



Performance Award Guidance

Employee Performance Award Preference

The supervisor shall consult with the employee to determine his or her award preference (i.e, Cash or Time-Off In Lieu of Cash) before making the final award type selection in InCompass. Employees receiving a rating below Fully Successful will not be eligible for an award. Employees receiving a rating of Fully Successful will be eligible for a Time-Off award.

Note: The performance award type cannot be changed after the award has been paid out to the employee.

Awards Funding and Processing

Barring unforeseen circumstances, performance award payout for the **FY 2021** rating cycle will be made in the second quarter of **FY 2022**. The **FY 2021** Rating Cycle Performance Awards, Quality Step Increase Funding and Processing Guidance will be issued after the **FY 2022** budget is approved by Congress.

Separated Employee Performance Awards

Only employees that have completed the full rating cycle (**October 1, 2020 through September 30, 2021**) will be eligible to receive a performance award during the awards process. These employees must also be included in the roll-up process. Program Offices will have until **November 15, 2021**, to enter separated employee's final rating into the system.

Award Eligibility

The 2021 Appropriations Act, Sec. 226. states: None of the funds provided in this Act or any other Act may be used for awards, including performance, special act, or spot, for any employee of the Department of Housing and Urban Development subject to administrative discipline (including suspension from work), in this fiscal year, but this prohibition shall not be effective prior to the effective date of any such administrative discipline or after any final decision over-turning such discipline.

This provision remains in effect during any Continuing Resolutions (CR), assuming the CR includes standard language which contains the terms and conditions of the prior year appropriation during the Continuing Resolutions.