BY ORDER OF THE
SECRETARY OF THE AIR FORCE

AIR FORCE INSTRUCTION 36-807

21 JUNE 1999

MACDILL AIR FORCE BASE
Supplement 1

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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 instruction implements AFPD 36-8, Employee Benefits and Entitlements, by providing guidance and procedures supervisors need to schedule civilian employees (except non-US citizen employees employed outside the United States and the District of Columbia) for work and holiday observances. It tells how to establish work schedules, rest and lunch periods, make ready and clean-up time. It describes work subject to premium pay and shows how to get approval for holiday work.

(MACDILL) AFI 36-807, 21 June 1999, is supplemented as follows. This supplement provides additional guidance and procedures that supervisors need to schedule civilian employees for work and holiday observances.

SUMMARY OF REVISIONS

This revision incorporates IC 99-1 and adds the definition of alternative workplace arrangement (AWA) as paragraph **2.3.**, (re-numbering the remaining terms and definitions in paragraph **2.**), and authorizes MAJCOMs, FOAs or DRUs to establish alternative workplace arrangement (AWA) programs. MAJCOMs, FOAs or DRUs may delegate this authority to installation commanders (para **3.3.**). Organization and tenant commanders establish by written order the daily hours for beginning and ending work and the basic 40-hour tour of duty, including uncommon tours of duty, alternative work schedules (AWS), hours and location(s) for alternative workplace arrangements (AWA), as well as rest and lunch periods for their respective organizations (para **3.2.**). IC 99-1 assigns numbers to material in paragraphs **4.2.**, **4.3.**, and **4.4.** which had previously been listed with bullets, and adds **Attachment 2**, with information and a sample AWA agreement for supervisors and employees. Changed or revised material is indicated by a bar (|). The entire text of IC 99-1 is at **Attachment 3**.

(MACDILL) This supplement incorporates the requirements, information, and procedures formerly in MACD Instruction 36-102. It delegates to Mission Partners commanders the authority to use or develop an organizational flextime and compressed work schedule program for non bargaining unit employees. It prescribes MacDill IMT 40, **Request for Flextime Work Schedule***;* MacDill IMT 41, **Compressed Work Schedule Request**; and MacDill IMT 42, **Sign In/Sign Out Log – Flextime Record**. **A bar (|) indicates new or revised material since last edition.**

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1. Scope of Applicability. This instruction applies Air Force-wide, to appropriated fund civilian employees, including US Air Force Reserve (USAFR) and Air National Guard Title 5, United States Code.

2. Terms and Definitions. The following terms and definitions are used in this instruction.

2.1. Administrative Workweek. The Air Force administrative workweek begins at 0001 Sunday and ends at 2400 on the next following Saturday. The calendar day on which a shift begins is considered the day of duty for that day even though the day of duty extends into the next calendar day or into the following administrative workweek.

2.2. Alternative Work Schedules (AWS). Work schedules made up of flexible or compressed schedules.

2.3. Alternative Workplace Arrangements (AWA). Working under a flexiplace arrangement, either at home or other approved location(s), such as a telecommuting center (See **Attachment 2** for a sample agreement).

2.4. Basic Workweek. The days and hours of an administrative workweek which make up a full-time employee's regularly scheduled 40-hour workweek.

2.5. Compressed Schedule. Compressed schedule means for a full-time employee, an 80-hour biweekly basic work requirement which is scheduled in less than 10 workdays. In the case of a part-time employee, it is a biweekly basic work requirement of less than 80 hours which is scheduled for less than 10 workdays.

2.6. First 40-Hours. The first 40 hours of duty performed within a period of no more than six days of the administrative workweek may be established as the basic workweek when it is impractical to prescribe a regular schedule of definite hours of duty each workday.

2.7. Flexible Schedule. Flexible schedule is that portion of the work day during which the employee has the option to select and vary starting and stopping times within established limits set by installation level approving officials for AWS.

2.8. Holiday Work. Work performed on a legal holiday or the day observed as a holiday.

2.9. Observed Day. Observed day is a holiday in which employees are given time off on a day other than the date which the holiday actually falls on.

2.10. Part Time. In some circumstances it is not possible to obtain or use an employee's services for the full 40-hour workweek. Part time tours of duty may be authorized when service on a regular, repetitive basis is required at least one day during each administrative workweek, however, additional service may be required during the remainder of the administrative workweek.

2.11. Regular Tour of Duty. The regular tour of duty for Air Force employees is five 8-hour days, Monday through Friday.

2.12. Special Tour of Duty for Educational Purposes. A special tour of duty of no less than 40 hours in an administrative workweek which may be established by supervisors to permit employees to take courses at nearby educational institutions.

2.13. Standby. Certain types of work require employees to remain at their duty stations for long periods of duty, a substantial part of which is standby time. For example, the tour of duty for firefighters generally is a 72-hour workweek of three 24-hour days. The tour is scheduled so that the employee is

on duty three alternate 24-hour shifts during each administrative workweek, and deviations from this tour are kept to a minimum. The basic weekly tour of duty for fire chiefs, assistant fire chiefs, fire prevention inspectors, and similar fire protection personnel is 40-hour workweek of five 8-hour days unless the duties of the position require substantial amounts of standby time.

2.14. Uncommon Tour of Duty. Any 40-hour basic workweek scheduled to include Saturday and or Sunday, for four workdays or less but not 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.

2.15. (Added-MACDILL) Irregular Tour of Duty. Any tour that deviates for the Commander's normal tour of duty and which does not include Saturday and/or Sunday.

3. Basic Authority:

3.1. Installation Commanders. Installation Commanders establish the hours for opening and closing the installation.

3.1.1. (Added-MACDILL) The Regular Tour of Duty will consist of five 8-hour days, Monday through Friday. The hours of operation for elements of this command are 0730 to 1630, with one hour for lunch.

