



24 NOVEMBER 1998

Personnel

**WEEKLY AND DAILY SCHEDULING OF
WORK AND HOLIDAY OBSERVANCES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(HILL) AFI 36-807, 22 June 1994, is supplemented as follows:

SUMMARY OF REVISIONS

(HILL) This document is substantially revised and must be completely reviewed.

- 2.14. (Added-HILL)** Night Work. Work performed between the hours of 1800 and 0600 the following day.
- 2.15. (Added-HILL)** Standard Graveyard Shifts. Graveyard shifts commencing at 0000 hours begin the day for work scheduling purposes and for determining the holiday or the day observed in lieu of the holiday.
- 2.16. (Added-HILL)** Irregular Shifts. Exceptions to standard established shifts to provide accomplishment of unusual workload requirements. Irregular shifts may or may not involve uncommon tours.
- 2.17. (Added-HILL)** Intermittent. Work which is done on an irregular basis because it is not feasible to establish a prearranged (regularly scheduled) tour of duty.
- 2.18. (Added-HILL)** Summer Aid. Excepted service employment during the summer season. Normally accomplished by Wage Grade (WG) employees.
- 2.19. (Added-HILL)** Stay-in-School Program. Part-time employment while attending school.
- 2.20. (Added-HILL)** Advance Notice. A written notice provided to employees as soon as possible, but no less than seven calendar days before a change in the basic workweek (hours of work or tour of duty). The notice must be dated, reflect hours and days of duty or specific days off, effective date, and employ-

ees assigned by name. In computing the seven-day period, either the date the notice is given can be counted or the effective date of the changed tour, but not both.

2.21. (Added-HILL) Alert Assignment. The requirement that an employee remain at home, or other designated location, for a certain period to answer calls from official sources for the purposes of directing emergency messages, locating specific individuals, or doing other support functions.

2.22. (Added-HILL) Sunday Work. All work performed during a regularly scheduled tour of duty within a basic workweek when any part of that work is performed on Sunday.

2.23. (Added-HILL) Overtime Work. Hours of work that are officially ordered in advance and in excess of eight hours in a day or 40 hours in a week. **NOTE:** Overtime work for compressed work schedules is all hours in excess of the established compressed work schedule.

2.24. (Added-HILL) Staff Officers. Staff officers are those officers who are immediately subordinate to the OO-ALC Commander (corresponds to directorate level and includes the Chief, Office of Public Affairs (OO-ALC/PA)).

2.25. (Added-HILL) Organizational Element. An organizational element is the lowest organization structure. **NOTE:** Information regarding payment of overtime, night work, Sunday premium pay, and other special pay entitlements is contained in *OO-ALC-HAFBPAM 36-1, Rates of Special Pay*.

3.2. (HILL) Approving authority for *AF Form 428, Request for Overtime, Holiday Premium Pay, and Compensatory Time*, is delegated to commanders, directors, and chiefs of staff offices. This approval may be further delegated in writing to division or equivalent management level. Directors, commanders and chiefs of staff offices are responsible for ensuring the overtime or compensatory time that a General Schedule (GS) employee works in a pay period does not exceed the maximum salary limitation. **NOTE:** Overtime work must be ordered by the appropriate supervisor and approved in writing by the official designated to authorize overtime payment. Since overtime approval constitutes authority for the expenditure of funds and certification that overtime funds are available, approval must be obtained before the work is performed except in an emergency when it must be made a matter of record no later than the following workday. Work performed by an employee outside his regularly scheduled tour of duty without official authorization or approval cannot be the basis for overtime pay under provisions of Title 5 of the US Code.

4.1. (HILL) Submit requests on *OO-ALC Form 397, Request for Rearrangement of Workweek for Educational Purposes*, through directorate or staff office to the Civilian Personnel Office (OO-ALC/DPC) for approval. If any level of management does not concur with the employee's request, document the reasons for the non-concurrence. Do not honor requests if the class is available during non-duty hours. If the employee begins a course before obtaining approval, annual leave or leave without pay must be used until the request is approved, or if the request is disapproved for the remainder of the training. OO-ALC/DPC makes a copy of *OO-ALC Form 397* to retain in their files, a copy is returned to the requesting organization, and the original is forwarded to Customer Support Branch (OO-ALC/FMFS).

