



DEPARTMENT OF HEALTH AND HUMAN SERVICES

Food and Drug Administration
Silver Spring MD 20993

VIA ELECTRONIC MAIL

DATE: February 14, 2018
From: Labor Relations
Workforce Relations Division
To: Tony Reardon, NTEU National President

SUBJECT: Compensatory Time for Travel (CTT) Request and Claim Template

Pursuant to Article 3 of the Department of Health and Human Services/ Consolidated Collective Bargaining Agreement (CBA), Revised March 6, 2014, this serves as official notice that FDA would like to implement new Compensatory Time for Travel (CTT) Request guidance and Claim Template.

Purpose:

The purpose of the Compensatory Time for Travel (CTT) template is to standardized the process of ORA employees requesting and claiming compensatory time for traveling. This template provides a uniform method of accounting for the compensatory time earned while on travel for ORA business.

Management is also prepared to deliver a briefing to the union concerning this SMG if necessary. Please see the attached SMG document for more information.

Please contact Jacqueline Foster, Labor Relations Specialist at (240) 402-4309, if you have any questions or concerns.

Jacqueline Foster
Labor Relations Specialist