and care of the newborn, placement of a child with the employee or adoption or foster care; care of a spouse, son, daughter, or parent with a serious health condition, or a serious health condition of the employee that makes the employee unable to perform the essential duties of his or her position. Upon return from such leave, an employee must be returned to the same position or to an equivalent position with equivalent benefits, pay, status, and other terms and conditions of employment.

k. Family friendly leave. Covered federal employees may use up to 104 hours (13 8-hour days) of sick leave each year to care for a family member as defined by Office of Personnel Management (OPM) regulations, to arrange for adoption of a child or to arrange for or to attend the funeral of a family member.

2. Procedures for Requesting Annual Leave Donation Under the Voluntary Leave Transfer Program

a. An employee may donate annual leave directly to another federal employee who has a personal or family medical emergency and who has exhausted all available paid leave. There is no limit on the amount of donated annual leave a leave recipient may receive from the leave donor(s). However, any unused donated leave must be returned to the leave donor(s) when the medical emergency ends. In the event of major disasters or emergencies declared by the President, such as floods, earthquakes, tornadoes, bombings, etc., that result in severe adverse effects for a substantial number of employees, the President may direct OPM to establish an emergency leave transfer program.

b. To apply to become a leave recipient, employees must complete an Application to Become a Leave Recipient (OPM Form 630) and submit the form to the NSTC SLDCADA Customer Service

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Representative (CSR), Great Lakes, along with documentation from the physician (or other appropriate medical expert) showing the diagnosis, prognosis and duration (citing an end date) of illness. The NSTC CSR will forward the form and supporting documentation to the COS/ED for approval.

c. Once a decision is rendered, COS/ED will return the completed form and supporting documentation to the NSTC CSR for further processing and notification of all NSTC civilian employees.

d. If an employee is interested in donating annual leave, he/she must complete a Request to Donate Annual Leave to a Leave Recipient Under the Voluntary Leave Transfer Program (OPM Form 630A) and submit the form to the appropriate SLDCADA Administrator (at NSTC or at NETPDC) for further processing.

e. OPM Form 630 and OPM Form 630A can be obtained from the OPM website.

3. Procedures for Requesting Advanced Annual and Sick Leave

a. Advanced Sick Leave. Per reference (b), NSTC may advance sick leave to an employee, when required by the exigencies of a situation, for the same reasons it grants sick leave to an employee, subject to the limitations described below.

(1) NSTC will not advance annual or sick leave to an employee when it is known (or reasonably expected) that the employee will not return to duty, e.g., when the employee has applied for disability retirement.

(2) NSTC will not advance sick leave to any temporary employee who has less than one year of service onboard NSTC or to any probationary employee.

(3) NSTC may advance sick leave up to 240 hours (30 days) of sick leave to a full-time employee:

(a) Who is incapacitated for the performance of duties by physical or mental illness, injury, pregnancy, or childbirth;

(b) For a serious health condition of the employee or a family member;

(c) When the employee would, as determined by the health authorities having jurisdiction or by a health care

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provider, jeopardize the health of others by the employee's presence on the job because of exposure to a communicable disease;

(d) For purposes relating to the adoption of a child;
or;

(e) For the care of a covered service member with a serious injury or illness, provided the employee is exercising their entitlement to the Family and Medical Leave Act (FMLA) leave to care for a covered service member.

(4) NSTC may advance up to 104 hours (13 days) of sick leave to a full-time employee:

(a) For received medical, dental, or optical examination or treatment;

(b) To provide care for a family member who is incapacitated by a medical or mental condition or to attend to a family member receiving medical, dental, or optical examination or treatment;

(c) To provide care for a family member who would, as determined by the health authorities having jurisdiction or by a health care provider, jeopardize the health of others by that family member's presence in the community because of exposure to a communicable disease; or

(d) To make arrangements necessitated by the death of a family member or to attend the funeral of a family member.

b. Advanced Annual Leave. At its discretion, NSTC may advance annual leave to an employee in an amount not to exceed the amount the employee would accrue within the remainder of the leave year. NSTC will not advance annual leave to an employee when it is known (or reasonably expected) that the employee will not return to duty, e.g., when the employee has applied for disability retirement. Also, NSTC will not advance annual leave to any temporary employee who has less than one year of service onboard NSTC or to any probationary employee. Before granting advanced annual leave, supervisor should consider matters such as the expectation the employee will return to duty, the need for the employee's services, and the benefits to NSTC of retaining the employee.

c. The Request for Advanced Leave form may be found in Appendix F. The employee shall attach supporting documentation

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as indicated on the form. Submit completed form and supporting documentation to the COS/ED for approval then route to the NSTC SLDCADA CSR for further processing.

