

**BY ORDER OF THE COMMANDER
HQ AIR FORCE PERSONNEL CENTER**

**AIR FORCE PERSONNEL CENTER
INSTRUCTION 36-107**



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Personnel

**OFFICIAL DUTY HOURS, HOLIDAY
OBSERVANCE AND OVERTIME FOR
CIVILIANS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction establishes and defines duty hours and requirements for all federal civilian employees assigned or attached to the Air Force Personnel Center (AFPC) at Joint Base San Antonio (JBSA) – Randolph, Texas as instructed by Department of Defense Instruction DODI1400.25V610_DAFI 36-152, *Hours of Work and Holiday Observances*. This publication applies to all civilian employees. This publication does not apply to Air Force Reserve Command Units and the Air National Guard. This publication may not be supplemented or further implemented/extended. AFPC/DSHC has reviewed and accepted the roles and responsibilities assigned to them by this instruction.

Refer recommended changes and questions about this publication to the Office of Primary Responsibility using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847 from the field through the appropriate functional chain of command. Ensure that all records created because of processes prescribed in this publication are maintained in accordance with Air Force Instruction 33-322, *Records Management and Information Governance Program*, and disposed of in accordance with Air Force Records Information Management System Records Disposition Schedule. No waivers may be granted for any part of the publication. Refer to [Attachment 1](#) for Glossary of References and Supporting Information.

SUMMARY OF CHANGES

This document has been substantially revised and needs to be completely reviewed. Major changes include: acronym use reduction; addition of responsibilities for maintenance of the Statement of Understanding.

Chapter 1

OVERVIEW

1.1. Background. The purpose of this instruction is to establish guidance, assign responsibility, and prescribe procedures for the implementation of Duty Hours, Leave, and Pay Administration as well as to provide examples. It also includes delegating authority and assigning responsibilities regarding federal civilian employees assigned to the Air Force Personnel Center (AFPC), Joint Base San Antonio (JBSA) – Randolph, Texas, Operating Locations (OL), and official remote worksite. This involves a mutual employee-management responsibility to plan and schedule work to meet mission requirements.

1.2. The Fair Labor Standards Act (FLSA) prescribes standards for wages and overtime pay for certain types of employment. The Air Force Personnel Center will comply with provisions of the FLSA.

Chapter 2

ROLES AND RESPONSIBILITIES

2.1. AFPC Commander.

- 2.1.1. Establish standards and approve alternative work schedule (AWS) program. This responsibility may be further delegated in writing.
- 2.1.2. Establish operational hours of the agency.

2.2. AFPC Directors and Special Staff Chiefs.

- 2.2.1. Establish work schedules for the Directorate/Section. Extend the regularly scheduled administrative work week to any length exceeding 40 hours or the number of hours in an AWS when emergency conditions exist and/or it is necessary for mission accomplishment.
- 2.2.2. Delegate discretionary authority to determine the appropriate work schedules for their respective Directorate/Section, ensuring compliance with this instruction.
- 2.2.3. Authorize premium pay (overtime, compensatory time, and holiday work).
- 2.2.4. Ensure personnel properly request, certify, justify, and approve overtime before commencing work.
- 2.2.5. Coordinate with AFPC/FM and AFPC/DSHC when an employee exceeds the bi-weekly or annual pay limits to obtain a pay limitation waiver. Pay limitation waiver is required if an employee's bi-weekly or annual pay exceeds that of a GS-15 Step 10 (including locality or any special rate supplement), with approval from AFPC/CA.

2.3. Civilian Personnel Management Branch (AFPC/DSHC).

- 2.3.1. Develop implementation guidance and management advisory services on the operations maintenance of this instruction.
- 2.3.2. Serves as the AFPC Overtime/Compensatory Time Monitor.
 - 2.3.2.1. Collaborates with AFPC/FM to analyze the Defense Civilian Pay System overtime reports and conducts quarterly self-inspections of overtime and compensatory time usage.
- 2.3.3. Notify Employee-Management Relations/Labor-Management Relations (EMR/LMR) Specialist, at the servicing Civilian Personnel Section (CPS) of any changes affecting bargaining unit employees to ensure labor relation obligations are satisfied prior to implementation of this instruction.

2.4. Supervisors.

- 2.4.1. In accordance with collective bargaining agreements, supervisors set and approve work schedules, rest, and lunch periods. Schedule overtime, compensatory time, and holiday work when necessary to balance mission requirements, efficiency and economy of operations, and employee needs. Verify and certify all hours worked by employees.
- 2.4.2. Obtain approval from the premium pay authorizing official before ordering overtime and compensatory time. Exception: In an emergency, the supervisor may order overtime without authorization but must document the premium pay no later than the following workday in the Automated Time Attendance and Production System (ATAAPS). Premium pay

authorizing officials include Directors/Special Staff Chiefs, Deputies, and Second-Level Supervisors.