4.2. (HILL) Written notice requirements are met when schedules are posted on official organizational bulletin boards in sufficient time to afford employees the minimum notice period. Supervisors are encouraged to weekly review schedules covering changes to preclude omission of names of reassigned employees and ensure changes in assignments are documented to provide for the minimum notice period. Posted schedules will not preclude issuance of individual notices to employees if management deems such action appropriate. Post work schedules where employees rotate from one shift to another shift though assigned to a Monday through Friday schedule. Send a copy of the written notice simultaneously to the union steward. The written notice must be given a minimum of seven calendar days before each

shift if the days off are changed and before the specific workday affected if only the hours of duty are changed. Employees may not be assigned to a changed tour until required approvals for the tour are obtained and notice requirements have been met.

4.2.1. (Added-HILL) Destroy work schedules when the uncommon tour of duty is no longer in effect following applicable publications.

4.2.2. (Added-HILL) Authorized Exceptions to Minimum Notice Period: The supervisor may waive the minimum seven-day notice for the following specific reasons if a change in shifts or days off is required. Supervisors must ensure they comply with any additional requirements contained in the current union-management agreement for employees included in the bargaining unit.

4.2.2.1. (Added-HILL) Examinations for promotion or other specific personnel actions, or open competitive examinations for the position in which the employee is serviced which are directed by the Office of Personnel Management (OPM) or the Central Civilian Personnel Office (CCPO).

4.2.2.2. (Added-HILL) A physical examination, medical aid, or emergency treatment provided on base or by a federal physician or by a facility officially authorized to treat employees while they are in an official duty status.

4.2.2.3. (Added-HILL) Medical examinations authorized by the employer to determine fitness for federal service or as part of the base health program.

4.2.2.4. (Added-HILL) Required base clearance procedures done during the day shift.

4.2.2.5. (Added-HILL) Variations in workweek to facilitate an employee's educational opportunity authorized by the CCPO.

4.2.2.6. (Added-HILL) Attendance at a grievance or appeal hearings as the aggrieved; the aggrieved's designated representative; to furnish testimony, or as part of the employee's assigned duties to serve as the grievance or appeal hearing representative of the employer.

4.2.2.7. (Added-HILL) When management determines it necessary to cancel a previously established and approved uncommon tour of duty due to changes in requirement, workload, or supportability.

4.2.2.8. (Added-HILL) Acceptance of a temporary duty (TDY) assignment wherein the hours of duty at the TDY site are other than those worked by the employee at home station.

4.2.2.9. (Added-HILL) Emergency alerts or exercises.

4.2.2.10. (Added-HILL) When authorized by publications of other commands applicable to the organization.

4.2.3. (Added-HILL) The acceptance of training, temporary duty assignments, or education that requires changes in tours of duty or shift are to be identified on the appropriate forms, orders, or change requests. Hours of work should coincide with those of the designated location.

4.3. (HILL) The aggregate period of rest will not exceed ten minutes during each four hours of continuous work. Employees not granted a fixed rest period may be authorized to consume refreshments at their desk or place of work providing the total time so used does not exceed that authorized for fixed rest periods. Supervisors will ensure that all employees are aware of the organizational policy on times for rest periods and the availability of refreshments; the prime purpose of rest periods and breaks is observed and rest periods are not reported as overtime worked.

4.4. **(HILL)** Organizations request 20-minute on-the-job lunches using *OO-ALC Form 173, Request for Uncommon Tour of Duty/Irregular or Night Shift*, justifying why lunch cannot be scheduled and how production will increase. OO-ALC/DPC makes a copy of the *OO-ALC Form 173* to retain in their files, a copy is returned to the requesting organization, and the original is forwarded to OO-ALC/FMFS. Where around-the-clock coverage exists and there are insufficient machines, vehicles, facilities, or other equipment to allow for an overlap of personnel during the shift change, authorize on-the-job lunch for only those employees affected. Normally, do not request an on-the-job lunch for supervisors of such employees. All civilian employees will observe a 30-minute, 45-minute, or 60-minute lunch, except those authorized a 20-minute on-the-job lunch. On a regular workday the lunch period may begin no earlier than three hours after the start of the shift and no later than six hours after the start of the shift. If a supervisor determines that taking a lunch period is not in the best interest of the employee, supervisors may authorize no lunch period. This must not become a standard practice for any particular employee, and the employee must agree to the omission of the lunch period. Time and attendance reports must be annotated to show no lunch period.