3.2. Organization and Tenant Commanders. Organization and tenant commanders establish by written order the daily hours for beginning and ending work and the basic 40-hour tour of duty including uncommon tours of duty, alternative work schedules (AWS), hours and location(s) for alternative workplace arrangements (AWA), as well as rest and lunch periods for their respective organizations. Organization and tenant commanders or their designated representative should set work schedules, assign overtime and holiday work to balance mission requirements, efficiency and economy of operations, and employee needs. These determinations are subject to approval by the installation commander or his or her designated representative who has authority for operation of base facilities. NOTE: organization/tenant commanders set the hours and locations for AWS and AWA; MAJCOMs/FOAs/DRUs approve AWS and AWA programs, unless they delegate this authority to installation commanders as provided in **3.3.**

3.2. (MACDILL) Authority for approval of changes to the regular tour of duty is delegated to organization and tenant commanders to establish uncommon tours, irregular tours, and lunch periods.

3.2.1. Organization and tenant commanders may also establish regularly scheduled tours of duty of more than 40 hours within the administrative workweek when such action is essential to mission accomplishment, and when other administrative action such as changes in authorized staffing or detail of personnel is neither feasible or desirable. Except under extraordinary circumstances, a tour of duty which includes regular overtime should not extend beyond 48 hours in an administrative workweek. Organization and tenant commanders may extend the regularly scheduled administrative workweek to any length exceeding 40 hours when emergency conditions exist and it is necessary for mission accomplishment. The extension of the tour of duty will be subject to the requirements of applicable laws and regulations.

3.2.2. (Added-MACDILL) Union notification for tours of duty deviating from the regular tour of duty for employees covered by a memorandum of agreement must be coordinated with the Civilian Personnel Flight prior to implementation in accordance with the provisions contained in the applicable memorandum of agreement.

3.3. Major Commands, Field Operating Activities and Direct Reporting Units. Major Commands (MAJCOM), field operating activities (FOA) and Direct Reporting Units (DRU) are authorized to approve AWS and AWA programs. MAJCOMs, FOAs or DRUs may delegate this authority to installation commanders

3.4. Supervisors. Supervisors will generally schedule employee's work on the same hours each day, and breaks in excess of one hour during a day will not be permitted. Supervisors must give a minimum of one week's notice to employees when they are to be assigned to a different tour of duty or to different hours of duty except as provided under AWS or for educational purposes.

3.4.1. Commanders may grant an exception to this requirement when circumstances preclude compliance, for example, when a change in shifts by a contractor requires immediate corresponding change in the tour of inspectors, or when normal operations are interrupted by events beyond the control of management, such as, fire, flood, breakdown of equipment. Commanders assure that changes in established work schedules are kept to a minimum and made only when necessary to resolve operational problems.

4. Tours of Duty:

4.1. Tours of Duty for Educational Purposes. Supervisors may establish special tours of duty for educational purposes.

4.1.1. Employees who are on special tours of duty for educational purposes cannot be paid premium pay solely because the rescheduling of his or her tour of duty causes him or her to work on a day, or during the hours of a day, when premium pay would otherwise be required.

4.1.2. 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 (OPM) inquiries.

4.2. Posting Work Schedules. Supervisors must post copies of work schedules for all tours of duty, except regular Monday through Friday tours, which include the names of assigned employees in the work area. Supervisors must maintain a copy of employee's work schedules in their operating office. Supervisors:

4.2.1. Post a written statement of actual work requirements for standby tours of duty.

4.2.2. Give employees with regularly scheduled 60 or 72 hour standby tours of duty 30 calendar days notice of any reduction in the percentage of premium pay resulting from a change in work requirements.

4.2.3. Give employees with regularly scheduled 40-hour tours of duty plus scheduled standby time as much notice as possible when changing their duty schedule.

4.2.4. Review work requirements periodically for changes which may affect the payment of premium compensation and revise work schedules where necessary.

4.3. Scheduling Rest Periods. Supervisors may schedule short rest periods, not exceeding 15 minutes during each four hours of continuous work, when the supervisor believes the rest periods will be of

benefit to the service. (NOTE: Supervisors must adhere to applicable labor management agreements if they contain provisions for the granting of rest periods.)

4.3.1. Criteria to be followed by supervisors in determining the justification for granting rest periods are:

4.3.1.1. Protection of employee's health by relieving them from hazardous work or very physical work.

4.3.1.2. Reduce the accident rate by removing the fatigue potential.

4.3.1.3. Relieve those who work in confined spaces.

4.3.1.4. Increasing or maintaining a high quality or quantity production.

4.4. Scheduling Lunch Periods. When supervisors schedule lunch (or other meal) periods, during which the employee is entirely free of the duties of his or her position, the period is not considered as duty time for which compensation is paid.

4.4.1. Supervisors will generally schedule time for lunch apart from the hours of duty when one or two shifts are in operation.

4.4.2. 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. On-the-job lunch periods require that:

4.4.2.1. 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.

4.4.2.2. Employees given duty free lunch periods during periods of overtime work will not receive compensation for that time.

4.5. Scheduling Make Ready and Clean-Up Time. Incidental duties that are directly connected with the performance of a job, such as obtaining and replacing working tools or materials, undergoing inspections, and similar tasks are considered part of the job requirements within the employee's established tour of duty. Supervisors must arrange work shifts so that time required for incidental duties will be part of the 8-hour day.

4.5.1. When incidental duties cannot be part of the regularly scheduled workday, the extra time for which overtime may be paid to an employee, will not exceed 30 minutes a day.

4.6. (Added-MACDILL) Flextime.