2.4.3. Notify EMR/LMR Specialist at the servicing CPS when considering changing tours of duty involving the assignment of overtime when the requirement conflicts with an employee's religious obligations or practices by permitting the employee to perform the overtime on another day or to excuse the employee from the assignment (DODI1400.25V610_DAFI36-152, Enclosure 2, paragraph 5[h]).

2.4.4. May release employees from overtime if the additional work would impair health or efficiency or cause extreme hardship. Such release may be required as a reasonable accommodation for a disability.

2.4.5. Schedule temporary duty travel within an employee's regularly scheduled tour of duty to the maximum extent possible to avoid paying overtime or compensable time off.

2.4.6. Works closely with overtime authorizing official to coordinate with AFPC/FM to ensure funds are available prior to ordering overtime.

2.4.7. Must adhere to applicable labor management agreements if there are provisions for granting change in work schedule notices.

2.4.8. Have the responsibility to ensure that payment of overtime, as a result of unused compensatory time, is minimized when possible.

2.4.9. Approve changes in Work Schedules and submit the completed Notification of Employee Work Schedule Change Form to the Directorate Timekeeper, who will send to Finance (502d Comptroller Squadron) via Comptroller Services Portal. Supervisor oversees until completion.

2.5. Employee.

2.5.1. Be present for duty unless authorized to be absent.

2.5.2. Request leave in advance and cooperate in rescheduling leave, when necessary, in accordance with applicable collective bargaining agreements.

2.5.3. Promptly report unexpected absence to supervisor and request approval for absence.

2.5.4. Maintain a complete and accurate record of all hours worked and leave taken and document accurately on their timecard.

2.5.5. May not work overtime/compensatory time that is not officially ordered or approved in advance by the premium pay authorizing official.

2.5.6. Scheduling Annual Leave to Avoid Forfeiture. Examine leave records throughout the leave year to plan and schedule use of accrued annual leave or forfeiture of accrued annual leave in excess of the maximum allowable accumulation (i.e., 240 hours).

2.5.6.1. Schedule annual leave before the beginning of the third full pay period prior to the end of the leave year to prevent having a significant amount of annual leave that must be used or forfeited at the end of the leave year.

2.5.7. Teleworking employees (i.e., situational, regular-recurring, remote) are required to notify their supervisors before traveling to the regular worksite. If reporting to the regular

worksite triggers travel pay, such travel must be approved by the supervisor prior to the travel commencing.

Chapter 3

TOURS OF DUTY AND SCHEDULING WORK

3.1. Normal Duty Hours. Normal duty hours are from 0730 to 1630, Monday – Friday, with 30 minutes to 1 hour lunch period unless an AWS or Uncommon Tour of Duty has been approved by the employee’s first-level supervisor or management official. The normal lunch schedule is between 1100 and 1300. Lunch may be scheduled at another time at the discretion of the supervisor; however, the lunch period may not vary to shorten the duty day (Reference 3.5.2.1). Daily accounting of normal duty hours is documented through utilization of the Automated Time and Attendance Production System (ATAAPS).

3.1.1. Supervisors must maintain adequate staffing during normal duty hours to be fully responsive to mission and supervisory requirements.

3.2. Fixed Core Hours. Fixed core hours are defined as time periods during the workday, workweek, or pay period that are within the tour of duty during which an employee covered by a flexible work schedule is required by the agency to be present for work. AFPC designated Fixed Core Hours are: 0900-1500, Monday – Friday.

3.3. Permissible Flexible Hours. Between 0600 – 1800, Monday – Friday. Employees are not entitled to night pay for voluntarily working flexible hours between 1800 and 0600.

3.4. Tours of Duty.

3.4.1. Regular Tour of Duty. A 40-hour basic workweek scheduled Monday through Friday where the hours of a day and the days of a workweek constitute an employee regularly scheduled administrative workweek, as directed in [paragraph 3.1](#).

3.4.2. Uncommon Tour of Duty. Any 40-hour basic workweek scheduled to include Saturday and/or Sunday, or one that is scheduled for four workdays or less but no more than six days of the administrative workweek. An uncommon tour of duty may be established when necessary for efficient operations or when the cost of operations can thus be reduced without imposing undue hardship on employees.

3.4.3. Employees who do not opt to be placed on a Flexible Work Schedule (FWS) or Compressed Work Schedule (CWS) are expected to work the regular tour of duty.

3.5. Scheduling Work.

3.5.1. The work of employees will be scheduled to accomplish the mission of the organization and will correspond with the employee’s actual work requirements.

3.5.2. Lunch Periods. Scheduled lunch (or other meal) periods are not considered duty time for which compensation is paid. Lunch periods normally range from 30 minutes to 1 hour. The employee is entirely free of the duties of their position during the lunch period.

3.5.2.1. Lunch periods should not be scheduled to delay the start of the workday or shorten the workday.

3.5.2.2. All civilian employees will observe a scheduled or established 30 minutes to 1 hour lunch, except those authorized a 20-minute on-the-job lunch.

