

Processing Tips for Canceling or Correcting a Time-Off Award

A time-off award is an excused absence that may be granted to an employee without charge to leave or loss of pay. Time-off eligibility and usage during a leave year is at the discretion of the agency.

Time-off hours must be in the database to cancel or correct the hours.

[Canceling a Time Off Award](#)

[Correcting a Time Off Award](#)

Research Materials

- [Bulletins](#) on the NFC home page.
- [EPIC](#) and [T&A](#) procedures on the NFC home page