4. Procedures for Requesting Restoration of Forfeited Annual Leave

a. Civilian employees can carry over no more than 240 hours of annual leave from one leave year to the next. Any annual leave over this amount not used by the end of the leave year is forfeited. This policy may present difficulties for employees who scheduled annual leave but were unable to take it by the end of the leave year because there was an exigency of major importance, defined as an urgent need for them to be at work or they suffered a sickness or injury late in the leave year. Reference (b) provides a mechanism for restoring any leave lost for use in the next leave year.

b. Forfeited annual leave cannot be restored unless:

(1) The annual leave was requested and scheduled, that is, approved in writing by properly using SLDCADA before the start of the third bi-weekly pay period prior to the end of the leave year;

(2) COS/ED determined after the date of electronic approval in SLDCADA that an exigency of major importance existed that prevented the employee from taking scheduled annual leave. This authority may not be delegated.

c. An employee who utilizes compensatory time or credit hours and does not schedule his/her use or lose annual leave, will not be entitled to restoration.

d. Employees should submit the Request for Restoration of Forfeited Annual Leave found in Appendix G. Submit completed forms to the COS/ED for approval and then route to the NSTC SLDCADA CSR for further processing.

e. Any restored annual leave must be used no later than the end of the leave year ending two years after the exigency ended or the employee recovered from the illness or injury and returned to work. Additional guidance can be found at <http://www.opm.gov/oca/leave/HTML/restore.asp>.

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5. Administrative Dismissals

a. Authority to close an activity or dismiss employees without charge to annual leave due to events beyond the control of management, such as extreme weather conditions, is retained by respective Navy Region Commanders. Directors OD and CD, NROTCU Commanding Officers and Area Managers are instructed to follow guidance from respective Navy Region Commanders. Supporting documentation must be retained per guidance in reference (g). Examples of supporting documentation may include emails, university/school notifications, and official Naval messages. Any administrative leave granted in these cases must be documented and coded LN on the electronic time sheet in SLDCADA. A leave request is not required.

b. Administrative Discretion. There are numerous instances when employees are absent from their normal duties and responsibilities while performing acts or services officially sanctioned by the Command. In performing these acts or services, employees remain under management control/jurisdiction and are thus considered in a duty status. Examples of such absences include merit placement interviews at the employing activity, using Bargaining Unit services (for employees covered by union agreements), and Naval ceremonies sanctioned by a command, e.g., changes of command and retirements. Additional situations for which excused absence from work can be granted are listed in Volume 630, Section 4 of ref (d). Supervisors are authorized to make individual determinations that the act or service is job-related and not chargeable to leave, and to place reasonable limits on the length of such absences from normal assignments.

(1) Blood donations. Maximum excusable period is four hours.

(2) Tardiness and brief absences. Habitual tardiness shall not be excused but shall be charged to appropriate leave, or Absence Without Leave (AWOL). Any 59-minute period shall be authorized by the COS/ED or O-6 Commanding Officer. All 59-minute periods shall be annotated on the seriatim (sign-in/sign-out) sheet and supported by an email notification of the early release.

(3) Absence for relocation purposes. An employee may be excused under Volume 630, Section 6.d.(3) of ref. (d) to make personal arrangements directly related to a permanent change of station up to a maximum of 40 hours.

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(4) NSTC Headquarters Policy for Irregular Delays at Navy Base Gates. Due to manpower limitations and security demands, on occasion, there have been and will be unexpected delays at the gates to Navy bases. These delays are not due to any actions by NSTC, and NSTC is not in a position to take action to avoid these delays. NSTC recognizes that these unexpected delays result in personal impact to employees. Therefore, if there is an excessive delay of over 15 minutes at the base gate, supervisors are granted the authority to approve up to 59 minutes of administrative leave for their employees. The amount of time approved shall equal the amount of time the employee was in line to enter the base in excess of 15 minutes and authorized by the employee's supervisor. The time shall only include the time waiting to get through the gate, time prior to getting in the line and after accessing the gate are considered normal commute times and shall not be included in the administrative leave.

(5) Supervisors are directed to ensure the application of this policy is fair and equitable between employees. Employees are required to provide an honest accounting of their time waiting to access the gate. Administrative time granted by the supervisor shall be annotated on the sign-in/sign-out sheet. The application of this section should not be a regular and recurring event. The employee's work schedule should be adjusted to avoid consistent delays.

(6) Other situations. In other situations where the command makes a determination that the absence would benefit a bona fide Navy function, brief periods may be excused. Examples include:

- (a) Combined Federal Campaign activities;
- (b) Equal Employment Opportunity special/ethnic functions;
- (c) Annual Navy Prayer Breakfast;
- (d) Federal Executive Board recognition luncheons and functions;
- (e) Military or civilian farewell/retirement luncheons or ceremonies;
- (f) Health Benefits and Wellness Fairs; and

(g) Activity picnics or other officially sponsored events.

