



DEPARTMENT OF THE NAVY
COMMANDER
NAVAL EDUCATION AND TRAINING COMMAND
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PENSACOLA, FLORIDA 32508-5220

NETCSTAFFINST 7410.1D
N8
10 Aug 2023

NETC STAFF INSTRUCTION 7410.1D

From: Commander, Naval Education and Training Command

Subj: CIVILIAN TIME AND ATTENDANCE

Ref: (a) 5 U.S.C. §61
(b) OPM Handbook on Alternative Work Schedules
(c) DoD 7000.14-R Volume 8, DoD Financial Management Regulations of October 2021
(d) 5 U.S.C. §63
(e) DoD Instruction 1400.25, Volume 630, of 19 March 2015
(f) NETCSTAFFINST 5330.1B
(g) SECNAVINST 5211.5F
(h) ASN (M&RA) memo 3-17 of 23 Jun 17

Encl: (1) Maintaining Time and Attendance
(2) Authorizing, Documenting, and Monitoring Overtime, Compensatory Time, Travel Compensatory Time, Credit Hours, and Holiday Work
(3) Leave Without Pay
(4) Employee's Permissive Temporary Duty Request Acknowledgement

1. Purpose. To publish supplemental guidance for timekeeping and leave for civilian personnel at the Naval Education and Training Command (NETC) Headquarters (HQ).

2. Cancellation. NETCSTAFFINST 7410.1C.

3. Background. Guidance contained in this instruction supplements Department of Defense (DoD), Office of Personnel Management (OPM), and Department of the Navy (DON) policy for civilian timekeeping provided by references (a) through (h). Leave documentation procedures are provided in enclosure (1). Procedures for annual and sick leave, overtime, compensatory time, credit hours, travel compensatory time, and holiday work are in enclosure (2). Procedures for leave without pay (LWOP) are in enclosure (3). Employee acknowledgement and approval for permissive temporary duty (TDY) for training and education is in

enclosure (4). Civilian payroll job orders will be provided by NETC N811 at the beginning of each fiscal year and as changes occur.

4. Policy

a. It is NETC policy to maintain an effective program for civilian timekeeping. All staff are expected to ensure the integrity of hours worked and reported for payroll purposes. This instruction supplements standard Navy guidance and payroll activity instructions that must be followed by managers and supervisors.

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

c. Work Schedules. NETC's force development mission is critical to the success of fleet operations and our Nation's defense. Mission accomplishment is NETC's overarching priority, and NETC supervisors are responsible for ensuring work flow, task accomplishment, and mission execution occurs in a timely and efficient manner. NETC is concurrently committed to being an employer of first choice, providing staff members with needed flexibilities to maintain a reasonable work-life balance, and identifying ways to improve workplace efficiency. NETC's available work schedules are intended to provide flexibilities to enable efficient accomplishment of the mission. NETC supervisors and the staff they supervise may select work schedules and start times from the following options. To be clear, the work schedule options listed herein do not create an employee right to select any particular schedule(s) or start time(s), they are instead flexibility options which may or may not be appropriate for individual circumstances. Supervisors have and retain the authority to approve or deny schedule requests and start time(s) based on their assessment of mission needs and the facts and circumstances related to a particular

request. Per reference (a), the basic work week for a NETC staff employee is a fixed flexitour or gliding schedule of five 8-hour days or an alternative compressed work schedule (CWS), plus a 30-minute non-paid lunch break each day. No fixed work schedule with a start or end time outside of the flexible time bands of 0600-1800 is permitted without NETC Chief of Staff (COS) approval, provided after consultation with NETC N1CP and N8.

(1) Flexitour Schedule. Employees may request to work a fixed flexitour schedule with the supervisor's approval. Employees assigned to a fixed flexitour schedule may select a work start time between 0600 and 0930 as determined by their supervisors, and the employees' starting time will be fixed at the selected time. The required 8-hour day must be completed within the flexible time bands shown below. Each employee on a flexitour schedule must have a documented work schedule and shift with a designated start time, even if the employee does not deviate from the set work schedule.

(2) Gliding Schedule. Employees may request to work a gliding schedule with the supervisor's approval. Employees assigned to a gliding schedule may each day select a start and work end time in the flexible time band to complete the required 8-hour day. In addition to approving or denying a gliding schedule request, supervisors may narrow or restrict the permissible gliding work start or end times within the flexible band based on mission needs and facts and circumstances related to a particular request (e.g., A supervisor may approve a gliding schedule within the time band 0700 - 1800, which would remove the employee's ability to start their workday prior to 0700 or end their workday after 1800 but otherwise provide gliding flexibility to the employee to complete their 8-hour workday within the specified time band).

(3) CWS. Per reference (b), employees may request to work a CWS with the supervisor's approval. There are two CWS options available: 4-10 (4 days per week - 10 hours each day for both weeks in a bi-weekly period); or, 5/4-9 (5 days in week one of a bi-weekly period, and 4 days in week two of a bi-weekly period - 9 hours each day). Details of a CWS are explained in paragraph 5. Employees should review paragraph 5 to understand the differences between CWS and other available work schedules prior to making a schedule request.

(4) Core Hours. Employees are required to be at work or on leave during the core hours shown below. The following core hours are those designated hours during which employees must be present for work.

FLEXIBLE BAND

Monday 0600-1800
Tuesday 0600-1259 & 1501-1800
Wednesday 0600-1800
Thursday 0600-1800
Friday 0600-1800

CORE BAND

Monday (not applicable)
Tuesday 1300-1500
Wednesday (not applicable)
Thursday (not applicable)
Friday (not applicable)

(5) With the supervisor's approval, work schedules may be changed if necessary to effectively meet work requirements or at the employee's request in the case of personal hardship. However, work schedules are not to be changed solely for the convenience of the employee, for purposes such as to take the regular day off (RDO) in conjunction with a holiday, or to substitute for annual leave. A work schedule change must be requested using NETC 7400/7 (New Work Schedule or Change Request).

(6) Upon reporting for duty at NETC HQ, a new employee's work schedule will be requested and approved using NETC 7400/7. Any changes in work schedule, other than temporary (see paragraph 5c), must also be requested and approved using NETC 7400/7. The form will be forwarded to NETC N811 to be entered into SLDCADA.

d. Lunch Breaks. Lunch breaks consist of 30 minutes to be taken between 1000-1400 Monday and Wednesday through Friday, and 1000-1259 on Tuesday. If employees choose to take more than 30 minutes for lunch, additional time taken will be made up on that day or employees must utilize leave or other approved compensatory time to offset the additional time. Lunch breaks are not to be saved until the end of the work day to shorten the day or to be used as credit hours, compensatory time earned, or overtime.

e. Overtime and Compensatory Time. The approval of overtime and compensatory time will be vested in the Commander, NETC, or delegated no lower than the division director (DD) and

special assistant (SA) level. Overtime and compensatory time work will be avoided whenever possible and should be limited to cases of necessity, such as:

- (1) Urgent fleet readiness.
- (2) Emergencies.
- (3) Safeguarding life and property.
- (4) Individual incidences where savings can be clearly demonstrated, or;
- (5) Where the supervisor can demonstrate that the overtime or compensatory time work cannot be accomplished during normal work hours.

f. Credit Hours. In conjunction with the flexitour or gliding plans, supervisors may allow the use of credit hours earned and taken. Credit hours provide employees additional flexibility by allowing occasional variation from the 8-hour day for personal or workload reasons. Credit hours should be earned during the flexible time band outlined above, Monday through Friday, unless the DD or SA gives specific approval to work outside normal flexitour plan hours. Per reference (a), employees working on the 4-10 or 5/4-9 CWS may not earn credit hours.

g. Court Leave. Per reference (c), when an employee is called for court service (as a witness or juror), the court order, subpoena, or summons must be presented to the supervisor and timekeeping customer service representative (CSR) as far in advance as possible. A certificate of attendance from the clerk of the court must also be submitted upon the employee's return to work. An employee may not retain fees received for jury duty or witness services. The employee must submit any fees received for services to their timekeeping CSR in the form of a money order or personal check. However, an employee may keep reimbursements for expenses received from the court, authority, or party that caused the employee to be summoned.

h. Military Leave. Per reference (d), to substantiate all types of military leave charges, the employee is required to submit a copy of their military orders directing them to report

to active duty and active duty training, or a copy of their authorizing document to attend inactive duty training, to the supervisor and timekeeping CSR as far in advance as possible. Immediately upon return to civilian status from military leave, the employee is required to submit a certified verification of attendance to the supervisor and timekeeping CSR. Military leave is charged on a daily basis and the minimum charge is 1 hour. Military leave may be taken intermittently, a day at a time, or all at one time, regardless of the number of training sessions. Hours in the regularly scheduled workday that are not chargeable to military leave must be worked or charged to another leave category such as annual leave, LWOP, or compensatory time. Military leave is not charged for weekends and holidays that occur within the period of service. An employee performing military service must also be permitted to use any accrued annual leave, earned compensatory time off for travel, or accrued sick leave (consistent with requirements for using sick leave), during military service. An employee may use annual leave, military leave, and earned compensatory time off for travel or sick leave intermittently with LWOP while on active duty or active and inactive duty training. LWOP procedures, per enclosure (3), are applicable for absence due to all types of military duty.

i. Excused Absence for Permissive Temporary Duty (TDY) for Training and Education. Per volume 630 of reference (e), civilian employees may request an excused absence and the issuance of permissive TDY unfunded travel orders to attend trainings or educational offerings that would be professionally valuable to DoD but are not mission essential in nature. Permissive travel is limited to 24 hours per year. Enclosure (4) is an employee request form containing requirements for approval and the request routing process; DD or SA is the approval authority for such requests. The processing, granting, or denial of a request is discretionary and does not create any right or entitlement for any employee.

