

**REQUEST FOR A TIME-OFF AWARD IN LIEU OF A CASH
PERFORMANCE AWARD**

I accept the nomination for a Time-off Award (TOA) in lieu of a performance cash award for the rating cycle **1 April** _____ **to 31 March** _____. I also understand that:

- The exact cash award amount cannot be provided to me at this time since allocation of cash awards may increase or decrease depending on the number of Time Off Awards recommended or accepted by other employees. This may influence the specific amount of the actual monetary awards pool.
- A TOA cannot be processed for an employee who is not on Coast Guard rolls or onboard at the time the award is processed by Commandant (CG-121). Accepting a TOA in lieu of a performance cash award *is irrevocable* and signing below acknowledges my irrevocable choice.
- Time-Off granted under this authority *must be scheduled and USED* within 52 weeks *from the effective date*. If not used within 52 weeks from the effective date it *will automatically be removed* from my record *and will not be restored*. Waivers to the TOA expiration policy will not be granted.
- If I separate from the Coast Guard before using all awarded Time-Off hours, those hours are lost. TOAs are not transferable to agencies outside DHS. Time-Off Awards given by one DHS Component *may* be honored by other DHS components upon transfer.
- A TOA *does not* convert to cash at the time of separation, at forfeiture or for any other circumstance.
- When physical incapacitation for duty occurs during a period of time off originally scheduled under the TOA, sick leave *may be* granted for the period of incapacitation. In this situation, the time-off usage deadline is extended during the period of sick leave use.
- OPM's regulations at 5 CFR 353.208 implementing the Uniformed Service Employment and Reemployment Rights Act (USERRA) states that an employee performing service with the uniformed services must be permitted, *upon request*, to use any accrued annual leave, military leave, earned compensatory time off for travel, or accrued sick leave (consistent with the statutory and regulatory criteria for using sick leave), during such service. An employee is entitled to use annual leave, military leave, earned compensatory time off for travel, or sick leave intermittently with leave without pay while on active duty or active/inactive duty training. This applies to TOAs.
- I can utilize My Employee Personal Page (My EPP) which will provide me with the exact effective date of each awarded Time-Off Award. WebTA is a tool that can provide me with the balance of my TOA.
- **I have been provided the relevant information needed in making a determination whether to elect a TOA or a monetary award, if given a choice.**

Date

Signature
(Digital signatures acceptable)

Printed Name

Completed form must be forwarded to Supervisor to be attached to Employee's performance appraisal