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CHAPTER 3
ADMINISTRATION OF OVERTIME

1. Overtime and Compensatory Time

a. Overtime and compensatory time will be held to the absolute minimum and limited to those cases in which the mission clearly requires the commitment of personnel and funds. Consistent command level attention is needed to ensure compliance with overtime and compensatory time policies. Overtime shall be limited to cases of necessity, such as emergencies, safeguarding life and property, or where the commanding officer can demonstrate that the overtime or compensatory time work cannot be accomplished during normal working hours.

b. Personnel management practices such as shift work, reassignments, and temporary details will be used to the maximum extent possible to preclude the requirement for overtime and compensatory time.

c. Overtime, to include compensatory time, travel compensatory time, and holiday work, shall be requested by the employee in advance and must be approved in advance by the supervisor/certifying official via the SLDCADA Overtime Request option. The request shall include dates, number, and type of hours to be worked. This approval shall not be given unless it is supported by an email from the appropriate approval authority, identified in Section 4 of the basic instruction, which authorizes the requested overtime. The supervisor shall enter a justification statement in the "Remarks" block of the SLDCADA Overtime Request fully explaining the necessity and citing the email authorization by the approval authority. The justification shall clearly identify the type of work to be performed. The employee shall work only the number of hours approved. However, employees may work fewer hours than those approved if the work is completed in less time. In the event advanced written approval is not possible, attempts shall be made to obtain verbal approval. The employee shall prepare an email request the following workday and include a statement explaining the situation that precluded prior written approval.

d. The authorization of overtime and compensatory time is vested in the COS/ED and O-6 Commanding Officers per reference (h) of the basic instruction. This authority shall not be delegated. In the absence of the O-6 commanding officer, requests must be forwarded to the NSTC COS/ED.

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e. Fair Labor Standards Act (FLSA) exempt employees must accept compensatory time in lieu of receiving overtime pay for irregular or occasional overtime. Exceptions require the written approval of the COS/ED or appropriate O-6 Commanding Officer. To determine if an employee is exempt, consult the employee's Standard Form 52 (SF 52), Notice of Personnel Action. It is also identified in SLDCADA, Employee Edit report.

f. FLSA non-exempt employees may either elect to be paid overtime or may request compensatory time in lieu of overtime.

g. Compensatory time shall be used within 26 pay periods to prevent payment of overtime and to control civilian labor costs. Defense Civilian Pay System (DCPS) will age compensatory time hours earned by pay period and identify when this compensation will be paid. The COS/ED will be kept advised by Comptroller/N8 on a monthly basis by employee name to ensure the compensatory time is taken and payment is not made.

2. Credit Hours

a. Definition and Purpose. Credit hours are extra hours that an employee who is on a flexible work schedule elects to work over and above their scheduled work requirement for that day with supervisory approval. They provide employees and supervisors with additional flexibility by allowing occasional variation from the basic work schedule to meet an employee's personal needs or workload requirements.

b. Authority to Accrue Credit Hours. Supervisors may authorize an employee to earn and use credit hours only if the employee is on a flexible work schedule. Credit hours can be earned without formal supervisor approval but the employee must make the supervisor aware they have elected to work longer and obtain informal supervisor approval. Employees should post earned credit hours to their time sheet. Credit hours cannot be earned when an employee is in training. All of the following conditions must be met to allow an employee to earn credit hours while in a travel status:

(1) The employee must be under a flexible work schedule;

(2) The employee must perform work under a designated work schedule, per NSTC's flexible work schedule policy, which allows credit hours to be earned.

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(3) The employee must elect to perform the work voluntarily;

(4) The hours of work must be in excess of the basic work requirement for the employee; and

(5) Travel must be scheduled during the regularly scheduled working hours for the employee to the maximum extent practicable.

c. Authority to Use Credit Hours. An employee may not use credit hours in lieu of scheduled work time without the prior, written approval of the supervisor. Credit hours must be earned before they can be taken. A maximum of 24 credit hours can be carried over to subsequent pay periods and any hours over 24 are forfeited. Credit hours cannot be converted to overtime pay. To use credit hours, employees must submit a leave request via SLDCADA. If approved prior to the pending pay period, the approved use of the credit hours will automatically post to the employee's time sheet in SLDCADA.

3. Compensatory Time for Travel

a. Travel compensatory time is earned by an employee for time spent in an official and authorized "travel status" which is not otherwise "compensable." Compensable refers to the periods of time that are creditable as hours of work for the purpose of determining a specific pay entitlement. For the purpose of compensatory time off for travel, time in a "travel status" includes:

(1) Time spent traveling between the official duty station and a temporary duty (TDY) station;

(2) Time spent traveling between two temporary duty stations; and

(3) The "usual waiting time" that precedes or interrupts such travel (e.g., waiting at an airport or train station prior to departure). An "extended" waiting period (i.e., an unusually long wait during which the employee is free to rest, sleep, or otherwise use the time for his or her own purposes) is not considered time in a travel status.

b. Commuting Time. Travel outside of regular working hours between an employee's home and a temporary duty station or transportation terminal outside the limits of his or her official duty station is considered creditable travel time.