4.6.1. (Added-MACDILL) 6th Air Mobility Wing organization commanders have the authority to approve/disapprove the use of flextime by non bargaining unit employees in their organization. Bargaining unit employees are covered by the applicable memorandum of agreement. Use of flextime is encouraged since it is known to increase job productivity, service to the public, and increase job satisfaction among employees. If flextime is disapproved, the employee/union will be forwarded a written copy of the supervisor's objective determination and the criteria used to arrive at his/her decision. Flextime will not be approved/disapproved indiscriminately or be used to reward or punish an employee. Mission Partners may choose to use/develop a flextime program, as deemed appropriate by the commander for non bargaining unit employees.

Table 1. (Added-MACDILL) Flextime Schedule.

WORK DAY					
0600	0900	1130	1300	1500	1800
Morning Flex	Core Time	**Midday Flex	Core Time	Afternoon Flex	
3 Hours	2 ½ Hours	1 ½ Hours	2 Hours	3 Hours	
NORMAL DUTY HOURS					
0730 – 1630					

**Lunch will be taken between 1130 and 1300. Employees must take a minimum of 30 minutes, and may take a maximum of 90 minutes.

4.6.2. (Added-MACDILL) Definitions.

4.6.2.1. (Added-MACDILL) Morning Flex. An employee may begin work at 15 minute intervals (on the ¼, ½, or ¾ past the hour) from 0600 to 0900. Arrival times must be approved by the supervisor.

4.6.2.2. (Added-MACDILL) Core Time. Common working hours are from 0900 to 1130 and 1300 to 1500. During these period, all employees in duty status must be present for duty or on leave. Normally, meetings will be held during these hours; however, supervisors will be expected to arrange the employee's workday to attend meetings, training, conference, etc., scheduled outside these hours.

4.6.2.3. (Added-MACDILL) Midday Flex. Lunch will be taken between 1130 and 1300. Employees may take 30 to 90 minutes for lunch.

4.6.2.4. (Added-MACDILL) Afternoon Flex. Departure time from 1500 to 1800 are determined by adding 8 hours plus the amount of time taken for lunch to arrival time.

4.6.2.5. (Added-MACDILL) Work Day. The total hours available during the day (0600-1800) in which the individual may complete eight working hours plus lunch period.

4.6.2.6. (Added-MACDILL) Normal Duty Hours. Normal work hours as established are 0730 to 1630. Employees not on flextime will observe these hours with a lunch period of 60 minutes unless an irregular tour, uncommon tour, or compressed work schedule has been approved.

4.6.3. (Added-MACDILL) Procedures.

4.6.3.1. (Added-MACDILL) Flextime Requests. Employees provide a written request on MacDill IMT 40, **Request for Flextime Work Schedule**, of preferred arrival times to their immediate supervisor for approval. The request should cover a minimum period of two weeks unless the supervisor, based upon upcoming work load requirements, determines another period to be more appropriate. The request must be submitted at least one full week prior to the start of the next pay period. Supervisors may adjust schedules to accommodate management or employee requirements not known in advance of the pay period.

4.6.3.2. (Added-MACDILL) Timekeeping. Supervisors will be responsible for certification of timecards. Time and Attendance sheets will be completed as instructed in the applicable timekeeping manual. The word "Flextime" is written in red across the "Normal Duty Hours" space of the time sheet. The employee will record daily the appropriate information on MacDill IMT 42, **Sign in/Sign out Log – Flextime Record**. The timekeeper will transfer this information to the Time and Attendance sheet. The location of MacDill IMT 42 will be at the discretion of the supervisor.

4.6.3.3. (Added-MACDILL) Absences, Tardiness, or Early Departures. For tardiness and leave purposes, the first hour of the workday commences at the individual's scheduled arrival time for that day. Supervisors have authority in case of tardiness, short term absences, and early departure to (1) charge period of time to an approved leave category; (2) charge absent without leave; or (3) extend the individual's scheduled workday (not beyond 1800 hours) to compensate for tardiness. Flextime will be terminated for the involved pay periods if an employee is away on temporary duty for training and other purposes.

4.6.3.4. (Added-MACDILL) Employees must be productively engaged in work assignments even though a supervisor may not be present.

4.6.4. (Added-MACDILL) Supervisors will approve or disapprove individual requests for flextime within the guidelines established herein or in the appropriate memorandum of agreement, and will ensure that employees on flextime work or otherwise account for an eight hour day plus lunch break.

4.6.5. (Added-MACDILL) Schedules, in approved flextime request, will be adhered to by supervisors and employees subject to supervening unit mission exigencies and such leave as may be approved in accordance with existing directives.

4.6.6. (Added-MACDILL) Supervisors are responsible for certifying the correctness of the Time and Attendance sheet.

4.6.7. (Added-MACDILL) Supervisors may deny an employee request for continuation on flextime if documented substantiation of the employee having abused the flextime privilege exists in the supervisor's work folder. The employee may also be subject to disciplinary action.

4.6.8. (Added-MACDILL) Security measures as prescribed by existing regulations will be maintained.

4.6.9. (Added-MACDILL) New employees may not be permitted to work flextime for the first 90 days. Employees who are rated less than fully successful will not be permitted to work flextime. Also, employees whose performance begins to fall below fully successful during the rating period may also be subject to the above provisions.

4.6.10. (Added-MACDILL) Schedules will be discontinued if flextime has resulted or is likely to result in adverse impact. Adverse impact is defined as a reduction of the productivity, a diminished level of services provided to the public, or an increase in the cost of operations other than a reasonable administrative cost relating to the process of establishing flextime or compressed schedules.

4.7. (Added-MACDILL) Compressed Work Schedules (CWS). CSW may be used by personnel in lieu of flextime.

4.7.1. (Added-MACDILL) Basic Work Requirements.

4.7.1.1. (Added-MACDILL) 5/4/9 Work Plan

4.7.1.1.1. (Added-MACDILL) A full-time employee has an approximate 9-hour daily basic work requirement and an 80-hour biweekly basic work requirement.

4.7.1.1.2. (Added-MACDILL) For a part-time employee, the basic work requirement is the number of hours the employee must work each day and the number of hours the employee must work during 9 days in a biweekly pay period.

4.7.1.2. (Added-MACDILL) 4/10 Work Plan

4.7.1.2.1. (Added-MACDILL) A full-time employee must work 10 hours a day, 40 hours a week, and 80 hours in a biweekly pay period.

4.7.1.2.2. (Added-MACDILL) For a part-time employee, the basic work requirement is the number of hours the employee must work in a 4-day workweek and an 8-day biweekly pay period.

4.7.1.3. (Added-MACDILL) Non-overtime work is work performed during an employee's compressed work schedule and not in excess of daily work requirement or 80 hours in a biweekly pay period.

4.7.1.4. (Added-MACDILL) 6th Air Mobility Wing organization commanders have authority to approve/disapprove the use of CWS by non bargaining unit employees in their organization. Bargaining unit employees are covered by the applicable memorandum of agreement. If CWS is disapproved, the employee/union will be forwarded a written copy of the supervisor's objective determination and the criteria used to arrive at the decision. Mission Partners may choose to use/develop a CWS program, as deemed appropriate by the commander for non bargaining unit employees.

4.7.1.5. (Added-MACDILL) If an employee participates in the CWS program and is involuntarily detailed, upon termination of the detail and return to his/her position, the employee will resume the same CWS as before the detail.

4.7.2. (Added-MACDILL) Model of 5 4/9 Plan:

WEEK 1	HOURS	WEEK 2	HOURS
Mon Work	8 or Off	Mon Work	9 or Off
Tue Work	9	Tue Work	9
Wed Work	9	Wed Work	9
Thu Work	9	Thu Work	9
Fri Work	9 or Off	Fri Work	9 or Off

4.7.3. (Added-MACDILL) Model of 4/10 Plan:

WEEKS 1 & 2	HOURS
Mon Work or Off	10 Hours a Day
Tue Work	

Wed	Work	
Thu	Work	
Fri	Work or Off	

4.7.4. (Added-MACDILL) Morning Arrival Time. An employee may choose to begin work between 0600 and 0730 and may depart between 1530 and 1830. For those employees whose duty day begins prior to 0600, the arrival and departure time will be adjusted accordingly to fulfill the 9/10 hours per day requirement. A non-compensable lunch break of at least 30 minutes and not to exceed 1 hour is required. This time will be added to the workday not to exceed 11 hours.

4.7.5. (Added-MACDILL) Off Day. An employee may choose to take either Monday or Friday of either week as the off day, subject to approval of the supervisor. In case of conflict between two or more employees choosing the same day off, the employee with the earlier date of participation in the program will have preference. Where two or more employees have chosen to participate in the program on the same date and there is a conflict concerning the desired off day, service computation date, i.e., seniority will resolve the conflict.

4.7.6. (Added-MACDILL) Work Schedule. An employee participating in the CWS will submit the desired schedule not later than Thursday of the week before the start of a pay period. This schedule will be submitted on MacDill IMT 41, **Compressed Work Schedule Request**. An indefinite request may be submitted to the supervisor. The location of MacDill IMT 41 will be made available to the employees.

4.7.7. (Added-MACDILL) Termination. Schedules will be discontinued if CWS has resulted or is likely to result in adverse impact. Adverse impact is defined as a reduction of productivity, a diminished level of services provided to the public, or an increase in the cost of operations other than a reasonable administrative cost relating to the process establishing CWS.

5. Holiday Observances:

5.1. Holiday Duty. Supervisors must not require employees to work on holidays or days designated as observed days, unless the work is justified by unusual circumstances or if the maintenance of usual essential services is involved.

5.1.1. Supervisors will order holiday work when required and have it approved in writing by an official designated to authorize holiday work. Supervisors must obtain this approval 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. Supervisors must record the reasons for the holiday and the hours worked by the employees no later than the following workday. This requirement does not apply to tours of duty regularly scheduled on a holiday or observed day for employees engaged in essential services such as firefighters, police, hospital employees, or other service personnel. The supervisor will record holiday work on an AF Form 428, Request for Overtime, Holiday Premium Pay, and Compensatory Time.

5.2. Observed Day. When a holiday falls on a regularly scheduled workday, observe that day as the holiday. If a holiday falls on Sunday and the employee has a regularly scheduled 40-hour basic work-

week of Monday through Friday, the employee will observe the following Monday as the holiday. When the holiday falls on Saturday, the employee will observe the holiday on the proceeding Friday.

5.2.1. When a holiday falls on a Sunday and that Sunday is a nonworkday for employees with a regularly scheduled 40-hour basic workweek of other than Monday through Friday, observe the next regularly scheduled workday as the holiday.

5.2.1.1. When a holiday falls on the nonworkday designated as the day in-lieu-of Sunday, observe the next regularly scheduled workday as a holiday. When a holiday or a designated observed day falls on an employee's nonworkday (Monday through Saturday), the workday immediately preceding the day is observed as the holiday.

5.2.2. Deleted

5.3. Deleted

5.4. When full-time employees on a compressed work schedule are relieved or prevented from working on a day designated as a holiday, they are entitled to basic pay for the number of hours of the compressed work schedule on that day.

5.5. 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.

5.6. When a holiday falls on a part-time employee's regularly scheduled workday, the employee is entitled to be excused with pay for the number of hours he or she is scheduled to work on the actual day of the holiday.