4.5. **(HILL)** Office and clerical personnel are expected to work until the end of the shift and are not allowed a cleanup period. Allow employees required to wear special government furnished clothing a reasonable amount of official time at the end of the shift for the changing of the special clothing. Determine the amount of official time allowed by the lowest practicable level of supervision based on specific circumstances. Five minutes official time will usually be sufficient to meet requirements of cleanup or changing of government furnished clothing. However, additional time may be necessary based on management requirements.

4.6. **(Added-HILL)** Duty Location. Crew chiefs or supervisors of employees who are assigned duties at varying locations on the base will advise employees where to begin work the next day so that they can report for duty at the predetermined locations at the beginning of the next shift. Employees will not return to dispatching points more than five minutes before the end of the shift when necessary to clean and put away tools and equipment used on the job. Vehicle operators who return vehicles to the Vehicle Operations Flight (75 ABW/LGTO) at the end of the shift will remain on the job until 15 minutes before the end of the shift unless they are released earlier from the activity to which assigned.

4.7. **(Added-HILL)** Irregular Shifts: The number of irregular shifts should be held to an absolute minimum consistent with operating requirements. Operating activities will maintain justification and approval of irregular shifts for review by local or higher headquarters officials. Destroy documentation according to applicable publications. Avoid shifts beginning before midnight Saturday or Sunday or shifts extending just beyond midnight Saturday. These shifts entitle employees to 25 percent Sunday premium pay for the entire shift although the major portion does not fall on Sunday. Double Sunday premium pay (two shifts involving Sunday premium pay in the same workweek) may be payable when the employee works two shifts that fall within the 24-hour period on Sunday.

4.7.1. **(Added-HILL)** Commanders, directors, staff officers, or commanders of tenant organizations (except 419 Fighter Wing (419 FW)) are delegated the authority to approve irregular shifts when the day shift start times are between 0600 and 0800. This authority cannot be redelegated. Employees are notified by letter with a copy forwarded to the OO-ALC/DPC. The approving official will review and document shifts established under this authority once every two years as a minimum.

4.7.2. **(Added-HILL)** Irregular shifts for 419 FW will be processed in accordance with applicable HQ AFRES publications using *OO-ALC Form 173*. Forward copy of the approval to the OO-ALC/DPC.

4.7.3. (Added-HILL) Requirements for irregular shifts outside the hours of 0600-0800, exceptions to standard shifts, split hours during one shift, or two or more shifts within one basic workweek, are requested on *OO-ALC Form 173*. Requests are routed through the appropriate commander, director, or staff officers, to the OO-ALC/DPC before the requested effective date to ensure proper union notification, approval, and notice period.

4.8. (Added-HILL) Uncommon Tours of Duty. Operating activities will obtain approval and maintain justification of uncommon tours of duty as outlined for irregular shifts above.

4.9. (Added-HILL) Part-time Employment. Changes in part-time tours of duty require submission of a *SF 52, Request for Personnel Action*.

4.10. (Added-HILL) Intermittent Employment. When an intermittent employee is scheduled before the beginning of a pay period, for a timeframe of more than two consecutive pay periods, the supervisor is required to change the employee's work schedule from intermittent to part-time or full-time. Each schedule change requires submission of *SF 52*.

4.11. (Added-HILL) Summer Aids. Do not schedule these employees to work hours or shifts that involve uncommon tours, irregular shifts, or shifts that require night differential, holiday premium pay, or Sunday premium pay. If such tours can be justified and are required for the mission, approval must be obtained from the director or commander. If approved and otherwise entitled, holiday, overtime, shift differential, and Sunday premium pay is authorized. Observe the following additional restrictions if the employee is under 18 years of age:

4.11.1. (Added-HILL) Do not permit the minor to work between 2200 and 0600 hours. Arrange for the safety and welfare of minors working between 1800 and 2200.