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However, the employee's normal home-to-work/work-to-home commuting time must be deducted from the creditable travel time. Travel outside of regular hours between a TDY worksite and a transportation terminal is creditable travel time and no commuting time offset applies. Travel outside of regular working hours to or from a transportation terminal within the limits of the employee's official duty station is considered the equivalent to commuting time and is not creditable travel time.

c. Credit and Use. Compensatory time off for travel is credited and used in six-minute increments (one-tenth of an hour). Supervisor approval is required to both earn and use compensatory time off for travel. Within five working days after returning to the official duty station, the employee must submit a travel itinerary or any other documentation acceptable to the supervisor, in support of the previously approved request for compensatory time for travel.

d. Forfeiture. Compensatory time off for travel is forfeited if not used within 26 pay periods, or upon voluntary transfer to another agency, or upon movement to a non-covered position, or upon separation from the federal government. Under no circumstances may an employee receive payment for unused travel compensatory time.

e. Approval and Use. Employees shall request authorization to accrue compensatory travel time via SLDCADA before they commence travel if it is known that travel compensatory time will be required. Because there is no specific compensatory travel time request option in SLDCADA, employees shall make the request using the Overtime Request option. Employees shall enter a justification statement in the "remarks" block fully explaining the necessity for travel outside their regular work hours. Employees shall not exceed the number of hours requested and approved. However, employees may accrue fewer hours. If the employee's travel is delayed for reasons outside his or her control, the employee shall request any additional hours accrued via a new SLDCADA request, including a note in the remarks block explaining the reason for the delay. When posting time to the SLDCADA time sheet, the employee must make all needed corrections, adding additional travel compensation time or deleting time to compute the actual hours of travel compensation time they accrued.

CHAPTER 4
ADMINISTRATION OF LEAVE WITHOUT PAY

1. Leave without Pay. Leave without pay (LWOP) is a temporary non-pay status and absence from duty. LWOP covers only those hours which an employee would otherwise work or for which pay is authorized. 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 an employee is not scheduled to work. The permissive nature of LWOP distinguishes it from Absence Without Leave (AWOL). AWOL is an absence from duty in a non-pay status when the employee has failed to obtain advance authorization to be absent and the supervisor has subsequently determined that no leave of any type (including LWOP) can be granted. Excessive AWOL may be grounds for disciplinary action.

2. Entitlement. Authorizing LWOP is a matter of administrative discretion. An employee cannot demand that LWOP be granted as a matter of right. Per reference (a), the following employees are entitled to LWOP: employees invoking the FMLA, disabled veterans obtaining necessary medical treatment, civilians under the Uniformed Services Employment and Reemployment Rights Act, employees who are Reservists or National Guardsmen and are performing military service, and for limited periods, employees receiving injury compensation from the Department of Labor.

3. Criteria for Granting LWOP. Each request for LWOP should be examined closely to assure that the benefit to the Government and the employee offset the costs and administrative inconveniences of placing an employee in a LWOP status. LWOP should be granted only if the services of the employee can be spared without detriment to the work on which is engaged. Among the matters to be considered in the decision of whether or not to grant a LWOP request are:

- a. Whether there is a reasonable expectation that the employee will return to duty at the end of the approved period;
- b. Encumbrance of a position;
- c. Retention of a desirable employee; and
- d. Ability to return employee to the position at the end of the approved LWOP period.

4. Requests for Extended LWOP. The following not necessarily all-inclusive list provides examples when, barring other

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compelling factors (including those listed above), extended leave without pay may be approved:

a. For educational purposes when the course of study or research is related to the work of the activity and its completion would be in the activity's best interests.

b. For temporary service with a non-Federal public or private enterprise, when there is a reasonable expectation that the employee will return and when one or both of the following will result:

(1) The service to be performed will contribute to the public welfare.

(2) The experience to be gained by the employee will serve the agency's interest.

c. For recovery from illness or disability not of a permanent or disqualifying nature, when continued employment or immediate return to employment would threaten the employee's health or the health of other employees.

d. To protect the employee's status pending final action by OPM on a claim for disability retirement after all sick and annual leave has been exhausted. It is the policy of the Department of the Navy that activities will, without exception, grant LWOP up to one year pending final action by the Office of Workers' Compensation on employment connected in injury or disease.

e. So the employee can participate in programs in which the Federal Government is participating or is encouraging participation (e.g., Peace Corps volunteers).

f. To serve on a temporary basis as an officer or representative of a union representing Federal employees.

g. Where the employee is a family member of transferring military or Federal civilian personnel and has requested LWOP to seek employment at the new location. Such family members will be advised by supervisors of their entitlement to request 90 days LWOP prior to separation incident to the transfer of their military or federal civilian sponsors. LWOP will be granted only when the family member expresses intent to seek Federal employment at the new location and the family member's work performance has been satisfactory so as to permit continued Federal employment. The term "family member" means any

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federally employed family member whose separation is incident to the transfer of a military or federal civilian sponsor.

5. Length. Except in exceptional circumstances when the benefit to the Navy far outweighs any detriment resulting from an extended absence or when the LWOP is requested so the employee can participate in a federal program which requires a commitment of more than one year (e.g., Peace Corps volunteers), LWOP will not be authorized initially for any period of more than 52 calendar weeks even when it is known in advance that the period of absence may exceed one year. Unless the LWOP fits into one of the above two categories, the employee must make a timely written request sufficiently in advance of the end of the approved LWOP period asking that the approved period be extended to a date certain in the future. The request will be assessed under the criteria set forth in this chapter.