Note: Mission essential or required training must be funded at government expense and an excused absence or permissive TDY orders are not authorized to facilitate such training.

j. Teleworking. Eligible employees may request to participate in teleworking per reference (f). NETC DDs, SAs, and supervisors will decide eligibility and suitability of employees for telework. When in a telework status, employees will record time in SLDCADA per enclosure (1), paragraph 2.

k. Blood Donation. Employees who donate blood may be granted up to 4 hours of excused absence without charge to leave for travel to and from the donation site, the actual donation of blood, and recovery. This provision does not cover employees who give blood for their own use or receive compensation for giving blood. Employees are not automatically entitled to receive 4 hours of excused absence because they donated blood. This excused absence is reserved for those experiencing recovery issues after donation.

l. Closure, Delayed Arrival, and Early Dismissal due to Emergencies

(1) Per reference (a), non-emergency, NETC HQ civilian employees (including employees on pre-approved paid leave) who are notified not to report to work for an entire day due to base closure, are granted administrative leave ("LN" type hour code (THC)) for the entire workday(s), unless they are:

(a) Teleworking. Telework-ready employees who are scheduled to telework and those who were not scheduled to telework in advance are required to telework. These employees may be granted excused absence in the event of situations such as power outages, network connection problems, etc.

(b) On official travel outside the affected area.

(c) On LWOP.

(d) On an alternative work schedule (AWS) RDO.

(e) On pre-approved or unscheduled paid leave for the entire day. These employees should continue to be charged leave the entire day.

(2) Non-emergency, NETC HQ civilian employees who are notified of a delayed arrival are granted administrative leave

("LN" THC) for the designated number of hours past their scheduled arrival time or as directed, unless they are:

(a) Teleworking. These employees may be granted excused absence in the event of situations such as power outages, network connection problems, etc.

(b) On official travel outside the affected area.

(c) On LWOP.

(d) Granted approval by supervisors to rearrange their work hours under the flexible work schedule (8-hour schedule).

(e) On pre-approved or unscheduled paid leave for the entire day. These employees should continue to be charged leave the entire day.

(3) Non-emergency, NETC HQ civilian employees who are authorized early departure due to closure are granted administrative leave ("LN" THC) for the remainder of their workday, unless they are:

(a) Teleworking. These employees may be granted excused absence in the event of situations such as power outages, network connection problems, etc.

(b) On official travel outside the affected area.

(c) On LWOP.

(d) On an AWS RDO.

(e) On pre-approved or unscheduled paid leave for the entire day. These employees should continue to be charged leave the entire day.

5. CWS Procedures

a. Participants will work an 80-hour bi-weekly period compressed into 8 or 9 days depending on their approved work schedule. The bi-weekly work period will consist of either:

- (1) Eight 10-hour days with one RDO each week; or,
- (2) Eight 9-hour days, one 8-hour day, and one RDO.

Either of the work schedules must include a 30 minute non-paid lunch break each workday. Employees assigned to CWS must have a fixed schedule and may start their workday as scheduled by their supervisor between 0600-0730 for the 4-10, or between 0600-0830 for the 5-4/9. Work start times in the periods specified ensure the assigned fixed CWS work schedule starts at or after 0600 and ends at or before 1800 each day, both of which are necessary to avoid night differential pay.

b. The RDO may not be temporarily changed solely for the employee's convenience or solely for purposes such as to take the RDO in conjunction with a holiday or to substitute for annual leave. However, the RDO may be changed at the discretion of the supervisor to accommodate emergent work requirements. With the supervisor's approval, the RDO may also be changed at the employee's request in the case of personal hardship. A change in RDO is handled as a work schedule change using NETC 7400/7.

c. NETC 7400/9 (Administrative (Temporary) CWS Revision) will be used when an employee must temporarily convert to the basic work week for a full pay period.

d. The number of hours credited for a holiday will be determined by the employee's CWS. An employee scheduled to work 8 hours on a day that is a holiday will receive credit for 8 hours of holiday pay. An employee scheduled to work 9 hours on a day that is a holiday will receive credit for 9 hours of holiday pay. An employee scheduled to work 10 hours on a day that is a holiday will receive credit for 10 hours of holiday pay. When a holiday falls on the employee's RDO, SLDCADA changes the holiday to the previous day. However, the employee may have the day following or preceding the holiday as their holiday (unless otherwise directed by OPM). The supervisor must approve which day will be designated as the holiday. If the day following the holiday is chosen and approved, the employee must change it in SLDCADA.

e. Employees may be excused from duty without loss of pay and without charge to leave because of extreme weather or natural disasters (e.g., dismissal of the NETC staff due to a hurricane). If such absence is authorized during an employee's RDO, they will not be given equivalent time off at a later date.

f. Employees on court leave may be placed on the basic work week schedule for the pay period in question. The supervisor determines this on a case-by-case basis depending on the length of time the employee is absent from work.

g. Employees in training will be placed on the basic work week schedule for the pay period(s) in which training occurs unless they return to their job site after each day's session to continue working according to their CWS; however, if on-site training includes their RDO, they must always be placed on the basic work week schedule for the entire pay period.

h. Employees on official travel that includes their RDO and who cannot work their established CWS should be placed on the basic work week for the pay period(s) in which the TDY occurs. It is the joint responsibility of the supervisor and employee to carefully monitor CWS hours during TDY events. This responsibility requires ensuring that participants actually work 80 hours in a 2-week pay period, that work time is not credited for weekend or after-hours travel, and that revisions to the participant's approved CWS are submitted.

6. Action. Responsibilities for timekeeping and related functions are set forth below:

a. Commander, NETC or Designee(s) is responsible for:
Ensuring employees with supervisory roles are correctly added to the command's organizational hierarchy within human resource systems and that command organization charts are updated per reference (g).

b. DDs and SAs are responsible for:

(1) Designating time and attendance point of contact (POC) for the division or office and at least one alternate in writing or by electronically signed e-mail.

(2) Designating personnel authorized to certify timekeeping documents.

c. Supervisors and certifying officials are responsible for:

(1) Approving and monitoring employee work schedules and shifts.

(2) Maintaining effective time and attendance controls.

(3) Ensuring employees verify timesheets (EVT) before certification is completed.

(4) Certifying time and attendance.

(5) Ensuring an alternate certifier is available to certify when the primary certifier is absent.

(6) Ensuring employees are accounted for during scheduled work hours.

d. Designated Time and Attendance POC is responsible for:

(1) Serving as liaison between designated group and CSRs.

(2) Coordinating changes to work schedules and shifts for employees in their group with CSRs.

(3) Ensuring timesheets that do not get certified electronically are manually certified.

e. Self-Users. Self-users are all NETC employees who use SLDCADA for timekeeping. Self-users are responsible for:

(1) Recording own time and attendance into SLDCADA.

(2) Requesting leave, compensatory time, travel compensatory time, and overtime via SLDCADA and sending request notifications to certifiers.

(3) Coordinating any changes to work schedule and shift with their timekeeping POC and certifier.

(4) EVT prior to supervisor certification.

(5) Performing any prior pay period corrections and notifying their certifier of any changes made.

(6) Ensuring timesheets that do not get certified electronically are manually certified.

(7) Processing time and attendance documents per guidance provided in enclosures (1) and (2).

f. Timekeeping Administrator. The timekeeping administrator is the NETC POC for SLDCADA, and administers and maintains SLDCADA for the NETC staff on site. In addition, the timekeeping administrator is responsible for:

(1) Troubleshooting user errors.

(2) Maintaining SLDCADA access (menu codes and access rights) for authorized users.

(3) Serving as timekeeping liaison between NETC and the SLDCADA Central Design Agency personnel.

(4) Serving as liaison between NETC and accounting support at the Naval Education and Training Professional Development Center (NETPDC).

(5) Serving as the principal POC for NETC staff time and attendance matters.

(6) Ensuring new certifying officials and timekeepers are properly trained.

(7) Informing users of software upgrades, system downtime, or changes to batch processing times.

(8) Coordinating and implementing any software upgrades for NETC.

(9) Ensuring all NETC staff timesheets are certified in a timely manner each pay period.

(10) Reviewing the validity of the organizational hierarchy in SLDCADA on a quarterly basis per reference (h).

g. SLDCADA CSR. The CSR assists and serves as backup to the timekeeping administrator and is also responsible for:

(1) Providing timekeeping support to the NETC staff.

(2) Monitoring the overall Incorrect Hours Report, overall Uncertified Employees Report, overall Timesheet Not Verified Report at the end of each pay period, and following up with certifying officials, employees, and timekeepers until all timesheets complete EVT and are electronically certified within the timeframe specified in enclosure (1), paragraph 7a.

(3) Ensuring paper copies of timesheets are printed and manually certified on the rare occasion that timekeeping is not certified electronically.

(4) Ensuring employees EVT timesheets electronically on their first day back to work if, on a rare occasion, they were prevented from doing so before certification.

(5) Monitoring the Unsent Prior Pay Corrections Report and ensuring all prior pay corrections are certified by the close of business each Friday.

(6) Ensuring all work schedules for new employees and work schedule changes are entered into SLDCADA.

(7) Ensuring records for all new employees are added to SLDCADA before the end of the first pay period that they are on board.

(8) Maintaining employee data in SLDCADA for assigned employees.

(9) Maintaining and updating SLDCADA validation tables.

(10) Maintaining supervisor assignments (e.g., establishing new ones as required and changing assignments as necessary).

(11) Ensuring all electronic and paper timesheets, supporting documents, and reports are retained for 6 years and 3 months.

h. Privacy Act Requirement

(1) Payroll information contains personal data subject to reference (g) which implements the Privacy Act of 1974. Access to all timesheets (electronic or paper), overtime and compensatory time requests and authorizations, and applications for leave are hereby restricted to personnel authorized in writing or by signed e-mail to have access and a need to know.

(2) All personnel authorized to process payroll information are required to review reference (b) and will take reasonable measures to prevent unauthorized access, disclosure, release, or use of payroll data, and must report any violations to the appropriate authority.

7. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the DON Assistant for Administration, Directives and Records Management Division portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager.

8. Review and Effective Date. Per OPNAVINST 5215.17A, NETC will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, DoD, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 (Review of Instruction). This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will

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be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

9. Forms

a. The following forms are available electronically on the NETC public web site (www.netc.navy.mil) or by e-mailing: netc-directives@us.navy.mil:

(1) NETC 7400/7 (New Work Schedule or Change Request)


(2) NETC 7400/9 (Administrative (Temporary) CWS Revision)

b. The following forms are available for download from the U.S. General Services Administration web site (<https://www.gsa.gov>):

(1) SF-50 (Notification of Personnel Action)

(2) SF-52 (Request for Personnel Action)

c. The following form is available for download from the OPM web site (<https://www.opm.gov/forms/>): OPM-71 (Request for Leave or Approved Absence)


C. COLLINS, JR.
Chief of Staff

Releasability and distribution:

This instruction is cleared for public release and is available electronically on the NETC public web site (www.netc.navy.mil) or by e-mail at netc-directives@us.navy.mil.

MAINTAINING TIME AND ATTENDANCE

1. Recording Time and Attendance

a. Hours are posted automatically to timesheets as follows:

(1) Regular hours worked are automatically calculated and posted to timesheets by the SLDCADA from each employee's work schedule.

(2) Scheduled holidays are posted to timesheets by SLDCADA.

(3) Leave that has been requested and approved via SLDCADA by Thursday night of the second week of the pay period is calculated and automatically posted to timesheets by SLDCADA on the second Thursday night of the pay period, unless otherwise directed by the SLDCADA administrator.

b. Self-users (employees) must manually post the following to their timesheets:

(1) Overtime earned, compensatory time earned, travel compensatory time earned, and credit hours earned.

(2) Leave that is not approved by close of business on the second Thursday of the pay period (or as otherwise specified by the SLDCADA administrator).

c. Exceptions that must be entered manually will be posted by self-users daily, weekly, or bi-weekly to SLDCADA. The supervisor must ensure that the employee is entitled to pay for the hours reported.

d. Default job order numbers (JON) for each NETC division and for new or transferred employees are system generated and will be used in almost all cases, unless otherwise directed by the SLDCADA administrator.

e. To post earned overtime, compensatory time, travel compensatory time, or credit hours manually to timesheets in SLDCADA, select the appropriate THC in the "THC" column. The

corresponding JON will appear in the "JON" column. Record the appropriate number of hours in the corresponding column and row for the appropriate day and week.

f. To post leave (see paragraph 1b(2) of this enclosure) to timesheets in SLDCADA, enter the appropriate type of leave in the "THC" column and row 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 accordingly. All annual and sick leave absences can be charged in 15 minute increments. However, leave taken for a full day will be recorded as 8 hours for the 8-hour days or as 9 hours for the 9-hour days for employees working the CWS.

g. On the last day of the pay period, before certification begins (see paragraph 7a of this enclosure for timeframe), self-users will:

(1) Verify total regular hours worked and paid leave hours, normally 80 hours, for a full-time employee.

(2) Verify total overtime, credit hours, travel compensatory time, and compensatory time worked and ensure overtime, travel compensatory time, and compensatory time requests have been completed. Notify supervisors of any pending requests.

(3) Ensure they have provided a completed leave request via SLDCADA showing the dates, start and stop times, number of hours, and types of leave taken for all leave posted to timesheets. Notify supervisors of any pending leave requests.

(4) After completing above steps (1) through (3), click the "Employee Verified Time" button. EVT means the self-user has verified the timesheet is accurate and that all backups (requests for leave, overtime, compensatory time, and travel compensatory time) are approved and in place within SLDCADA. EVT should be completed no later than 1000 on the day of certification. Notify the certifying official that timekeeping is ready for certification.

h. For efficiency, EVT may be completed any day during the 2-week pay period, as follows: Ensure all leave and overtime has been requested and approved. Ensure all manual entries to the timesheet have been completed (e.g., overtime, compensatory time, or travel compensatory time). On the timesheet, click the "Generate Hours" button and save. Hours will post to the timesheet, and self-users may then review for accuracy and completeness, and EVT.

i. On the rare occasion that EVT cannot be completed before the certification deadline, self-users will EVT electronically on their first day back to work. Timesheets do not need to be uncertified to do so. Supervisors are responsible for ensuring EVT is done by employees at the first opportunity.

j. In the event of unscheduled leave, compensatory time, credit hours, or overtime after the certification deadline (see paragraph 7a of this enclosure), self-users will enter the corrected times into SLDCADA as "Prior Pay Corrections" in the following pay period. Leave and overtime and compensatory time requests will be submitted as required, and the prior pay corrections will show the revised hours for the affected days. Corrected timesheets will be EVT'd and the appropriate approving official will then certify the prior pay corrections. Prior pay corrections are processed by SLDCADA in the pay period in which they are certified.

k. On the rare occasion that electronic certification cannot be completed, certifiers will print paper timesheets from SLDCADA, sign, date, and provide to the CSR who will retain for 6 years and 3 months.

l. After the EVT deadline (see paragraph 7a), of this enclosure), CSRs will run the Incorrect Hours Report, notify self-users of any errors, and follow up until errors are corrected and the report is clear. Before the certification deadline (see paragraph 7a of this enclosure), CSRs will run the Uncertified Employees Report. CSRs will notify the certifying official of any timekeeping that has not been certified and monitor the report until all timekeeping has been certified and the report is clear.

2. Recording Telework. Telework is not automatically posted by SLDCADA. All telework will be recorded manually in SLDCADA as follows:

a. On the timekeeping screen, record telework on a row separate from non-telework. Add a blank row if necessary.

b. Select "RG" in the "THC" column. The corresponding JON will appear in the "JON" column. Record the appropriate number of hours teleworked on the appropriate day and week.

c. In the "Ehz" column on the same row, click on the down arrow and select the appropriate Telework Code: "TW" for Telework Regular, or "TS" for Telework Situational or Adhoc. Save.

d. In the non-telework row, delete any "RG" hours posted by SLDCADA on the days Telework was performed and manually posted.

3. Application for Leave. All leave will be requested and approved or disapproved via SLDCADA. All annual and sick leave absences can be charged in 15 minute increments. Use of earned credit hours, regular compensatory time, or travel compensatory time can be charged in 6 minute increments; however, leave taken for a full day will be recorded as 8 hours for the 8-hour days or as 9 hours for the 9-hour days for employees working the CWS. Annual, sick, compensatory, credit, or advanced leave must be requested in advance except in the case of emergency or when unavoidable. In the case of emergencies, or when unavoidable, leave requests will be submitted immediately upon the employee's return to work with an explanation in the remarks section of the request explaining the reason for submitting after the fact. Approved or denied requests will be retained electronically for 6 years and 3 months. Original paper or e-mailed and electronic copies of requests per previous guidance will be retained with other time and attendance documents for 6 years and 3 months.

4. Overtime Request and Authorization. Overtime (to include compensatory time, travel compensatory time, or holiday work) must be requested and approved via SLDCADA and will include dates, number and type of hours worked, and justification. Overtime must be requested in advance except in the case of emergency or when unavoidable. In the case of emergencies, or when unavoidable, overtime requests will be submitted

immediately upon the employee's return to work, with an explanation in the remarks section of the request explaining the reason for submitting after the fact. Approved or denied requests will be retained electronically for 6 years and 3 months. Original paper or e-mailed and electronic copies of requests completed in the past per previous guidance will be retained with other time and attendance documents for 6 years and 3 months.

5. New Work Schedule or Change Request (NETC 7400/7). NETC 7400/7 is used to make work schedule and shift changes and establish work schedules and shifts for new employees. It should be approved by the employee's supervisor and submitted to CSRs via DDs and SAs. Each employee must have an approved work schedule and shift form on file, copied to CSRs. Work schedule forms will be presented to CSRs before the beginning of the pay period in which the work schedule becomes effective. CSRs will post work schedule and shift from the form to SLDCADA.

6. Payroll and Cost Accounting Requirements. NETPDC will provide necessary services to meet payroll and cost accounting requirements.

7. Certification of Timesheets

a. Timelines for Certification. Certification begins on Friday morning of the second week of the pay period, after timesheets are EVT'd (EVT deadline is 1000), and ends at 1100, unless otherwise directed by the SLDCADA administrator.

b. Certification of Timesheets. The certifying official will certify the timesheets electronically by checking the space provided in SLDCADA. When the primary certifier is absent, an individual of equal or higher grade who is operating in a supervisory capacity will complete certification. The official must be authorized to certify time and attendance documents, and must have completed Certifying Officer's Legislation training within the last 12 months, and possess knowledge of the employee's actual attendance. On the rare occasion that electronic certification is not completed, certifiers will sign paper timesheets printed from SLDCADA by CSRs.

c. Absence of Primary Certifier. When a primary certifying official plans to be absent at certification time, it is their responsibility to make advance provisions for electronic certification to be completed by another authorized certifying official within their division. If such absence should result in the condition that no authorized person is available within the division, then an official in another division of equal or higher grade than the employee will certify the timesheet. On the rare occasion that this cannot be arranged, the COS, acting COS, or higher rank is authorized to certify one or more of a division's timesheets on an exception basis only. SLDCADA is web based, and certification can be completed while in travel status if the certifying official has access to a Navy or Marine Corps Intranet computer.

8. Timeline for Posting Late Changes to Timesheets. Late changes to timesheets are required to be posted to timesheets no later than 0900 on Monday after the end of the pay period.

AUTHORIZING, DOCUMENTING, AND MONITORING OVERTIME, COMPENSATORY TIME, TRAVEL COMPENSATORY TIME, CREDIT HOURS, AND HOLIDAY WORK

1. Criteria Used in Granting Compensatory Time and Overtime. Compensatory time, travel compensatory time, and overtime must be requested and approved via the SLDCADA overtime request option and per reference (a). Supervisors are responsible for scheduling compensatory time and overtime hours required in excess of the normal work week. Overtime and compensatory time are approved by the DD or higher authority.

2. Earning and Using Credit Hours. In conjunction with the flexitour plan, supervisors may allow the use of credit hours earned and taken. However, per reference (a), employees working on the 4-10 or 5/4-9 CWS may not earn credit hours. Credit hours are similar to compensatory time but without the formal approval process. Earned credit hours are not requested via SLDCADA. Each supervisor may determine their own method of request and approval of earned credit hours (e.g., verbal or by e-mail). Earning and taking credit hours are at the discretion of the employee but must have the prior approval of the supervisor. Credit hours must be earned before they can be taken. They are earned and taken in increments of one-tenth of an hour. Decimal increments earned and taken are calculated as shown in attachment A of this enclosure. A maximum of 24 hours can be carried over to subsequent pay periods (any hours over 24 are forfeited). Since credit hours are for use on an occasional basis only, they cannot be used to provide for full days off on a regular basis. Credit hours will not be directed by the supervisor in lieu of overtime or compensatory time and will not be converted to overtime pay. Employees must post earned credit hours to their timesheet. Use of credit hours leave is requested via SLDCADA and is automatically posted to the timesheets by SLDCADA.

3. Documenting Compensatory Time, Overtime, and Holiday Work. Reference (a) requires advance written approval for work performed in excess of regularly scheduled time. Compensatory time, overtime, and holiday work must be requested and approved via the SLDCADA overtime request option in advance for each pay period. A justification statement will be entered in the "Remarks" block of the SLDCADA overtime request form fully explaining the necessity or applicable savings. Justification will clearly identify the type of work to be performed. Hours

requested and approved will not be exceeded; however, employees may work less than the hours scheduled. Lunch breaks will not be used to earn compensatory time, overtime, or holiday work. In the event advance approval is impossible, the SLDCADA request will be prepared on the following workday and include a statement explaining the emergency that prevented prior approval. Employees must post earned compensatory time, overtime, and travel compensatory time to their timesheets. When posting to the timesheet, the employee will compute actual hours worked to the nearest one-tenth of an hour (see attachment A to this enclosure) (not to exceed the hours authorized).

4. Documenting Travel Compensatory Time. Reference (a) requires advance written approval for work performed in excess of regularly scheduled time. Compensatory travel time must be requested and approved via the SLDCADA overtime request option in advance for each pay period. A justification statement must be entered in the "Remarks" block fully explaining the necessity for travel outside the employee's regular hours. In the event advance approval is impossible, the SLDCADA request will be prepared on the following workday and include a statement explaining the emergency that prevented prior approval. In the case of travel delays not the fault of the employee, hours exceeded should be requested via a new request with a note in remarks explaining the delay. Within 5 days after returning to work, employees must submit their travel itinerary or any other documentation in support of a request for compensatory time off for travel. Upon receipt of documentation, the agency must credit the employee with compensatory time off for creditable time in a travel status. When posting to the timesheet, the employee will compute actual hours worked to the nearest one-tenth of an hour (see attachment A to this enclosure) (not to exceed the hours authorized). Employees must use compensatory time off for travel within 26 pay periods after earning it, or it will be forfeited. Employees may not receive payment for travel compensatory time earned under any circumstances.

5. Retention of Overtime, Compensatory Time, and Travel Compensatory Time Requests. Approved and disapproved requests are retained for 6 years and 3 months, including original paper or electronic requests prepared per previous guidance.

DECIMAL EQUIVALENCE FOR PERIODS LESS THAN 60 MINUTES

OVERTIME, COMPENSATORY TIME, TRAVEL COMPENSATORY TIME,
AND CREDIT HOURS EARNED OR USED

| <u>Elapsed Time In Minutes</u> | <u>Decimal Equivalent</u> |
|------------------------------------|-------------------------------|
| 06 | .1 |
| 12 | .2 |
| 18 | .3 |
| 24 | .4 |
| 30 | .5 |
| 36 | .6 |
| 42 | .7 |
| 48 | .8 |
| 54 | .9 |
| 60 | 1.0 |

ANNUAL AND SICK LEAVE

| <u>Elapsed Time In Minutes</u> | <u>Decimal Equivalent</u> |
|------------------------------------|-------------------------------|
| 15 | .25 |
| 30 | .50 |
| 45 | .75 |
| 60 | 1.00 |

LEAVE WITHOUT PAY

1. LWOP. LWOP is a temporary non-pay status and absence from duty granted upon an employee's request. 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, which is a non-pay status resulting from a determination that no leave of any type will be granted (including LWOP), for a period of absence for which the employee did not obtain advance authorization, or for which a request for leave on the basis of alleged sickness has been denied.

2. Privilege. Authorizing LWOP is a matter of administrative discretion. An employee cannot demand that LWOP be granted as a matter of right except in the case of disabled veterans who are entitled to LWOP if necessary for medical treatment, reservists and National Guardsmen who are entitled to LWOP to perform military training duties, and for limited periods, employees receiving injury compensation.

3. Standards. The following standards are non-regulatory but, are issued as guidance to activities in acting upon LWOP requests. Each request for LWOP should be examined closely to assure that the value to the government, or the serious needs of the employee, are sufficient to offset the costs and administrative inconveniences that result from the retention of an employee in a LWOP status. Among the matters to be considered are:

- a. Encumbrance of a position.
- b. Loss of services that may be vital to the organization.
- c. Obligation to provide employment at the end of the approved LWOP.
- d. Creditable service for such benefits as retirement, leave accrual, within-grade increases, and severance pay.
- e. Eligibility for continued coverage (without cost to the employee for up to 1 year) for life insurance and continued

coverage (with payment of employee's portion of the premium by the employee for up to 1 year) for health insurance benefits.

4. Conditions. As a basic condition to approval of extended LWOP, there must be a reasonable expectation that the employee will return to duty at the end of the approved period. LWOP is discretionary when the services of the employee can be spared without detriment to the work on which they are engaged and one of the following benefits would result:

- a. Improved performance capability.
- b. Protection or improvement of the employee's health.
- c. Retention of a desirable employee.

5. The following (not necessarily all-inclusive) are examples of cases in which extended LWOP 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 interests.

c. For the purpose of 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. For the purpose of protecting employee status pending final action by the OPM on a claim for disability retirement after all sick and annual leave has been exhausted. (It is the policy of the DON that activities will, without exception, grant

LWOP up to 1 year pending final action by the Office of Workers' Compensation on employment connected injury or disease.)

e. For the purpose of permitting the employee to participate in programs in which the federal government is participating or is encouraging participation (e.g., Peace Corps volunteers).

f. For the purpose of serving on a temporary basis as an officer or representative of a union representing federal employees.

g. For an employed family member of transferring military or federal civilian personnel to obtain employment at the new location. Employed family members will be advised by supervisors of their entitlement to request 90 days LWOP prior to separation incident to the transfer of their 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 continue federal employment. "Family members," as used herein, refers to any federally employed family member whose separation is incident to the transfer of a military or federal civilian sponsor.

6. Length. Except in unusual circumstances, or in furtherance of a program of interest to the government (e.g., Peace Corps volunteers), when it is known in advance that the period of absence will exceed 1 year, LWOP will not be authorized initially for any period in excess of 52 calendar weeks.

7. Authority. Grants of LWOP (not to exceed 30 calendar days) may be made by DDs and SAs. Employees desiring LWOP beyond 30 calendar days will submit a written application indicating the reasons for requesting extended LWOP. The application will be submitted to the COS via the chain of command (COC). The application must be endorsed by intermediate levels of the COC to indicate recommendation for approval or disapproval and why. A Request for Personnel Action form (SF-52) may be used for this purpose. If the request is for recovery from illness or injury, a supporting medical certificate must be attached. If the request is for educational purposes, evidence of acceptance at a college or school must be attached including the course list of subjects being taken.

8. Requesting and Documenting LWOP. The leave request option in SLDCADA will be used to request periods of LWOP for 30 days or less, along with any necessary substantiating documentation. LWOP in excess of 30 days must be requested via a completed Request for Leave or Approved Absence form (OPM 71). The OPM 71 along with any necessary substantiating documentation and a completed SF-52 must be forwarded to the COS. The human resources office (HRO) will issue to Defense Finance Accounting Service a completed Notification of Personnel Action form (SF-50). The SF-50 places the employee in a LWOP status. When the affected employee returns to duty, they must report to the HRO, who will issue an SF-50 to restore the employee to work and pay status.

CUI (when completed)

NETCSTAFFINST 7410.1D

10 Aug 2023

EMPLOYEE'S PERMISSIVE TEMPORARY DUTY REQUEST ACKNOWLEDGMENT

MEMORANDUM

From: Requesting Civilian Name, Position

To: Supervisor Name, Command Name

Subj: EMPLOYEE'S PERMISSIVE TEMPORARY DUTY REQUEST
ACKNOWLEDGMENT

1. I, (insert employee name), voluntarily request permissive unfunded travel orders and excused absence from my normal duties to attend (insert training name) in (insert training location) on (insert training dates). I certify that I am knowingly requesting permissive unfunded travel orders and an excused absence, so that I may attend the specified non-essential training which I believe will benefit the Department of Defense (DoD) but is not required or necessary as part of my employment. I acknowledge that the granting of this request is discretionary, and my request does not create any right or entitlement to me or any other employees.

2. I have provided, along with this acknowledgment, detailed information regarding the training I am seeking to attend which includes at a minimum a list of instructors, training topics, and training itinerary. My written assessment of how I believe the training will benefit the DoD is not primarily directed to my personal professional development, and is not mission essential or required as part of my current position is as follows: _____

3. I understand and agree to the following:

a. I will receive no travel funding of any kind, to include per diem, and will be provided no reimbursement for any expense I incur associated with the permissive travel and associated training.

Enclosure (4)

CUI (when completed)

b. Should my request for unfunded travel and training be granted, I may later choose not to execute my permissive unfunded travel orders and not attend the requested training without penalty.

c. If I chose not to execute permissive travel orders and attend training after approval, I am required to report to my normal place of work at my regularly scheduled report time unless excused in advance by my supervisor.

d. If I chose to not execute permissive travel orders and to not attend training after approval and I do not report to my normal place of work at my regularly scheduled report time, or secure prior approval for my absence from my supervisor, I will be deemed absent without leave (AWOL) and subject to any disciplinary processes and actions warranted by my failure to report to work on the days previously excused for travel and training.

e. I am required to provide my command with proof of my attendance at, and satisfactory completion of, the training I have requested. If I fail to provide the required proof of training attendance and completion to my command within the time period they specify, I may be deemed to have been AWOL and subject to any disciplinary processes and actions warranted by my failure to report to work on the days previously excused for travel and training.

Signature (Employee)

Date

Supervisor Endorsement:

The supervisor will review the employee's request to determine if the training will benefit the DoD, but is not required or necessary as part of the employee's duties. (If the training is required or necessary as part of the employee's duties, this request should be negatively endorsed and the employee's training request should be submitted and reviewed for execution on official, funded travel orders in an on duty status.) The supervisor will ensure the employee understands and agrees to

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the terms and conditions of this request, and that the employee's proposed short term absence will not result in an unacceptable disruption of time sensitive work that cannot be mitigated with available resources.

_____ I favorably endorse this request.

_____ I negatively endorse this request.

Supervisor Comments: _____

Signature (Immediate Supervisor) Date

DD or SA Decision:

Employee Name and Request Date: _____

_____ Approve

_____ Disapproved

Signature (DD or SA) Date