



OFFICE *of* HUMAN RESOURCES

*Compensatory Time  
for Travel*

# What is CTT ???

(compensatory time for travel)

- Time spent “in a travel status” outside the employee’s regular tour of duty
- Away from the permanent work site

# What Qualifies as Time "In A Travel Status"

- Between your permanent work site and a temporary duty station

# Time in travel status

## Activities generally include -

- Driving to and from a destination (e.g. meeting site, transportation terminal, etc.) outside the limits of your permanent work site
- Check-in, waiting to board, collecting luggage, “usual waiting time;” and
- Actual time in transit to and from a TDY location, e.g. hotel or actual meeting site situated away from your permanent work site.

# Who is eligible to earn CTT?

- Title 5 employees
- Title 42 appointed individuals
- Title 38 employees (except those that receive Market Pay)
- Senior Level (SL) and Scientific or Professional (ST)
- Senior Biomedical Research Service (SBRS) employees
- Wage Grade employees

# Who is not eligible to earn CTT?

- Senior Executive Service (SES) employees
- Commissioned Corps Officers (non FTE)
- Title 38 employees who receive Market Pay
- Intermittent employees

# Approval for CTT

- The Travel Authorization (Travel orders)
- State traveler's eligibility

(Cont'd)

# Approval for CTT

- Upon completion of the trip
  - A written request w/supporting documentation **must** be submitted to the supervisor
  - The request **must** take place within five working days of completion of the travel
  - The approval **must** be given to the traveler's timekeeper immediately after approval is granted

# Limitations or Stipulations on Earning & Using CTT

- There is no limit to earn the amount of CTT
- CTT is earned & used in 15 minutes increments
- CTT must be used within 26 PPs from the time it is effected
- CTT may not be advanced or restored
- CTT cannot be converted to pay

# Forfeiture

- Compensatory time-off for travel is forfeited:
  - If not used within 26 pay periods after it is effected
  - Upon voluntary transfer to another agency
  - Upon movement to a noncovered position (SES)
  - Upon separation from the Federal Government

# Forfeiture Exception

- If employee goes on Military Leave of LWOP in middle of 26 pay periods, the 26 pay-period waiting time starts over upon their return

# References

[http://www.opm.gov/oca/pay/html/compensatory\\_time.asp](http://www.opm.gov/oca/pay/html/compensatory_time.asp)

<http://www.opm.gov/oca/compmemo/2005/2005-03-att1.asp>

<http://www.opm.gov/oca/compmemo/2005/2005-03-att2.asp>