6. Impact on Federal Employment and Retirement Benefits.

Employees seeking extended LWOP should consider its impact on their creditable service and qualification for such federal benefits as retirement, health and life insurance, leave accrual, within-grade increases, and severance pay. For a list of all potential impacts, employees should refer to the OPM Fact Sheet at http://www.opm.gov/oca/leave/HTML/LWOP_eff.asp.

7. Approval Authority. Approval authority for any period of LWOP rests with the COS/ED. Requests for LWOP shall be forwarded via the supervisory chain of command to the COS/ED for decision. The NSTC Deputy Commander is authorized as an alternate in the COS/ED absences.

8. Requesting and Documenting LWOP.

a. Employees shall submit requests for LWOP and required supporting documentation in the form of a letter or memorandum indicating the reasons for making the request. The request will be submitted to the COS/ED via the chain of command. The application must be endorsed by intermediate levels to indicate recommendation for approval/disapproval and why. If appropriate, an SF-52 may be attached as supporting documentation. The request must also include a completed paper copy of the leave request (SF 71), citing the amount of LWOP. If the purpose of the LWOP request is for recovery from illness or injury, the employee must also attach supporting medical documentation that notes why that specific amount of time is required. If the request is to pursue education, evidence of acceptance at a college or school must be attached, including the course list of subjects being taken. If the request is approved, the employee

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must use the leave request option in SLDCADA to request specific periods of LWOP.

b. Once LWOP exceeding 30 days is approved, NSTC N1 will prepare a Request for Personnel Action (RPA) and will submit it to the Human Resources Office (HRO). HRO will process the RPA and generate an SF-50. Upon return from a non-pay status, the employee will notify NSTC N1. NSTC N1 will process another RPA and forward it to the HRO to restore the employee to work and pay status.

EMPLOYEE WORK SCHEDULE

Authority: Authority to request this information is found in: 5 USC § 301 (Authorizing Forms and Regulations); 5 USC § 6101 (Authorizing Establishment of Basic 40-hour Workweek, Employee Work Schedules and Issuance of Implementing Regulations); and E.O. 9397 (Use of Social Security Numbers).

Principal Purpose(s): The information you provide will be used to establish your work schedule.

Routine Use(s): Information you provide is protected by the Privacy Act and will not be released outside the Department of Defense without your permission unless it comes within an exception to the Act or one of the routine uses in 32 CFR § 701.112, <http://www.privacy.navy.mil>.

Disclosure: Providing the requested information is voluntary. However, failure to do so may result in our inability to establish your hours of work and, therefore, to certify your hours worked for payment.

| | | | | | | | | |
|------------------------|-----|--------------|-----------------------------|-----|-----------------|------------------|--------------|--|
| SSN: | | NAME: | | | ACT/UIC: | | SHOP: | |
| EFFECTIVE DATE: | | | T&A STATUS CODE: | | | AWS CODE: | | |
| | SUN | MON | TUE | WED | THU | FRI | SAT | |
| WK1* | | | | | | | | |
| SHIFT** | | | | | | | | |
| NGT DIFF | | | | | | | | |
| | | | | | | | | |
| WK2* | | | | | | | | |
| SHIFT** | | | | | | | | |
| NGT DIFF | | | | | | | | |

*For WK1 and WK2 enter number of hours worked per day

**For shift, enter schedule (e.g. 0730-1600)

STANDING JOB ORDER:

EMPLOYEE IS AUTHORIZED TO RECEIVE CREDIT HOURS YES NO

ADDITIONAL COMMENTS:

SUPERVISOR SIGNATURE:

DATE SUBMITTED:

| Work Schedule Reference for AWS Codes | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Alternate/Compressed Work Schedule Code | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | D | E |
| Flexible Work Schedule | | X | X | X | X | X | | X | | X | X |
| Compressed Work Schedule | | | | | | | X | | X | | |
| Neither Compressed nor Flexible | X | | | | | | | | | | |
| Credit Hours authorized | | X | X | X | X | X | | X | | X | X |
| Credit Hours not authorized | X | | | | | | X | | X | | |
| FLSA weekly | X | X | X | X | | | | X | X | X | X |
| FLSA bi-weekly | | | | | X | X | X | | | | |
| Set daily work schedule | X | X | X | | | | X | | X | | |
| 40 hours weekly – input to each Saturday | | | | X | | | | X | | | |
| 80 hours bi-weekly input to second Saturday | | | | | X | X | | | | X | X |
| Status code will allow time and attendance to be generated | X | X | X | | | | X | | X | | |
| Holiday and Sunday hours payable > 8 | | | | | | | X | | X | | |
| Emergency time will be generated | X | X | X | | | | X | | X | | |
| Schedule calls for five 8 hour days | X | X | X | | | | | | | | |
| Schedule may have < 5 workdays per week | | | | X | | X | X | X | X | | X |
| Schedule has core time 5 days per week, but hours are not limited to 8 | | | | | X | | | | | X | |
| Fixed arrival time | X | X | | | | | | | | | |
| Variable arrival/departure time | | | X | X | X | X | X | X | X | X | X |
| Length of work day may exceed 8 without overtime | | | | | X | X | | X | | X | X |
| Worksheets may contain different amounts of hours | | | | | | | X | | | | |
| System may project holiday forward or back to fit schedule | X | X | X | | | | | | | | |
| In lieu of holiday must be 4 days either side | | | | X | X | X | | X | | X | X |
| Holiday may be any day in pay period, prior pay period or next pay period | | | | | | | X | | X | | |
| The policy for work schedule rules is based on OPM guidelines which can be found at http://www.opm.gov/oca/worksch/index.asp | | | | | | | | | | | |

