

**BY ORDER OF THE
COMMANDER 442D FIGHTER WING**

**AIR FORCE INSTRUCTION 36-807_AFRCSUP
442D FIGHTER WING
Supplement**



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Personnel

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

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This supplement implements and extends the guidance of Air Force Instruction (AFI) 36-807, *Weekly and Daily Scheduling of Work and Holiday Observances* and AFI 36-807_Air Force Reserve Command (AFRC) Supplement (SUP), *Weekly and Daily Scheduling of Work and Holiday Observances*. This supplement extends the guidance and procedures on the use and management of time and attendance for non-bargaining unit civilians throughout the 442d Fighter Wing (442 FW). It applies to all 442 FW non-bargaining unit civilians assigned and attached to the unit. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional's chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afrims/afrims/>.

2.4. (Added) (442 FW) The basic work week for the 442 FW is defined as being 40 hours over five days, Monday through Friday, typically during the hours of 0800 to 1600. A lunch period of no more than one hour will generally be scheduled by supervisors as near the middle of the eight hour shift as possible.

2.5. (Added) (442 FW) A full-time employee must work 40 hours in a week or 80 hours in a biweekly pay period but may be scheduled to work fewer than five or 10 days respectively. The following compressed work schedules are authorized, with supervisor approval:

2.5.1. (Added) (442 FW) Four 10-Hour Days - This option allows an employee to work four 10-hour days per week for a total of 40 hours. A lunch period of up to one hour is authorized

and should be taken as close to the middle of the work schedule as possible. Compensatory time and overtime are authorized subject to supervisor approval. Credit hours are not available to employees working a compressed work schedule.

2.5.2. (Added) (442 FW) 5/4-9 Plan - This option allows an employee to work a combination of eight nine-hour days and one eight-hour day per biweekly pay period for a total of 80 hours. A lunch period of up to one hour is authorized and should be taken as close to the middle of the work schedule as possible. Compensatory time and overtime are authorized subject to supervisor approval. Credit hours are not available to employees working a compressed work schedule.

2.7. (Added) (442 FW) Employees, with supervisor approval, may elect to work a flexible work schedule in one of the following formats:

2.7.1. (Added) (442 FW) Flexi-tour. A full-time employee must work eight hours per day, 40 hours per week and 80-hours in a biweekly period. An employee may be allowed to determine his or her schedule within the limits set by the agency. Group commanders, or their designated representatives, establish core hours, a standard lunch break for their groups and approve flexible hours of work around these core hours. Lunch breaks up to one hour are authorized and should be taken as close to the middle of the work schedule as possible. If an employee wishes to adjust his or her work schedule in such a manner that core hours have not been met, then the supervisor must approve variations to these work hours no later than Wednesday prior to start of the biweekly work schedule. **EXCEPTION:** Personnel scheduled for irregular duty (examples: night flyer, supervisor of flying) may adjust their work hours on a weekly basis commensurate with mission-driven work demands. These variations **DO NOT** require prior supervisory approval, but must be appropriate and will be reviewed and verified by supervisors prior to authorizing employees' timecards.

2.7.1.1. (Added) (442 FW) Compensatory time, credit hours and overtime are authorized subject to supervisor approval.

2.7.1.2. (Added) (442 FW) Core hours and bandwidths are established by group as follows:

	Core Hours	Bandwidth
Wing Staff/Medical Squadron	0900-1500*	0630-2300
Mission Support Group	0900-1500	0630-1800
Operations Group	1100-1500*	0600-0100
Maintenance Group	0800-1430	0600-1700

*NOTE: During periods of night flying, core hours will be mission-dictated.

2.7.2. (Added) (442 FW) Gliding schedules provide flexible time bands at the start and end of the work day. The employee may start work no earlier than the bandwidth start time and end work no later than the bandwidth end time. The employee may also adjust the lunch period at midday. Employees must work during core hours. A full-time employee has a basic work requirement of eight hours per day, 40 hours per week and 80 hours per pay period.

2.7.2.1. (Added) (442 FW) Compensatory time, credit hours and overtime are authorized subject to supervisor approval.

2.7.2.2. (Added) (442 FW) Core hours and bandwidths are established by group as follows:

	Core Hours	Bandwidth
Wing Staff/Medical Squadron	0900-1500*	0630-2300
Mission Support Group	0900-1500	0630-1800
Operations Group	1100-1500*	0600-0100
Maintenance Group	0800-1430	0600-1700

*NOTE: During periods of night flying, core hours will be mission-dictated.

2.12. (Added) (442 FW) Employees who are on special tours of duty for educational purposes cannot be paid premium pay solely because the rescheduling of his/her tour of duty causes him/her to work on a day, or during the hours of a day, when premium pay would otherwise be required. Also, supervisors are not prohibited from assigning an employee to a regularly scheduled shift requiring premium pay, for example, night pay, since no additional costs are incurred. Supervisors must notify the civilian payroll office when an employee is assigned to or changed from a special tour of duty to prevent inadvertent payment of premium pay. Supervisors must maintain a record of these tours of duty for the purpose of responding to Office of Personnel Management inquiries.

2.14. (Added) (442 FW) Work scheduled to exceed 40 hours in a week or 80 hours in the biweekly pay period should be coordinated with and approved by the employee's supervisor. This work will be classified as and compensated for by one of the following:

2.14.1. (Added) (442 FW) Compensatory Time/Overtime - Any employee wishing to work compensatory time or overtime will submit an Air Force Form 428, *Request for Overtime, Holiday Premium Pay, and Compensatory Time* for approval prior to performance of work. No compensatory time or overtime will be authorized without group commander approval.

2.14.2. (Added) (442 FW) Credit Hours - This option is for employees working a flexible work schedule permits employees to work additional hours at the beginning or end of a normal workday. Credit hours cannot be earned by an employee working a compressed work schedule. There is no limit to the number of credit hours an employee can earn and use within an 80-hour pay period; however, a maximum of 24 hours can be carried forward from one pay period into the next.

4.4. (Added) (442 FW) Supervisors will generally schedule time for lunch apart from the hours when one or two shifts are in operation i.e. when supervisors schedule more than one eight-hour shift in a 24-hour period and an overlapping of shifts to permit time off for lunch is not possible, supervisors may authorize an on-the-job lunch period of 20 minutes or less. On-the-job lunch periods require that:

4.4.1. (Added) (442 FW) Employees spend their on-the-job lunch at or near their work stations. Under these conditions, the time covered by the 20 minute on-the-job lunch period is compensable.

4.4.2. (Added) (442 FW) Employees given duty free lunch periods during periods of overtime work will not receive compensation for that time.

4.5. (Added) (442 FW) Supervisors must arrange work shifts so that time required for incidental duties will be part of the regular workday.

7. (Added) (442 FW) Forms Adopted:

AF Form 847, *Recommendation for Change of Publication*

AF Form 428, *Request for Overtime, Holiday Premium Pay, and Compensatory Time*

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