4.11.2. (Added-HILL) Do not permit the minor to work more than six consecutive days in an administrative workweek or more than eight hours per day.

4.11.3. (Added-HILL) Provide adequate rest and free-time meal periods. Twenty-minute on-the-job lunch periods are not authorized.

4.12. (Added-HILL) Stay-in-School Program. Students appointed under this program may work part-time, up to 20 hours per administrative workweek, and are allowed to work full-time during any vacation period or whenever school is officially closed. Pay is received for the number of hours scheduled to work on that day. Observe the following restrictions if the employee is under 18 years of age:

4.12.1. (Added-HILL) Combined hours of school sessions, work, and travel time between school and work cannot exceed nine hours a day nor eight work hours Saturday. Combined days of work and school will not exceed six consecutive days.

4.12.2. (Added-HILL) Do not permit the minor to work between 2200 and 0600 hours. Arrange for safety and welfare of a minor working between 1800 and 2200.

4.13. (Added-HILL) Standby Duty. Standby duty may be ordered or directed only if it is covered by a compensation plan or if such duty is scheduled within the employee's regular tour of duty. The duties to be performed during the standby period must be included in the position description and standby time must be a condition of employment. Take appropriate disciplinary action in cases of nonperformance.

4.14. (Added-HILL) Alert Assignment. Alert duty may or may not be a part of standby duty or of the functions concerned with emergency essential assignments. Alert duty for civilians may be ordered or directed only if it is covered by a compensation plan for actual duty performed or if it is scheduled within

the employee's regular tour of duty. An employee's indication of non-availability for alert assignments cannot be used as a basis for disciplinary action or reassignment from employees' position. A telephone alert assignment is voluntary.

4.15. (Added-HILL) Assignment of Tours of Duty. Try to work out satisfactory shift arrangements within normal assigned tours for employees requesting an exception to the order of rotation or to their assigned shift who are:

4.15.1. (Added-HILL) Members of National Guard or active reserve units of the Armed Forces so that they can attend meetings. If scheduled tours of duty conflicts with such meetings, employees will submit a written request to the immediate supervisor stating that they are members of the National Guard or reserve, provide the schedule of meetings, indicate the shift adjustment requested, and the period the change is required.

4.15.2. (Added-HILL) Applicants possessing critically needed skills and who can work only certain shifts.

4.15.3. (Added-HILL) Attempting to gain further education to improve ability on the job or to advance themselves through off-the-job training. This does not include training authorized by *AFI 36-401, Employee Training and Development*, or rearrangement of workweek for educational purposes. Employees desiring shift adjustment within normal established tours will submit a written request to their immediate supervisor stating that they are enrolled in school, provide the schedule of classes, total credit hours to be taken, and the shift adjustment requested to meet the schedule. To avoid possible adverse impact upon the performance of duties, the credit hours should not exceed one-half of a normal full-time student load.

5.2. (HILL) In determining the day of observance, a workweek starts Sunday and ends Saturday. The occurrence of a holiday never changes an employee's workweek. Holidays are governed by law, no deviation is permitted.

5.2.1.2. (Added-HILL) When a holiday falls on a nonworkday for an employee covered by a compressed work schedule and the holiday falls on Sunday, the next scheduled workday is the observed holiday; if the holiday is not a Sunday, the last regularly scheduled workday preceding the holiday is the observed holiday.

5.8. (Added-HILL) Holiday Pay:

5.8.1. (Added-HILL) When no work is performed, regular full-time employees receive basic straight-time pay for holidays on which they are not required to work. However, if the holiday falls during a period of non-pay status, the employee receives no pay for the holiday. Part-time employees (including student aids) receive regular pay for holidays only when the holiday falls on one of their regularly scheduled workdays. An employee appointed under the federal wage system (FWS) must be serving under an appointment which is not limited to 90 calendar days or must have been currently employed for a continuous period of 90 days under one or more appointments without a break in service to be entitled to pay for the holiday. Employees hired under intermittent authority (no regularly established tour of duty) receive no pay unless actual work is performed.