SLDCADA Role Responsibilities, and Security-Related Responsibilities

1. Laws and Policies Governing Protection of Personal Information

1.1. Public Law 93-579, U.S.C § 552a

- Privacy Act of 1974
 - Virtually all data within SLDCADA contains sensitive but unclassified (SBU) information that is subject to protection from disclosure under the Privacy Act of 1974.
 - Examples of privacy information not releasable to public:
 - Date of birth
 - Home address
 - Home telephone no.
 - Home e-mail
 - Net salary
 - Deductions
 - Debts
 - Leave balance
 - SLDCADA accounts are issued for the performance of official duties only. Any other use is strictly prohibited.
 - Users cannot certify their own records.

1.2. Freedom of Information Act

- Enacted in 1966 to provide universal access to official information
- Categories that are exempt from FOIA:
 - Classified information
 - Internal rules and practices
 - Information denied by other specific withholding statutes
 - Trade secrets and commercial or financial information given in confidence
 - Intra- and interagency communication
 - Personal information protected by the Privacy Act
 - Investigative information compiled for law enforcement
 - Reports on financial institutions

1.3. PKI Policy

- DOD requires that private Web servers enforce PKI on 1 April 2004.
- DOD employees and their contractors need either soft certificates (on a floppy) or CAC.
- All DoN commands and personnel obtain CAC-based PKI certificates
 - Sign and encrypt e-mail
 - Access to private Web servers
 - Cryptographic based network logon
 - Includes military, civilian, and eligible contractors

2. User Responsibilities

- Safeguard sensitive but unclassified (SBU) and Privacy Act data
- Log off when finished
- Protect the computer screen from casual observers
- Destroy reports (shredding or burning)
- Secure reports in an NSA-approved container
- Don't share information with anyone who doesn't have a need to know

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SLDCADA Role Responsibilities, and Security-Related Responsibilities

2.1. Terminal User Responsibility

- Protect your password; do NOT write it down and do NOT divulge it to anyone.
- Use only the user ID and password you were assigned.
- Protect your keyboard and screen while entering your password.
- Do not leave your terminal unattended while logged into SLDCADA. Instead, log off or lock your terminal.
- You are responsible for protecting and maintaining any information used or stored in your accounts, to the best of your ability.

3. Agencies' policies control Time and Attendance (T&A), ensuring that data:

- Is recorded promptly, completely, and accurately
- Reflects actual work performed and leave taken
- Is sufficiently detailed to allow certification
- Complies with legal requirements
- Is supported by recorded evidence of supervisor review and approval

4. Roles and Responsibilities

Integrity of T&A recorded depends on conscious oversight of supervisors, timekeepers, certifiers, or other approving authority. Below are listed some of the default roles used in the SLDCADA application and role-related responsibilities.

4.1. Self-User Responsibilities

- Record T&A and review to ensure accuracy and completeness prior to certification.
- T&A should be approved at the end of the last day of the pay period or later.
- Notify Certifier when T&A is available for certification.
- Generate SLDCADA reports:
 - Incorrect Hours

4.2. Timekeeper Responsibilities

- T&A should be approved at the end of the last day of the pay period or later.
- Official most knowledgeable of time worked should approve overtime and/or clocks.
- Record work schedule, shift, and predetermined JON changes.
- Record T&A and review to ensure accuracy and completeness prior to certification.
- Notify Certifier when T&A is available for certification.
- Enter prior pay adjustments.
- Notify Certifier when prior pay is available for certification.
- Generate SLDCADA reports:
 - Incorrect Hours
 - Unsent Prior Pay Corrections (v22: Pending Prior Pay Corrections)

SLDCADA Role Responsibilities, and Security-Related Responsibilities

4.3. Certifier Responsibilities

- Review time for assigned employees to ensure accuracy.
- Correct incorrect time or refer to employee/ Timekeeper.
- Certify time.