3.5.2.3. On-the-job lunch periods. When supervisors schedule more than one 8-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. When employees are required to spend their on-the-job lunch period at or near their workstations under these conditions, the time covered by the 20-minute on-the-job lunch period is compensable.

3.5.3. Rest Periods. Short compensable rest periods, not exceeding 15 minutes during each four hours of continuous work.

3.6. Incidental Duties. Arrange work schedules so time for incidental duties is part of the regular workday. Incidental duties that are directly connected with the performance of a job (i.e., obtaining and replacing working tools or materials, undergoing inspections) are considered part of the job requirements within the employee's established tour of duty.

3.6.1. When incidental duties cannot be part of the regularly scheduled workday, the extra time should not exceed 30 minutes a day. Overtime or compensatory time may be authorized and approved to be paid when time spent performing incidental duties exceeds 10 minutes.

3.7. Break Time for Nursing Mothers. Nursing mothers are permitted two 15-minute rest periods, and a 30 minute to 1 hour lunch period to express breast milk. Additional time needed will be considered an excused absence where annual leave, credit hours, compensatory time, time-off award, etc. is used.

3.7.1. Nursing rooms are available across the AFPC Campus. For assistance on locating a nursing room, visit the Computer Aided Facility Management System (CAFMS) at <https://cafms.us.af.mil/my.policy>.

Chapter 4

APPROVED WORK SCHEDULES

4.1. Alternative Work Schedules (AWS). An AWS offers employees a measure of personal control over their work hours which allows employees to accomplish work, personal, and family responsibilities (e.g., educational programs, wellness programs, volunteer work, or dependent care). Alternative Work Schedules require a high degree of personal responsibility. Maximum cooperation between employees and their supervisors must be exhibited to ensure participation in an AWS does not result in an adverse impact on the command or function of the employee's office. The paramount consideration in allowing AWS shall be the maintenance of a balanced work force, ensuring a mix of both numbers and skills, to provide effective and efficient accomplishment of the mission, including timely responses to emergency situations.

4.1.1. Use of AWS. AFPC has adopted a policy permitting AWS, as long as doing so does not interfere with mission accomplishment. There are two categories of AWS: flexible work schedules (FWS) and compressed work schedules (CWS). Employee participation in AWS, when established, is voluntary and approved by supervisors or managers. Each employee will have an established arrival and departure time.

4.1.2. Employees with a disability may be approved to work an AWS as a Reasonable Accommodation (RA). Supervisors will notify the Employee-Management Relations/Labor-Management Relations (EMR/LMR) Specialist at the servicing CPS to formally initiate a Reasonable Accommodation Request (RAR).

4.1.3. Approval of AWS. An AWS may not be appropriate for all positions (e.g., requiring customer interface, availability during core hours or other mission demands). Managers and supervisors are required to always maintain sufficient mission/program coverage. Employees must request and obtain supervisory approval prior to working an AWS.

4.2. Compressed Work Schedule (CWS). A CWS is always a fixed schedule that has no flexibility. Start and stop times are clearly defined and leave must be taken if work is not accomplished during this period. A CWS enables full-time employees to complete the basic 80-hour biweekly work requirement in less than 10 workdays. In the case of a part-time employee, a CWS consists of a biweekly basic work requirement of less than 80 hours that is scheduled by an agency for less than 10 workdays and that may require the employee to work more than 8 hours in a day. Employees working a CWS are not eligible to earn credit hours.

4.2.1. Examples of CWSs may include "5/4-9 compressed plan" and the "4-10 compressed plan." For additional examples of a CWS, see [attachment 2](#), [table A3.1](#), and [table A3.2](#).

4.2.2. The regular day off (RDO) for an employee on a CWS is a fixed day(s) of each pay period that the employee is not scheduled to work. Employees on an RDO are not in a pay or leave status.

4.2.3. The employee should establish a fixed starting and stopping (or arrival and departure) time with supervisor's approval.

4.2.4. Supervisors must maintain a careful balance between honoring schedule requests and meeting work requirements, ensuring that sufficient coverage is maintained and not all employees are off on high-demand days like Monday or Friday.

4.2.5. An employee entitled to observe the holiday, and who is excused from work because of the occurrence of a holiday, is entitled to holiday pay (which is regular base pay) for the number of non-overtime hours that would have been scheduled had it not been a holiday.

4.3. Flexible Work Schedule (FWS). A FWS consists of workdays with (1) core hours and (2) flexible hours which allows an employee to complete an 80-hour biweekly basic work requirement by determining their own schedule within the AFPC established limits set in [paragraph 4.3.2](#) of this instruction. FWSs can enable employees to select and alter their work schedules to better fit personal needs and help balance work, personal, and family responsibilities. FWS's must be approved by the employee's supervisor or approving official prior to implementation.

4.3.1. There are various types of FWS arrangements that provide different degrees of flexibility. These include flexitour, gliding, and maxiflex schedules. Examples of FWS's can be found in [attachment 2](#) of this instruction.