5.8.2. (Added-HILL) When work is performed, an employee entitled to regular pay when no work is performed will receive holiday premium pay when work is performed during the regularly scheduled shift on the holiday or the day observed in lieu of the holiday. Overtime will be paid for work performed on a holiday the in lieu of day which is outside the regularly scheduled shift. Part-time employees (including

student aids) receive holiday premium pay only when the holiday worked falls on one of their regularly scheduled workdays. A regular employee is paid a minimum of two hours of holiday premium if called back to work during regularly scheduled duty hours. If an employee is called back on the holiday and performs continuous duty, part of which covers the regularly assigned shift and part that are "unscheduled" overtime, pay holiday pay for the actual duty time and at least two hours overtime for the period outside the duty hours.

5.8.3. (Added-HILL) Organizations will not approve payment of holiday premium pay to an employee attending training on a holiday. Employee Development and Operations (75 MSS/DPEO) will decide exceptions.

5.9. (Added-HILL) Religious Holidays. There is no official observance of religious holidays, except those which are also legal holidays. Try to arrange work schedules for employees requesting absence from work on religious holidays. If this is not practical, grant employees annual leave or leave without pay unless the approval would have a serious adverse effect upon production or jeopardize mission accomplishment.

5.10. (Added-HILL) Compensatory Time Off for Religious Observance. All general schedule (GS) and FWS employees may request time off from work for religious reasons and, if approved, make it up by working compensatory time instead of being required to use annual leave or losing pay when personal religious beliefs require an absence from work. The compensatory time should be worked within 30 days of taking the time off. Compensatory time off should not interfere with the efficient accomplishment of the agency's mission.

6. (Added-HILL) Overtime and Compensatory Time. Request overtime or compensatory time off in lieu of overtime payment on *AF Form 428* or other forms prescribed for tenant activities by the major command. Such a request, approved and returned, constitutes the supervisor's authority for certifying overtime or compensatory time worked on the Time and Attendance report. The approved *AF Form 428* is maintained by the supervisor. If compensatory time worked is converted to overtime pay, obtain approval from the overtime approving official. All FWS (including wage supervisors (WS)) employees and GS employees, whose rates of pay do not exceed the maximum rate of a GS-10, may request compensatory time off instead of payment for irregular or occasional overtime work, but these employees cannot be required to take compensatory time off instead of receiving payment for overtime work.

6.1. (Added-HILL) Use of Compensatory Time. Supervisors will ensure compensatory time off in lieu of overtime is scheduled for use within a reasonable time frame (e.g. to the extent feasible, schedule usage within one or two pay periods). Supervisors may grant compensatory time off before annual leave is approved except when annual leave would otherwise be forfeited. If the employee is unable to use compensatory time within 26 pay periods after the compensatory time is worked, the employee will be paid overtime at the overtime rate for the period in which it was earned.

6.2. (Added-HILL) Time on Official Travel. To the maximum extent possible, supervisors should schedule travel within an employee's regularly scheduled workweek. An employee may not be compensated for time spent in travel away from the official duty station during non-duty hours unless the travel meets one or more of the conditions set forth in 5 USC 5542(b)(2) or Section 7 of Fair Labor Standards Act (FLSA). (See *HILLPAM 36-1* for clarification of overtime payment in travel status.) When non-duty TDY travel is essential and the employee is not entitled to overtime pay, the official ordering the travel should record the reasons for ordering travel at that time and give a copy of the record to the employee when requested in accordance with 5 CFR 610.123. (See *AFI 36-802, Pay Setting*.)

6.3. (Added-HAFB) Lunch Periods During Overtime Work. Schedule a non-compensable meal period of 30-minutes when more than four overtime hours are approved before or after an employee's basic assigned shift and when more than five overtime hours are approved for a day outside the employee's basic workweek. Do not report lunch periods as overtime worked. If the supervisor determines that taking a lunch period is not in the interest of the employee or work production, no lunch period may be authorized. When the supervisor approves the omission of the lunch period, annotate the time and attendance report.

7. (Added-HAFB) Forms Prescribed. This publication prescribes *OO-ALC Form 173, Request for Uncommon Tour of Duty/Irregular or Night Shift*, and *OO-ALC Form 397, Request for Rearrangement of Workweek for Education Purposes*.

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