- Enter/certify prior pays.
- Maintain Primary/Alternate Timekeepers and Alternate Supervisors.
- Generate SLDCADA reports:
 - Incorrect Hours
 - Unsent Prior Pay Corrections (v22: Pending Prior Pay Corrections)
 - Uncertified Employees

4.4. Customer Service Representative Responsibilities

- Maintain employee data (e.g., shop and supervisor assignment).
- Coordinate with SLDCADA Administrator to grant user access.
- Maintain work schedule codes.
- Maintain SLDCADA validation tables.
- Monitor input of T&A.
- Generate SLDCADA Reports:
 - Centralized:
 - Incorrect Hours
 - Civilian Employee Additions (v22: Employee Additions)
 - Civilian Employee Changes (v22: Employee Changes)
 - Civilian Employee Deletions (v22: Employee Deletions)
 - Civilian MER Load Errors (v22: Error/Batch Employee Messages)
 - Decentralized:
 - Incorrect Hours
 - Uncertified Employees
 - Civilian Employee Additions (v22: Employee Additions)
 - Civilian Employee Changes (v22: Employee Changes)
 - Civilian Employee Deletions (v22: Employee Deletions)
 - Civilian MER Load Errors (v22: Error/Batch Employee Messages)
- Generate DCPS T&A Reports to verify acceptance of time by DCPS:
 - Invalid Transaction Report
 - Missing Time Report
- Generate DCPS Retro Reports:
 - Invalid Transaction Report
 - Conversion of Hours

SLDCADA Role Responsibilities, and Security-Related Responsibilities

4.5. SLDCADA Site Administrator Responsibilities

- Provide first line of defense for questions/problems.
- Maintain SLDCADA access.
- Restore access when users have moved shops.
- Unlock accounts.
- Maintain SLDCADA System News and Customer Service Message windows.
- Maintain Validation and Activity Profile settings.
- Assign Primary/Alternate Timekeepers and Alternate Supervisors.
- Coordinate with Yorktown operations for batch schedule changes.
- Inform SLDCADA users of software upgrades, system downtime, or changes to batch processing times.
- Only system administrators and a very few trusted users have full system privileges. Users who demonstrate both a need for full system privileges and an understanding of the responsibility that goes along with it might also have such privileges. Non-system administrators who share full system privileges with system administrators agree to guidelines such as notifying the system administrator of most changes made while using full system privileges.
- When notified by the user's chain of command, the system administrator will terminate employee access to SLDCADA immediately.

5. More information

For additional information, please visit the following Web sites:

- **Maintaining Effective Control Over Employee Time and Attendance Reporting (on GAO Web site):** <http://www.gao.gov/new.items/d01186g.pdf>
- **Freedom of Information Act:** <http://www.defenselink.mil/pubs/foi/>
- **PKI:** <https://infosec.navy.mil/PKI> www.defenselink.mil/nii/org/sio/ia/pki.html
<http://dodpki.c3pki.chamb.disa.mil>
- **CAC:** www.dmdc.osd.mil/smartcard <https://es.cac.navy.mil>

**SLDCADA Role Responsibilities, and
Security-Related Responsibilities**

I have read and understand the descriptions of the roles and responsibilities and security policy information contained within the attached document. I acknowledge and agree to use all SLDCADA's systems in accordance with the terms outlined in this document. I understand that failure to comply with these policies may result in revocation of my access to SLDCADA online records systems, adverse action, and/or civil or criminal liability under applicable laws.

Signature

Name (Printed)

Department/Organization

Date

- Your Role**
- Self-User**
 - Timekeeper**
 - Certifier**
 - Customer Service Representative**
 - SLDCADA Site Administrator**

| User Contact Information | |
|---------------------------------|-------|
| SLDCADA User ID: | _____ |
| Instance Name: | _____ |
| Phone Number: | _____ |
| Email Address: | _____ |

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Leave Conversion Matrix

If the hours available to an employee are insufficient to cover the hours used or requested, the precedence for charging the excess is as follows:

| TYPE OF HOURS USED OR REQUESTED | COMP TIME * | ANNUAL LEAVE WITH USE OR LOSE | ANNUAL LEAVE WITH NO USE OR LOSE | RESTORED LEAVE (OLDEST ACCOUNT FIRST) | LEAVE WITHOUT PAY | CREDIT HOURS | DONATE LEAVE FOR FAMILY | DONATED LEAVE FOR EMPLOYEE | REIN- STATED LEAVE |
|--------------------------------------|-------------|-------------------------------|----------------------------------|---------------------------------------|-------------------|--------------|-------------------------|----------------------------|--------------------|
| ANNUAL LEAVE | 1 | | | 2 | 6 | 5 | 4 | | 3 |
| SICK LEAVE | 2 | 1 | 5 | 3 | 8 | 7 | | 6 | 4 |
| COMP TIME | | 1 | 4 | 2 | 6 | 5 | | | 3 |
| MILITARY LEAVE | 2 | 1 | 5 | 3 | 7 | 6 | | | 4 |
| RESTORED LEAVE** | 2 | 1 | 4 | | 6 | 5 | | | 3 |
| TRAUMATIC INJURY (COP) | | | | | 1 | | | | |
| MILITARY LEAVE FOR LAW ENFORCE- MENT | 2 | 1 | 5 | 3 | 7 | 6 | | | 4 |
| HOME LEAVE | 2 | 1 | 5 | 3 | 7 | 6 | | | 4 |
| SHORE LEAVE | 2 | 1 | 5 | 3 | 7 | 6 | | | 4 |
| EDUCATORS LEAVE*** | | | | | 1 | | | | |
| REINSTATED LEAVE | 2 | 1 | 4 | 3 | 6 | 5 | | | |
| CREDIT HOURS | 2 | 1 | 5 | 3 | 6 | | | | 4 |
| PGS INCENTIVE | | | | | 1 | | | | |
| TIME OFF AWARDS**** | 2 | 1 | 5 | 3 | 7 | 6 | | | 4 |
| ANY PURPOSE LEAVE | | | | | 1 | | | | |

If no hours are available, LWOP should be charged.