4.3.2. Under FWS, an employee's arrival time is between 0600 and 0900 and departure time is between 1500 and 1800; core hours are from 0900 to 1500, Monday through Friday. The employee has the option to select the starting and stopping times within the limits established by the supervisor or approving official (e.g., 0700 to 1600 or 0830 to 1730). Lunch periods range from 30 minutes to 1 hour.

4.3.2.1. An employee must account for missed core hours (if permitted) with leave, credit hours, or compensatory time off.

4.3.2.2. Flexitour schedule. A type of flexible work schedule in which an employee is allowed to select starting and stopping times (or arrival and departure). Starting time is between 0600 and 0900 and stopping time is between 1500 and 1800. Once selected, the hours are fixed in ATAAPS until the supervisor provides an opportunity to select different starting and stopping times. A full-time employee must work 8 hours a day, 40 hours a week, and 80 hours a biweekly pay period. Example of a flexitour schedule is provided in [attachment 2, table A3.3](#).

4.3.2.3. Gliding schedule. A type of flexible work schedule in which a full-time employee has a basic work requirement of 8 hours in each day, 40 hours in a week, and 80 hours a biweekly pay period. The employee is allowed to vary starting and stopping (or arrival and departure) times daily, subject to supervisor approval. Starting time is between 0600 and 0900 and stopping time is between 1500 and 1800. Examples of a gliding schedule is provided in [attachment 2, table A3.5](#).

4.3.2.4. Maxiflex schedule. Core hours for a maxiflex schedule are 0900 to 1500. Employees may vary starting and stopping (or arrival and departure) times on a daily basis during the established flexible hours. An employee may also vary the length of the workday and the workweek. An employee may work less than 10 workdays in a biweekly pay period because of the absence of core hours on one of the normal workdays. A full-time employee must have 80 basic work requirement hours in a biweekly pay period. Example of a maxiflex schedule can be found in [attachment 2, table A3.4](#).

4.3.2.4.1. Supervisors must approve deviations from the set standard work schedule. A deviation does not require an official work schedule change. A deviation may be the total hours worked in a day or total hours worked in the work week, as long as the employee completes the required 80 hours in a pay period. Employees absent for part

of, or all of a day that falls within their set standard work schedule must have supervisor approval (leave or make up the hours).

4.3.2.4.2. Employees on a FWS (i.e., flexitour, gliding, and maxiflex schedule) may earn overtime, compensatory time, and/or credit hours if the mission requires them to work over the 80 hours in the bi-weekly pay period. The following apply:

4.3.2.4.2.1. Overtime, compensatory time, and/or credit hours may only be claimed once the employee reaches the 80 hours of work required in a bi-weekly pay period.

4.3.2.4.2.2. Employees must obtain preapproval from the appropriate authorizing official before working beyond the 80 hours of work required in a bi-weekly pay period.

4.3.2.4.3. Employees on a FWS (flexitour, gliding, maxiflex schedule) may not deviate (i.e., flex) outside of the current bi-weekly pay period. The 80 hours of work must be earned in the same bi-weekly pay period.

4.3.2.4.4. Employees on a FWS (flexitour, gliding, and maxiflex schedule) are authorized 8 hours for holiday pay.

4.3.2.4.5. Employees working maxiflex outside of the permissible flexible hours (0600 to 1800, Monday - Friday) hours may be entitled to premium pay if work is NOT voluntary. Premium pay paid under title 5 is subject to certain biweekly or annual pay limitations. Senior leadership may, at any time, implement a bi-weekly maximum of earning premium pay. This authority may also be delegated to the AFPC Directors and may not be further delegated down than Deputy Directors.

4.3.3. Credit Hours. Hours that an employee elects to work, with supervisory approval, in excess of the employee's basic work requirement under a flexible work schedule. For approval and use of credit hours, reference [chapter 5](#) of this instruction.

4.4. Terminating AWS. AWSs may be terminated due to an adverse agency impact, to accommodate mission needs and workload, or at employee's request.

4.4.1. The employee must notify their supervisor in writing of their intent to terminate AWS, utilizing the Notification of Employee Work Schedule Change Form. Employees should give one (1) pay period advance notice.

4.4.2. When operational priorities require a change in an AWS schedule, supervisors will normally give one (1) pay period advance notice. Exceptions may be made for unusual circumstances such as short notice special projects, military action, natural disaster, temporary duty, training, furlough, etc.

4.4.3. Participation in AWS may be discontinued at any time by the supervisor if there are any concerns regarding performance, misconduct or in response to changing work conditions.

4.4.4. Employees will be provided written notification stating the reason for termination of AWS.

4.4.5. Supervisors must adhere to applicable labor management agreements prior to terminating an AWS schedule for bargaining unit employees.

4.5. Telework Schedules and Compensation.

4.5.1. Employees who telework (i.e., situational, regular-recurring, remote) must be at their approved alternative worksite during their scheduled tours of duty.

4.5.2. Employees who telework work may also have alternative work schedules at the discretion of the supervisor. Telework and AWS are different work flexibility arrangements; concurrent use is permissible when compatible with mission requirements and individual performance.

4.5.3. Time spent in a telework status must be accounted for and reported in ATAAPS. Any time not spent working during the employee's duty day must also be accounted for and reported appropriately.

4.5.4. Supervisors must ensure employees accurately record telework hours in ATAAPS. Telework hours are coded as "RG", with the subcode of either "TS" for situational/ad hoc, "TW" for regular/scheduled, or "TR" for remote.

Chapter 5

PREMIUM HOURS

5.1. Overtime. Overtime is hours of work that are officially ordered or approved in excess of 8 hours in a day or 40 hours in an administrative workweek. For employees covered by the Fair Labor Standards Act, it includes work that is “suffered or permitted”.

5.1.1. All overtime work must be ordered and approved in advance and is normally applicable to special projects or peak workloads pursuant to mission needs. It is not applicable to day-to-day routine assignments. Anyone directed to work overtime must be compensated.

5.1.1.1. If an employee works a Regular Tour of Duty or flexible work schedule, then overtime work consists of hours of work that are officially ordered in advance and in excess of 8 hours in a day or 40 hours in a week, but does not include hours that are worked voluntarily, including credit hours, or hours that an employee is "suffered or permitted" to work which are not officially ordered in advance (see 5 Code of Federal Regulation [CFR] 551.401[a][2], *Basic Principles*).

5.1.1.2. If an employee works a compressed work schedule, then overtime work for a full-time employee consists of all hours of work in excess of the established compressed work schedule. For a part-time employee, overtime work must be hours in excess of the compressed work schedule for the day (more than at least 8 hours) or for the week (more than at least 40 hours).

5.1.2. Supervisors must not permit employees to work extra hours that are not ordered or approved.

5.1.3. Supervisors should attempt to limit the use of overtime and leave in the same pay period when appropriate and review employee annual leave documents prior to assigning overtime.

5.1.4. When considering use of overtime, supervisors are expected to:

5.1.4.1. Clearly identify and articulate to the employee the work that needs to be performed during the overtime.

5.1.4.2. Identify why overtime is necessary and why the work cannot be performed during the normal workday.

5.1.4.3. Clarify that other options such as changing work schedules or rescheduling leave were considered and determined not to be appropriate.

5.1.4.4. Not require overtime to perform regular work or work that could be performed during regular work hours absent compelling reasons.

5.1.5. Supervisors will release employees from overtime if additional work would impair health, efficiency or cause extreme hardship. Such release may be required as a reasonable accommodation for disability.

5.1.6. Overtime provisions that apply to work at the regular worksite also apply to employees who tele/remote work.

5.2. Overtime Approval. Overtime requests must be submitted to supervisors prior to final approval by premium pay-authorizing officials ([paragraph 2.4.2.](#)). The premium request

available within ATAAPS will be utilized to request and approve overtime. In cases where the employee does not have access to ATAAPS, the premium pay authorizing official will sign and maintain a hard copy AF Form 428, *Request for Overtime, Holiday Premium Pay, and Compensatory Time* (or approved premium pay spreadsheet).

5.2.1. Only in an emergency may the supervisor order overtime without prior authorization. The supervisor must document the overtime no later than the following workday in ATAAPS or AF Form 428.

5.2.2. When an overtime requirement conflicts with an employee's religious obligations or practices supervisors will reference DoDI1400.25V550_DAFI 36-808 (Enclosure 2, [paragraph 5](#), h [2]).

5.2.3. Overtime should only be requested and approved after a determination has been made that compensatory time or credit hours would not be viable alternatives due to adverse effects on the employee or mission performance. The usage of overtime should be avoided in lieu of compensatory time and/or credit hours due to the associated budgetary impacts.

5.3. Compensatory Time.

5.3.1. Compensatory requests must be submitted to supervisors prior to final approval by the premium pay authorizing official ([paragraph 2.4.2.](#)). Compensatory time off is time off with pay in lieu of overtime pay for irregular or occasional overtime work. When permitted under the flexible work schedule program, compensatory time earned may also be time off with pay in lieu of overtime pay for regularly scheduled, irregular, or occasional overtime work.

5.3.2. Management may require that FLSA exempt employees whose basic pay exceeds the maximum rate for GS-15, step 10 receive compensatory time for overtime worked instead of receiving overtime pay.

5.3.3. Obtain approval prior to ordering compensatory time utilizing ATAAPS. In cases where the employee does not have access to ATAAPS, the premium pay authorizing official will sign and maintain a hard copy AF Form 428, *Request for Overtime, Holiday Premium Pay, and Compensatory Time* (or approved premium pay spreadsheet) in their operating office or automated timekeeping system.

5.3.4. Employees must use accrued compensatory time by the end of the 26th pay period after the pay period during which it was earned. Employees should use previously earned compensatory time before using accrued annual leave.

5.3.5. Compensatory time off not used during the established time will be paid at the overtime rate at which it was earned, in accordance with Volume 8 of DoD 7000.14-R, *Financial Management Regulation* (Reference [h]) *Civilian Pay Policy*.

5.3.6. Compensatory time provisions that apply to work at the regular worksite also apply to employees who tele/remote work.

5.4. Compensatory Time for Travel.

5.4.1. Employees who perform officially authorized travel must be credited compensatory time off for authorized time in a travel status outside of normal duty hours. Travel time is not otherwise compensable hours of work. Compensatory time off for travel is credited and used in increments of one-quarter of an hour (15 minutes).

5.4.1.1. AFPC employees are required to commute to and from their official station at their own expense. Any expense associated to travel within a 50-mile radius of the official work site location will be at the expense of the employee and will not be funded by the agency.

5.4.2. Supervisors should ensure employees schedule temporary duty travel within an employee's regularly scheduled tour of duty to the maximum extent possible and consistent with mission requirements. Only where this is not practicable will the employee earn compensatory time for travel.

5.4.3. Supervisors or managers authorized to direct travel and/or approve time and attendance may approve requests for compensatory time off for travel.

5.4.4. Supervisors may require employees requesting compensatory time for travel to submit documentation in support of the request.

5.4.5. Time spent in an official travel status includes:

5.4.5.1. Time spent traveling between the official duty station and a temporary duty station or between two temporary duty stations.

5.4.5.2. Time spent traveling outside of regular working hours between the employee's home and the temporary duty station or a transportation terminal that is outside the limits of their official duty station. The employee's normal home-to-work and work-to-home commuting time must be deducted.

5.4.5.3. Travel outside of regular working hours to or from a transportation terminal within the 50-mile radius of the employee's official duty station is considered equivalent to commuting time and is not compensable travel time.

5.4.5.4. The "usual waiting time" preceding or interrupting such travel (e.g., waiting at the airport or train station prior to departure).

5.4.5.5. An "extended waiting time" (i.e., an unusually long wait during which the employee is free to rest, sleep, or otherwise use the time for his or her own purposes) is not considered time in a travel status. Reference the Department of Defense Joint Travel Regulations, [Chapter 2](#) for additional information.

5.4.6. Meal periods. Meal periods are not creditable travel time. For every eight and one-half (8 ½) hours of compensatory time for travel claimed, ½ hour must be deducted as a bona fide meal period. **Exception:** In a situation where the employee is continuously traveling in a conveyance (aircraft, train, automobile) the deduction does not apply.

5.5. Compensatory Time Off for Travel. Compensatory Time Off for Travel should be used within 26 pay periods from the date it was credited in accordance with 5 CFR 550.1407(a), Forfeiture of Unused Compensatory Comp Time Off. Unused compensatory time off for travel is forfeited if not used by the end of the expiration period, when an employee transfers to another agency, or separates from federal service prior to the expiration period. In addition, unused compensatory time off for travel is forfeited upon movement to a non-covered position. Payment for compensatory time off for travel is prohibited. Use of the AF Form 428 to document travel compensatory time is not necessary.

5.6. Credit Hours. Non-overtime hours an employee on a FWS voluntarily requests to work in excess of their basic work requirement (e.g., 8 hours a day) during flexible hours (e.g., Mon-Fri

0600-0900 and 1500-1800 and Sat or Sun 0600-1800) so as to vary the length of a workday or workweek. Only employees on FWSs may elect to work credit hours, with supervisor approval, or in accordance with labor agreements permissance, in excess of the basic work requirements. Employees on a CWS are not eligible for credit hours.

5.6.1. Employees are not paid basic pay or overtime pay for credit hours when they earn them. An employee may use credit hours during a subsequent day, week, or pay period, with supervisory approval, to allow the employee to be absent from an equal number of hours of the employee's basic work requirement with no loss of basic pay.

5.6.2. A full-time employee may carry up to 24 credit hours over to the next pay period. For a part-time employee, only the hours in the employee's biweekly basic work requirement may be carried over to the next pay period.

5.6.3. Credit hours in excess of the 24-hour carry over limitation will be forfeited.

5.6.4. Credit hours are paid out at the employee's current rate of pay only if Federal employment ends or the employee transfers to another agency.

5.6.5. Credit hours are generally not earned during lunch, or on days when leave (annual, sick, credit hours, compensatory time, time-off award) or excused absence is used. Employees must obtain approval from their supervisor prior to working credit hours on a non-workday. Supervisors will consider the amount of leave taken, if any, during the pay period, prior to approving a request for credit hours on a non-workday.

5.6.6. No more than 2 credit hours can be earned in a workday, for a maximum 10-hour workday and 50-hour workweek.

5.6.7. Credit hours are generally earned during a normal workweek (Monday – Friday) and up to 8 credit hours can be earned on Saturday with prior approval. Credit hours are generally not earned on Sunday; on a holiday; or on days when other leave is used.

5.7. Approval of Credit Hours. Credit hour usage requires advanced supervisor approval and may be taken in the pay period in which they are earned or in subsequent pay periods, but not before they are earned. Approval of credit hours must be requested by employee, before they are worked, via written request to first-level supervisor.

5.7.1. Supervisors will retain credit hour approval documentation to support Time and Attendance entries in the supervisor employee work folder.

5.7.2. Supervisors' certification of time and attendance in ATAAPS at the end of the pay period will validate all entries to include credit hours.

5.7.3. Credit Hours are documented as earned on the time sheet using code "CD." Taken hours are documented using code "CN" on the time sheet.

5.7.4. While the goal is to allow employees on a Flexible Work Schedule to utilize credit hours if they choose, management reserves the following rights:

5.7.4.1. To determine participation, the level of participation, set up or change any work schedule to assure adequate employee and supervisory coverage to meet operational demands of mission requirements (this will be accomplished on a case-by-case basis and will be based on mission needs:

5.7.4.2. To modify or discontinue the use of credit hours for individuals or group of employees at any time based on mission needs.

5.7.4.3. To temporarily suspend credit hours to meet peak or unusual mission demands.

5.7.4.4. To limit participation for new hires requiring close supervision, employees scheduled for formal training, or for employees with documented performance deficiencies or misconduct, essentially those employees that would require close supervision.

Chapter 6

HOLIDAY OBSERVANCES

6.1. Holidays. Federal law (5 USC § 6103[a], *Holidays*) establishes the public holidays for Federal employees. Holidays may also be established by Executive Order.

6.1.1. Most employees work a Monday through Friday tour of duty so that when a holiday falls on a Saturday, the holiday usually is observed on Friday; or when a holiday falls on a Sunday, the holiday usually is observed on Monday.

6.1.2. Duration of a Holiday. The full 24 hours of a calendar day are normally considered as the duration of a holiday.

6.2. Holiday Work. Employees assigned to positions where scheduled holiday work is required are entitled to pay at their rate of basic pay plus holiday premium pay.

6.2.1. Supervisors must not require employees, assigned to positions where holiday work is not scheduled or required, to work on holidays or days designated as observed holidays, unless the work is justified by unusual circumstances, or the maintenance of usual essential services is involved.

6.2.2. Supervisors may order holiday work when required and have it approved in writing by an official designated to authorize holiday work (Directors/Special Staffs or delegated management official no lower than Deputy Director); approval must be obtained in advance before work is performed, except in cases of an emergency, because it constitutes authority for expenditure of funds and certification that funds are available to pay the employee. Supervisors ordering work on a holiday, or employees required to remain on duty during an emergency will not require advance approval for the work but must document the holiday work in ATAAPS no later than the following workday.

6.2.3. Supervisors record the reasons for the holiday work and the hours worked by the employees and necessary approvals in the Automated Time and Attendance Production System (ATAAPS). **Exception:** This requirement does not apply to employees engaged in essential services such as firefighters, police, hospital employees, or other service personnel whose tour of duty includes scheduled holiday work.

6.3. Observed Day.

6.3.1. When a holiday falls on a regularly scheduled workday, observe that day as the holiday.

6.3.2. When employees with a 40-hour basic workweek and an uncommon tour of duty of other than Monday through Friday have a holiday that falls on a Sunday, observe the next regularly scheduled workday as the holiday.

6.3.3. When employees with a 40-hour basic workweek and an uncommon tour of duty of other than Monday through Friday have a holiday that falls on their non-workday, observe the next regularly scheduled workday as a holiday.

6.3.4. For employees with an uncommon tour of duty, when a holiday (designated observed day) falls on an employee's non-workday (Monday through Saturday), the workday immediately preceding the day is observed as the holiday.

6.4. Compressed Work Schedule.

6.4.1. When full-time employees on a CWS are relieved (e.g., absences of less than 1 hour excused by the supervisor) or prevented (e.g., inclement weather) from working on a day designated as a holiday, they are entitled to basic pay for the number of hours they are regularly scheduled to work on that day.

6.4.2. When a holiday falls on the regularly scheduled day off of an employee's compressed work schedule and:

6.4.2.1. Is a Sunday, the employee's in lieu of holiday is the first regularly scheduled workday following the Sunday holiday; or

6.4.2.2. Is not a Sunday; the employee's in lieu of holiday is the last regularly scheduled workday preceding the holiday.

6.4.3. If the President issues an Executive order granting a "half-day" holiday, a full-time employee on a compressed work schedule is entitled to basic pay for half the number of hours he or she would otherwise work on that day.

6.5. Flexible Work Schedule.

6.5.1. Holiday observances for employees who work a flexible schedule are the same as those for full-time employees with a regularly scheduled 40-hour basic workweek.

6.5.2. A full-time employee on a flexible work schedule is only entitled to 8 hours of pay on a holiday when the employee does not work (see 5 USC 6124, *Flexible Schedules and Holidays*).

6.5.3. Full-time employees on flexible schedules under which employees work more than 8 hours a day (i.e., maxiflex) must make arrangements to work extra hours during other regularly scheduled workdays (or take annual leave or use credit hours or compensatory time off) in order to fulfill the 80-hour biweekly work requirement.

6.5.4. If the President issues an Executive order granting a "half-day" holiday, a full-time employee on a flexible work schedule is credited with half the number of hours he or she was scheduled to work, not to exceed 4 hours.

6.6. Religious Observance. There are no official observances of religious holidays outside of established federal holidays.

6.6.1. Consider adjustments to Compressed Work Schedules (CWSs) or Flexible Work Schedules (FWSs) to allow for religious observances in accordance with DODI1400.25V610_DAFI36-152. Supervisors will work with the Employee-Management Relations/Labor-Management Relations (EMR/LMR) Specialist at the servicing CPS to initiate Reasonable Accommodation Requests (RARs).

JEFFERSON J. O'DONNELL
Major General, USAF
Commander, Air Force Personnel Center

Attachment 1***GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION******References***

5 CFR 551.401[a][2], *Basic Principles*

5 CFR 550.1407(a), *Forfeiture of Compensatory Comp Time Off*

5 USC § 6103(a), *Holidays*

5 USC § 6124, *Flexible Schedules and Holidays*

Air Force Personnel Center Instruction 36-121, *Civilian Telework Program*

Department of Defense Joint travel Regulations

DoDI1035.01_DAFI 36-143, *Telework Program*, 12 February 2024

DoDI1400.25V550_DAFI 36-808, *Pay Administration (General)*, 29 March 2019

DoDI1400.25V610_DAFI 36-152, *Hours of Work and Holiday Observances*, 6 April 2023

DoD 7000.14-R, *Financial Management Regulation*, Volume 8, Reference [h], *Civilian Pay Policy*, 1 April 2021

Adopted Forms

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

AF Form 847, *Recommendation for Changes of Publication*

Abbreviations and Acronyms

AFPC—Air Force Personnel Center

AFPCI—Air Force Personnel Center Instruction

ATAAPS—Automated Time and Attendance Production System

AWS—Alternative Work Schedule

CAFMS—Computer Aided Facility Management System

CFR—Code of Federal Regulation

CPS—Civilian Personnel Section

CWS—Compressed Work Schedule

EMR/LMR—Employee-Management Relations/Labor-Management Relations

FLSA—Fair Labor Standards Act

FWS—Flexible Work Schedule

JBSA—Joint Base San Antonio

JTR—Joint Travel Regulation

OL—Operating Location

RA—Reasonable Accommodation

RAR—Reasonable Accommodation Request

RDO—Regular Day Off

Attachment 2

MODELS OF ALTERNATIVE WORK SCHEDULES

Table A2.1. 4-10 Compressed Schedule (4 workdays per week, 10 hours per workday).

Workweek 1							Workweek 2						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
X	10	10	10	10	X	X	X	10	10	10	10	X	X
<p>Note: In this example, the employee works Monday through Thursday each week with Friday, Saturday, and Sunday as scheduled days off. Completing the 40-hour work week requirement in 4 days. If employee arrives late to work, or needs to leave early, they will need to use leave or other paid time off to cover their absence.</p>													

Table A2.2. 5/4-9 Compressed Schedule (9 workdays per pay period).

Workweek 1							Workweek 2						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
X	9	9	9	9	9	X	X	9	9	9	8	X	X
<p>Note: In this example, the employee works Monday through Friday for nine (9) hours per day during the first week. Employee works Monday through Wednesday for nine (9) hour per day and Thursday for eight (8) hours during the second week. Employee has Saturday and Sunday as scheduled days off each week and Friday off every other week.</p>													

Table A2.3. Flexitour Schedule (10 workdays per pay period).

Workweek 1							Workweek 2						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
X	8	8	8	8	8	X	X	8	8	8	8	8	X
<p>Note: Employees are permitted to select their starting times between 0600 – 0900 and stopping times between the 1500 – 1800. The flexitour schedule must contain core hours between 0900 through 1500. In this example, the employee has a fixed schedule of 0900 to 1800 Monday through Friday. This schedule is fixed until further changes are approved. The employee must request leave or other paid time off to cover any late arrivals or early departures.</p>													

Table A2.4. MaxiFlex Schedule (9 workdays per pay period).

Workweek 1							Workweek 2						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
X	9	9	9	9	8	X	X	9	9	8	10	X	X

Note: In this example, the employee works Monday through Friday, but the employee may vary the number of hours worked on a given workday or the number of hours each week within the limits established by the Supervisor. Total hours worked biweekly is 80 hours.

Table A2.5. Gliding Schedule (10 workdays per pay period).

Workweek 1							Workweek 2						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
X	8	8	8	8	8	X	X	8	8	8	8	8	X

Note: The gliding schedule will contain core hours between 0900 through 1500 every workday. Employees may arrive as early as 0600 to start their workday and depart as late as 1800 to end their workday. For example, the employee may vary their arrival and departures times on Tuesdays and Fridays to attend their child’s afternoon soccer games. On these days, the employee will arrive at the worksite at 0630 and leave at 1500. In addition, the employee may come in later or leave earlier due to unexpected commuting delays as long as the employee works an 8-hour day.