

TIME OFF AWARD CRITERIA

1. Making a high-quality contribution involving a difficult or important project or assignment.
2. Displaying special initiative and skill in completing an assignment before the deadline.
3. Ensuring that the mission of the unit is accomplished during a difficult period by successfully completing additional work or a project assignment while maintaining the employee's own workload.
4. Using initiative and creativity by suggesting or making improvements in a product, activity, program, or service.
5. Sustaining high level performance for an extended period as reflected, for example, in the rating of record on the most recent performance appraisal.

TIME OFF AWARD SCALE FOR A SINGLE CONTRIBUTION

VALUE TO ORGANIZATION | NUMBER OF HOURS

Moderate: 1 to 10

(1) A contribution to a product, activity, program, or service to the public, which is of sufficient value to merit formal recognition.

(2) Beneficial change or modification of operating principles or procedures.

Substantial: 11 to 20

(1) An important contribution to the value of a product, activity, program, or service to the public.

(2) Significant change or modification of operating principles or procedures.

High: 21 to 30

(1) A highly significant contribution to the value of a product, activity, program, or service to the public.

(2) Complete revision of operating principles or procedures, with considerable impact.

Exceptional: 31 to 40

(1) A superior contribution to the quality of a critical product, activity, program, or service to the public.

(2) Initiation of a new principle or major procedure, with significant impact.