- * The oldest compensatory time within the 26 pay period limitations will be charged first, then any grandfathered compensatory time in the separate time account, if available.
- ** All restored leave account balances will be used prior to converting to annual leave.
- *** Educators leave converts directly to LWOP. Usable annual leave that is grandfathered is kept manually.
- **** This conversion occurs if the payroll office has not received notification of the granting of the award within two pay periods after the usage.

ADVANCED LEAVE REQUEST FORM

Authority: Authority to request this information is found in: 5 USC § 301 (Authorizing Forms and Regulations); 5 USC § § 6302(d) (Authorizing Advanced Annual Leave) and 6307(d) (Authorizing Advanced Sick Leave); and E.O. 9397 (Use of Social Security Numbers).

Principal Purpose(s): The information you provide will be used to consider your request for advanced leave.

Routine Use(s): Information you provide is protected by the Privacy Act and will not be released outside the Department of Defense without your permission unless it comes within an exception to the Act or one of the routine uses in 32 CFR § 701.112,

<http://www.privacy.navy.mil>.

Disclosure: Providing the requested information is voluntary. However, failure to do so may result in our inability to authorize you to receive advanced leave.

PART I: TO BE COMPLETED BY REQUESTING EMPLOYEE

| | |
|---|-------------------------------------|
| EMPLOYEE'S NAME (Last, First, Mi) | SSN: |
| TYPE OF LEAVE REQUESTED: | PERIOD OF LEAVE REQUESTED: |
| NUMBER OF HOURS REQUESTED: <small>(Advanced sick leave must have an attached doctor's statement, stating the nature of illness or incapacitation and dates employee cannot work.)</small> | FROM: _____ TO: _____ |
| EMPLOYEE SIGNATURE: | DATE OF REQUEST: |

PART II – SUPERVISORY RECOMMENDATION ON APPROVAL OF REQUESTED LEAVE

| APPROVED | DISAPPROVED | SIGNATURE AND DATE |
|----------|-------------|--|
| | | IMMEDIATE SUPERVISOR: |
| | | DEPARTMENT HEAD: |
| | | CHIEF OF STAFF/COMMANDING OFFICER |

COMMENTS:

REQUEST FOR RESTORATION OF FORFEITED ANNUAL LEAVE

Authority: Authority to request this information is found in: 5 USC § 301 (Authorizing Forms and Regulations); 5 USC § 6302(f) (Authorizing Annual Leave Restoration); and E.O. 9397 (Use of Social Security Numbers).

Principal Purpose(s): The information you provide will be used to consider your request for restoration of forfeited annual leave.

Routine Use(s): Information you provide is protected by the Privacy Act and will not be released outside the Department of Defense without your permission unless it comes within an exception to the Act or one of the routine uses in 32 CFR § 701.112, <http://www.privacy.navy.mil>.

Disclosure: Providing the requested information is voluntary. However, failure to do so may result in our inability to consider or grant you restoration of your forfeited annual leave

| | |
|---------------------------|--------------|
| DISTRIBUTION CODE: | DATE: |
|---------------------------|--------------|

| | |
|--------------|-------------------------|
| FROM: | EMPLOYEE NAME: |
| | DEPARTMENT/SHOP: |

| | |
|------------|------------------------|
| TO: | CHIEF OF STAFF: |
|------------|------------------------|

| | |
|-------------|------------------------------|
| VIA: | IMMEDIATE SUPERVISOR: |
| | DEPARTMENT HEAD: |

| | |
|--------------|---|
| SUBJ: | REQUEST FOR RESTORATION OF FORFEITED ANNUAL LEAVE |
|--------------|---|

| | |
|-------------|----------------------|
| REF: | (a) 5 U.S.C. 6304(d) |
|-------------|----------------------|

In accordance with the provisions of reference (a), it is requested that _____ hours of excess annual leave forfeited at the end of calendar year _____ be restored.

Above annual leave was forfeited due to the following reason(s): (list circumstances)

ADMINISTRATIVE ERROR:

EXIGENCIES OF PUBLIC BUSINESS:

SICKNESS:

OTHER:

| | |
|-----------------------------|-------------|
| EMPLOYEE SIGNATURE : | SSN: |
|-----------------------------|-------------|

| | | |
|-----------------|--------------------|----------------------------|
| APPROVED | DISAPPROVED | SIGNATURE AND DATE: |
|-----------------|--------------------|----------------------------|

| | | |
|--|--|------------------------------|
| | | IMMEDIATE SUPERVISOR: |
|--|--|------------------------------|

| | | |
|--|--|-------------------------|
| | | DEPARTMENT HEAD: |
|--|--|-------------------------|

| | | |
|--|--|------------------------|
| | | CHIEF OF STAFF: |
|--|--|------------------------|

COMMENTS: