



National Security Personnel System Compensatory Time Off and Holiday Pay Fact Sheet December 2007

This Fact Sheet provides general information concerning compensatory time off for religious observances and travel and holiday pay under National Security Personnel System (NSPS). For information on other NSPS subjects, please visit the NSPS web page at <http://www.cpms.osd.mil/nsps>. You are encouraged to consult with your servicing Human Resources office for supplemental local or Component guidance.

Compensatory Time Off for Religious Observances

With supervisory approval, employees whose religious beliefs require time off from work for observances may work additional hours, either before or after the religious observance, to cover the time. While Department policy is to grant employee requests to use religious compensatory time, the request may be denied if the absence would interfere with mission accomplishment.

Religious compensatory hours worked do not create any entitlement to premium pay (such as overtime pay). In addition, if an employee separates from federal service, payment cannot be received for any unused religious compensatory time off.

Compensatory Time Off for Travel

Employees who are required to travel away from their official worksite with travel occurring outside the regular tour of duty are eligible for compensatory time off. Compensatory time off applies to employees who are not otherwise compensated for their time (e.g. employees who receive overtime pay for travel).

The following conditions apply:

- Travel time is credited on an hour-for-hour basis, including the time employees actually spend traveling and the usual waiting time that precedes or interrupts travel.
- The time that employees spend at a temporary worksite between arrival and departure (i.e., the period of temporary duty) is not considered.
- If employees travel on a regular workday (typically Monday-Friday) directly between their homes and a temporary worksite, then the normal home-to-work commuting time is deducted from the creditable travel time. If the travel occurs on a day that is normally a day off, home-to-work commuting time is creditable.
- With certain exclusions, compensatory time off for travel must be used within 26 pay periods after the pay period in which it is credited, or it is forfeited.

Holiday Pay

Holiday pay is additional compensation for work performed on a holiday designated by Federal statute or Executive Order. For each hour worked on a holiday, employees receive pay that is twice their hourly adjusted rate of pay (also referred to as double-time pay). This pay applies to all hours worked on a holiday.

The following categories of employees are excluded from holiday pay:

1. Firefighters paid under Part 550, Subpart M – Firefighter Pay, of title 5, Code of Federal Regulations.
2. Physicians and dentists (ineligible for all forms of premium pay to include compensatory time off - since these employees are not eligible for compensatory time under NSPS, any unused balance accrued must be paid out at the time the employee becomes covered by NSPS at the overtime rate at which it was earned).
3. Criminal investigators who receive law enforcement availability pay for unscheduled duty hours.

Holiday pay is paid in addition to night pay or premium pay for Sunday work, as applicable. If hours worked on a holiday are overtime, the overtime pay is contained within the double-time holiday pay rate.

Is Additional Information on These Topics Available?

- Yes. The NSPS Implementing issuance on the Compensation Architecture is available at <http://www.cpms.osd.mil/nsps/compensation.html>.