5.6.1. If full-time employees observe an "in-lieu-of" day instead of the actual holiday and that "in-lieu-of" day falls within a part-time employee's work schedule, the part-time employee will not get that day off with pay.

5.6.2. When a holiday is observed by full-time employees on a day within the part-time employee's regularly scheduled workweek and the part-time employee is prevented from working that day, the employee is entitled to be excused with pay for the number of hours he or she is scheduled to work on that day.

5.6.3. When a holiday falls on a part-time employee's nonworkday and is observed by full-time employees that day, the employee is not entitled to the holiday.

5.6.4. When a part-time employee is on a flexible schedule and is relieved or prevented from working on a day designated as a holiday by a Federal statute or Executive Order (E.O.), the employee is entitled to receive basic pay for the number of hours the employee would have worked on that holiday up to eight hours.

5.6.5. When a holiday falls on a nonworkday, the employee is not entitled to an "in-lieu of" day for that holiday.

5.6.6. When a part-time employee is on a compressed work schedule and is relieved or prevented from working on a day within the employee's scheduled tour of duty that is designated as a holiday by Federal statute or E.O., the employee is entitled to basic pay for the number of hours of the compressed work schedule on that day.

5.6.7. When a part-time employee is on a compressed work schedule and a holiday falls on a nonworkday, the employee is not entitled to an "in-lieu-of" day for that holiday.

5.7. Duration of Holiday. The full 24-hours of a calendar day are normally considered as the duration of a holiday. However, when an employee's regular workday begins on a holiday and extends into the next calendar day, the entire shift is considered as a holiday to determine the employee's entitlement to holiday premium pay or time off for observance of the holiday. If an employee's regularly scheduled tour of duty includes two shifts beginning on a holiday, the first shift is considered as a holiday to determine holiday benefits.

6. (Added-MACDILL) MacDill IMTs Prescribed: MacDill IMT 40 **Request for Flextime Work Schedule***;* MacDill IMT 41 **Compressed Work Schedule Request**; MacDill IMT 42 **Sign In/Sign Out Log – Flextime Record.**

DONALD L. PETERSON, Lt General, USAF
DCS/Personnel

Attachment 1

INTERIM MESSAGE CHANGE TO AFI 36-807

UNCLASSIFIED

PENTAGON
OPERATIONS DIRECTORATE

PRIORITY ZYUW RUEAHQA8800 1732042
P 222005Z JUN 94
FM HQ USAF WASHINGTON DC//DPCE//
TO AIG 610
AIG 8106
AIG 10607

UNCLAS
SUBJECT: INTERIM MESSAGE CHANGE TO AFI 36-807, 22 MAR 94, WEEKLY AND DAILY SCHEDULING OF WORK AND HOLIDAY OBSERVANCES
1. THIS INTERIM CHANGE PROVIDES GUIDANCE AND PROCEDURES SUPERVISORS NEED TO SCHEDULE CIVILIAN EMPLOYEES (EXCEPT NON-US CITIZEN EMPLOYEES EMPLOYED OUTSIDE THE UNITED STATES AND THE DISTRICT OF COLUMBIA) FOR WORK AND HOLIDAY OBSERVANCES.
2. WRITE-IN CHANGES:
PAGE 1, FIRST LINE UNDER SUMMARY OF CHANGES: CHANGE AFR 49-610 TO READ AFR 40-610
PAGE 3, PARAGRAPH 5.2.1. DELETE SECOND SENTENCE
PAGE 3, PARAGRAPH 5.2.2. DELETE
PAGE 3, PARAGRAPH 5.3. DELETE
3. IF YOU HAVE ANY QUESTIONS, POC IS MR. PHILLIP SENESCHAL, DSN 225-7425. BT

WHEN RECEIVING A SARAH-LITE PACKAGE FROM THE PTC, YOU MUST EXCHANGE A 3.5" OR 5.25" HIGH DENSITY FLOPPY DISK. IF YOUR SYSTEM USES DOUBLE DENSITY DISK THEN ONLY THE 3.5" DOUBLE DENSITY DISK WILL BE ACCEPTED.

** LOCAL DISTRO 22
ACTION DP(1) 1100NCRSPTG(2) AFDW(2) AA(1) AFAA(1) (A)
INFO DPE(1) CMS(1) JA(5) RE(7) AFPTC(1)

MCN=94173/36573 TOR=94173/2042Z TAD=94173/2042Z CDSN=MAN043
AIR FORCE MESSAGE **UNCLASSIFIED** PAGE 1 OF 1
222005Z JUN 94

Attachment 2

ALTERNATIVE WORKPLACE ARRANGEMENTS (AWA)

A2.1. REASONS FOR AWA. Employers offer alternative workplace arrangements for many reasons. Such arrangements may:

A2.1.1. Improve the quality of work life and job performance and increases productivity, e.g., reduce office overcrowding and provide a distraction-free environment for reading, analyzing and writing;

A2.1.2. Improve morale and reduces stress by giving employees more options to balance work and family demands;

A2.1.3. Increase customer access to needed services;

A2.1.4. Provide services when the regular office is closed;

A2.1.5. Extend employment opportunities to people with disabilities, including employees who have partially recovered from work-related injuries who can do the job from an off-site location;

A2.1.6. Accommodate employees who have temporary or continuing health problems or who might otherwise have to retire on disability;

A2.1.7. Potentially enhance recruitment and promote diversity by expanding the geographic recruitment pool; and

A2.1.8. Decrease traffic and parking congestion, energy consumption and air pollution.

A2.2. Organizations planning to use AWA should address issues such as the following: work assignment/performance requirements, time and attendance, work schedule and tour of duty, duty station, leave, equipment/supplies, labor relations issues, and other related work arrangement requirements.

A2.3. Sample Agreement Between Organization, Supervisor, And Employee Approved For An Alternative Workplace Arrangement On A Continuing Basis:

The supervisor and employee should each keep a copy of the agreement for reference.

Organization_____ Employee_____

Voluntary Participation. (Name)_____, the employee, voluntarily agrees to work at the approved alternative workplace indicated below and to follow all applicable work-related policies and procedures. The employee recognizes that the flexiplace arrangement is not an employee benefit or entitlement, but an additional method the organization may approve to accomplish work.

Trial Period. The employee and organization agree to try out the arrangement for at least (specify number) months unless unforeseeable difficulties require earlier cancellation.

Salary and Benefits. Unless there is a change in the actual number of hours worked, a flexiplace arrangement in itself is not a basis for changing the employee's salary or benefits.

Duty Station and Alternative Workplace. The organization and employee agree that the employee's official duty station is (indicate duty station for regular office) and that the employee's approved alternative work place is: (specify street and number, City and State). NOTE: All pay, leave and travel entitlements are based on the official duty station.

Official Duties. Unless otherwise instructed, employee agrees to perform official duties only at the regular or approved alternative workplace. Employee agrees not to conduct personal business while in official duty status at the alternative workplace, e.g., caring for dependents or making home repairs.

Work Schedule and Tour of Duty. The organization and employee agree the employee's official tour of duty will be: (specify days, hours and location, i.e., the regular office or the alternative workplace).

Time and Attendance. The organization agrees to ensure that the employee's timekeeper has a copy of the employee's work schedule. The supervisor agrees to certify biweekly the time and attendance for hours worked at the regular office and the alternative workplace. NOTE: The organization may require the employee to complete a self-certification form.

Leave. Employee agrees to follow established organization/office procedures for requesting and obtaining approval of leave.

Overtime. Employee agrees to work overtime only when ordered and approved by the supervisor in advance, and understands that working overtime without such approval may result in termination of the flexiplace privilege and/or other appropriate action.

Equipment/Supplies. Employee agrees to protect any government-owned equipment and to use the equipment only for official purposes. The organization agrees to install, service and maintain any Government-owned equipment issued to the flexiplace employee. The employee agrees to install, service and maintain any personal equipment used. The organization agrees to provide the employee with all necessary office supplies and also reimburse the employee for business-related long-distance telephone calls (see AFI 33-111, paragraph 7.2. regarding telecommunication service, and AFI 33-112, paragraph 19.5. regarding computer equipment in the alternative worksite).

Security. If the Government provides computer equipment for the alternative workplace, the employee agrees to the following security provisions: (insert organization-specific language).

Liability. The employee understands that the Government will not be liable for damages to an employee's personal or real property while the employee is working at the approved alternative workplace, except to the extent the Government is held liable by the Federal Tort Claims Act or the Military Personnel and Civilian Employees Claims Act.

Work Area. The employee agrees to provide a work area adequate for performance of official duties.

Worksite Inspection. The employee agrees to permit the Government to inspect the alternative work place during the employee's normal working hours to ensure proper maintenance of Government-owned property and conformance with safety standards. (Organizations may require employees to complete a self-certification safety checklist).

Alternative Workplace Costs. The employee understands that the Government will not be responsible for any operating costs that are associated with the employee using his or her home as an alternative worksite, e.g., home maintenance, insurance or utilities. The employee understands he or she does not relinquish any entitlement to reimbursement for authorized expenses incurred while conducting business for the Government, as provided for by statute and regulations.

Injury Compensation. The employee understands that he or she is covered under the Federal Employees Compensation Act if injured in the course of actually performing official duties at the regular office or the alternative worksite. The employee agrees to notify the supervisor immediately of any accident or injury that occurs at the alternative workplace and to complete any required forms. The supervisor agrees to investigate such a report immediately.

Work Assignments/Performance. Work requirements are developed as a joint effort between the employee and supervisor, but the supervisor makes the final decision about requirements. The employee agrees to complete all assigned work according to procedures established by the supervisor and according to guidelines and standards in the employee's performance plan. The employee agrees to provide regular reports if required by the supervisor to help judge performance. The employee understands that a decline in performance may be grounds for canceling the alternative workplace arrangement.

Disclosure. Employee agrees to protect Government/organization records from unauthorized disclosure or damage and will comply with requirements of the Privacy Act of 1974, 5 U.S.C. 552a.

Standards of Conduct. Employee agrees he or she is bound by Government/organization standards of conduct while working at the alternative worksite.

Labor Relations. All appropriate bargaining obligations have been, or will be, met prior to implementing this agreement.

Cancellation. The organization agrees to let the employee resume his or her regular schedule at the regular office after notice to the supervisor. Employee understands that the organization may cancel the flexiplace arrangement and instruct the employee to resume working at the regular office. The organization agrees to follow any applicable administrative or negotiated procedures.

Other Action. Nothing in this agreement precludes the organization from taking any appropriate disciplinary or adverse action against an employee who fails to comply with the provisions of this agreement.

Employee's Signature and Date_____ _____

Supervisor's Signature and Date _____ _____

Organization Commander's Signature and Date _____ _____

Installation Commander's Signature and Date_____ _____

Attachment 3

TEXT OF IC 99-1

SUMMARY OF REVISIONS

This revision incorporates IC 99-1 and adds the definition of alternative workplace arrangement (AWA) as paragraph **2.3.**, (re-numbering the remaining terms and definitions in paragraph **2.**.), and authorizes MAJCOMs, FOAs or DRUs to establish alternative workplace arrangement (AWA) programs. MAJCOMs, FOAs or DRUs may delegate this authority to installation commanders (para **3.3.**). Organization and tenant commanders establish by written order the daily hours for beginning and ending work and the basic 40-hour tour of duty, including uncommon tours of duty, alternative work schedules (AWS), hours and location(s) for alternative workplace arrangements (AWA), as well as rest and lunch periods for their respective organizations (para **3.2.**). IC 99-1 assigns numbers to material in paragraphs **4.2.**, **4.3.**, and **4.4.** which had previously been listed with bullets, and adds **Attachment 2**, with information and a sample AWA agreement for supervisors and employees. Changed or revised material is indicated by a bar (|). The entire text of IC 99-1 is at **Attachment 3**.

2.3. Alternative Workplace Arrangements (AWA). Working under a flexiplace arrangement, either at home or other approved location(s), such as a telecommuting center (See **Attachment 2** for a sample agreement).

3.2. Organization and Tenant Commanders. Organization and tenant commanders establish by written order the daily hours for beginning and ending work and the basic 40-hour tour of duty including uncommon tours of duty, alternative work schedules (AWS), hours and location(s) for alternative workplace arrangements (AWA), as well as rest and lunch periods for their respective organizations. Organization and tenant commanders or their designated representative should set work schedules, assign overtime and holiday work to balance mission requirements, efficiency and economy of operations, and employee needs. These determinations are subject to approval by the installation commander or his or her designated representative who has authority for operation of base facilities. NOTE: organization/tenant commanders set the hours and locations for AWS and AWA; MAJCOMs/FOAs/DRUs approve AWS and AWA programs, unless they delegate this authority to installation commanders as provided in **3.3.**

3.3. Major Commands, Field Operating Activities and Direct Reporting Units. Major Commands (MAJCOM), field operating activities (FOA) and Direct Reporting Units (DRU) are authorized to approve AWS and AWA programs. MAJCOMs, FOAs or DRUs may delegate this authority to installation commanders.

Attachment 2

ALTERNATIVE WORKPLACE ARRANGEMENTS (AWA)

A2.1. Reasons for AWA. Employers offer alternative workplace arrangements for many reasons. Such arrangements may

A2.1.1. Improve the quality of work life and job performance and increases productivity, e.g., reduce office overcrowding and provide a distraction-free environment for reading, analyzing and writing;

A2.1.2. Improve morale and reduces stress by giving employees more options to balance work and family demands;

A2.1.3. Increase customer access to needed services;

A2.1.4. Provide services when the regular office is closed;

A2.1.5. Extend employment opportunities to people with disabilities, including employees who have partially recovered from work-related injuries who can do the job from an off-site location;

A2.1.6. Accommodate employees who have temporary or continuing health problems or who might otherwise have to retire on disability;

A2.1.7. Potentially enhance recruitment and promote diversity by expanding the geographic recruitment pool; and

A2.1.8. Decrease traffic and parking congestion, energy consumption and air pollution.

A2.2. Organizations planning to use AWA should address issues such as the following: work assignment/performance requirements, time and attendance, work schedule and tour of duty, duty station, leave, equipment/supplies, labor relations issues, and other related work arrangement requirements

A2.3. Sample Agreement Between Organization, Supervisor, And Employee Approved For An Alternative Workplace Arrangement On A Continuing Basis:

The supervisor and employee should each keep a copy of the agreement for reference.

Organization_____ Employee_____

Voluntary Participation. (Name)_____, the employee, voluntarily agrees to work at the approved alternative workplace indicated below and to follow all applicable work-related policies and procedures. The employee recognizes that the flexiplace arrangement is not an employee benefit or entitlement, but an additional method the organization may approve to accomplish work.

Trial Period. The employee and organization agree to try out the arrangement for at least (specify number) months unless unforeseeable difficulties require earlier cancellation.

Salary and Benefits. Unless there is a change in the actual number of hours worked, a flexiplace arrangement in itself is not a basis for changing the employee's salary or benefits.

Duty Station and Alternative Workplace. The organization and employee agree that the employee's official duty station is (indicate duty station for regular office) and that the employee's approved alternative work place is: (specify street and number, City and State). NOTE: All pay, leave and travel entitlements are based on the official duty station.

Official Duties. Unless otherwise instructed, employee agrees to perform official duties only at the regular or approved alternative workplace. Employee agrees not to conduct personal business while in official duty status at the alternative workplace, e.g., caring for dependents or making home repairs.

Work Schedule and Tour of Duty. The organization and employee agree the employee's official tour of duty will be: (specify days, hours and location, i.e., the regular office or the alternative workplace).

Time and Attendance. The organization agrees to ensure that the employee's timekeeper has a copy of the employee's work schedule. The supervisor agrees to certify biweekly the time and attendance for

hours worked at the regular office and the alternative workplace. NOTE: The organization may require the employee to complete a self-certification form.

Leave. Employee agrees to follow established organization/office procedures for requesting and obtaining approval of leave.

Overtime. Employee agrees to work overtime only when ordered and approved by the supervisor in advance, and understands that working overtime without such approval may result in termination of the flexiplace privilege and/or other appropriate action.

Equipment/Supplies. Employee agrees to protect any government-owned equipment and to use the equipment only for official purposes. The organization agrees to install, service and maintain any Government-owned equipment issued to the flexiplace employee. The employee agrees to install, service and maintain any personal equipment used. The organization agrees to provide the employee with all necessary office supplies and also reimburse the employee for business-related long-distance telephone calls (see AFI 33-111, paragraph 7.2. regarding telecommunication service, and AFI 33-112, paragraph 19.5. regarding computer equipment in the alternative worksite).

Security. If the Government provides computer equipment for the alternative workplace, the employee agrees to the following security provisions: (insert organization-specific language).

Liability. The employee understands that the Government will not be liable for damages to an employee's personal or real property while the employee is working at the approved alternative workplace, except to the extent the Government is held liable by the Federal Tort Claims Act or the Military Personnel and Civilian Employees Claims Act.

Work Area. The employee agrees to provide a work area adequate for performance of official duties.

Worksite Inspection. The employee agrees to permit the Government to inspect the alternative work place during the employee's normal working hours to ensure proper maintenance of Government-owned property and conformance with safety standards. (Organizations may require employees to complete a self-certification safety checklist).

Alternative Workplace Costs. The employee understands that the Government will not be responsible for any operating costs that are associated with the employee using his or her home as an alternative worksite, e.g., home maintenance, insurance or utilities. The employee understands he or she does not relinquish any entitlement to reimbursement for authorized expenses incurred while conducting business for the Government, as provided for by statute and regulations.

Injury Compensation. The employee understands that he or she is covered under the Federal Employees Compensation Act if injured in the course of actually performing official duties at the regular office or the alternative worksite. The employee agrees to notify the supervisor immediately of any accident or injury that occurs at the alternative workplace and to complete any required forms. The supervisor agrees to investigate such a report immediately.

Work Assignments/Performance. Work requirements are developed as a joint effort between the employee and supervisor, but the supervisor makes the final decision about requirements. The employee agrees to complete all assigned work according to procedures established by the supervisor and according to guidelines and standards in the employee's performance plan. The employee agrees to provide regular reports if required by the supervisor to help judge performance. The employee understands that a decline in performance may be grounds for canceling the alternative workplace arrangement.

Disclosure. Employee agrees to protect Government/organization records from unauthorized disclosure or damage and will comply with requirements of the Privacy Act of 1974, 5 U.S.C. 552a.

Standards of Conduct. Employee agrees he or she is bound by Government/organization standards of conduct while working at the alternative worksite.

Labor Relations. All appropriate bargaining obligations have been, or will be, met prior to implementing this agreement.

Cancellation. The organization agrees to let the employee resume his or her regular schedule at the regular office after notice to the supervisor. Employee understands that the organization may cancel the flexiplace arrangement and instruct the employee to resume working at the regular office. The organization agrees to follow any applicable administrative or negotiated procedures.

Other Action. Nothing in this agreement precludes the organization from taking any appropriate disciplinary or adverse action against an employee who fails to comply with the provisions of this agreement.

Employee's Signature and Date_____ _____

Supervisor's Signature and Date _____ _____

Organization Commander's Signature and Date _____ _____

Installation Commander's Signature and Date_____ _____

Attachment 4 (Added-MACDILL)

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 36-807, *Weekly and Daily Scheduling of Work and Holiday Observances*

Attachment 5 (Added-MACDILL)

MACDILL IMT 40

REQUEST FOR FLEXTIME WORK SCHEDULE

SECTION I

TO:	**FROM:**

1. I HEREBY REQUEST PERMISSION TO BE PLACED ON A FLEXTIME WORK SCHEDULE EFFECTIVE _____ (Beginning of Pay Period)

2. MY PROPOSED WORK STARTING TIMES ARE AS FOLLOWS

WEEK ONE

SUN	MON	TUE	WED	THU	FRI	SAT

WEEK TWO

SUN	MON	TUE	WED	THU	FRI	SAT

EMPLOYEE'S SIGNATURE	**DATE** _____

SECTION II

TO:	**FROM:**

1. APPROVED ☐ DISAPPROVED ☐ (IF DISAPPROVING, GIVE REASONS.)

2. REMARKS:

SUPERVISOR'S SIGNATURE	**DATE** _____

MACDILL IMT 40, 20040310 ***(IMT-V1)***

Attachment 6 (Added-MACDILL)

MACDILL IMT 41

COMPRESSED WORK SCHEDULE REQUEST

I REQUEST APPROVAL FOR THE BIWEEKLY WORK SCHEDULE SHOWN BELOW

FIRST WEEK					SECOND WEEK				
MON	TUE	WED	THU	FRI	MON	TUE	WED	THU	FRI

REMARKS:

EMPLOYEE'S SIGNATURE	DATE OF SIGNATURE _____
SUPERVISOR'S SIGNATURE	DATE OF APPROVAL _____

MACDILL IMT 41, 20040310 ***(IMT-V1)***

INSTRUCTIONS:

1. Designate each workday by entering the desired arrival and departure on the day to be worked. For the 5-4-9 work schedule, there must be eight 9-hour workdays and one 8-hour workday. For the 4/10 work schedule, there must be eight 10-hour workdays.

2. Designate the non-workdays by entering an "N" in the block for that day. There is only one non-workday for the 5-4-9 work schedule and two non-workdays for the 4/10 work schedule.

3. Submit the form to your supervisor for approval of the schedule.

Attachment 7 (Added-MACDILL)

MACDILL IMT 42

SIGN IN/SIGN OUT LOG - FLEXTIME RECORD EMPLOYEE'S NAME:									ORGANIZATION: OFFICE SYMBOL:			PAY PERIOD: TO
		LUNCH BREAK			LEAVE							
	WORK START TIME *	DEPART TIME *	RETURN TIME *	ELAPSED TIME (HOURS)	FROM	TO	HOURS	TYPE	PROPOSED DEPART TIME*	ACTUAL DEPART TIME	HOURS WORKED	REMARKS
FIRST WEEK												
SUN												
MON												
TUE												
WED												
THU												
FRI												
SAT												
SECOND WEEK												
SUN												
MON												
TUE												
WED												
THU												
FRI												
SAT												

* TO BE COMPLETED BY EMPLOYEE PRIOR TO SUBMISSION TO SUPERVISOR FOR APPROVAL.

EMPLOYEE'S SIGNATURE

DATE _____

SUPERVISOR'S SIGNATURE

DATE _____

SUPERVISOR'S REASON FOR DISAPPROVAL, IF APPLICABLE:

MACDILL IMT 42, 20040310 ***(IMT-V1)***