

SUBPART C - MISCELLANEOUS

480.22

480.20 Timeframe for Use of Compensatory Leave

Employees are expected to take compensatory leave as soon after they have earned it as possible, and before the cut-off date for liquidating accrued compensatory leave. This cut-off date for using compensatory leave is the end of the leave year in which it is earned.

480.21 Reporting Compensable Time on T&A Reports

Overtime, compensatory time worked, and compensatory leave taken must be recorded on Form AD-320, Time and Attendance Report, in accordance with instructions in the National Finance Center Time and Attendance Handbook.

480.22 Voluntary Overtime

Employees who voluntarily perform extra hours of work are not privileged to excuse themselves from duty for a comparable period of time.

480-7