

**BY ORDER OF THE COMMANDER
SEVENTH AIR FORCE**

**SEVENTH AIR FORCE INSTRUCTION
36-101**



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Personnel**

FLEXIBLE WORK SCHEDULES

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This publication implements Air Force Policy Directive (AFPD) 36-1, *Appropriated Funds Civilian Management and Administration*. It establishes procedures for flexible work schedules for civilian employees. It applies to all United States Air Force Korea (USAFK) appropriated and non-appropriated fund United States (US) and Korean National (KN) employees. All decisions concerning work scheduling, arrival and departure times, lunch breaks, and credit hour usage must be coordinated with and approved by the employee's supervisor. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

SUMMARY OF CHANGES

This document has been partially revised and needs to be reviewed. Major changes include allowed lunch time from "from 30 minutes to two hours" to "from 30 minutes to one hour for lunch between 1100 and 1300" in **paragraph 2**, and updated 7 AF Form 4, *Daily Sign-In/Sign-Out Record*, in **Attachment 2**.

1. Definitions:

1.1. Flextime. A system of work scheduling which splits the work day into two different types of time: core time and flexible time.

1.2. Core time. That portion of the day during which all employees must be present for work.

1.3. Flexible time. That portion of the work day during which the employee has the option to select and/or vary starting and quitting times within limits established by the organization. Additionally, it may include a flexible period between 11:00 to 13:00 for an employee to select a varying and/or extended lunch break.

1.4. Working Hours. Those time periods of the day during which each employee will complete the designated number of hours for his or her workday.

1.5. Credit Hours (US appropriated fund civilians only). Hours which are in excess of the basic eight hour day. Credit hours are distinguished from overtime hours in that they are not officially ordered in advance by management. Unless limited by organization policy or the supervisor, there is no restriction on the number of credit hours an employee may earn during a biweekly pay period. However, the employee may not carry forward more than 24 credit hours from one pay period to the next. The number of credit hours worked daily or weekly may be limited by the organization or supervisor. Credit hours earned do not increase an entitlement to overtime.

2. Policy: The use of flexi time in an organization is at the discretion of the commander and supervisors; once adopted, flexi time schedules may be discontinued by the commander and/or supervisor if the mission demands it. Under the concept of flexi time, fixed times of arrival and departure are replaced by core time and flexible time. Flexible time for beginning the workday is established between 0600 and 0900; the flexible time ending the workday is between 1500 and 1800. Core time is the period between 0900 and 1500. The latest time an employee may begin work is 0900 and the earliest time that an employee may leave work is 1500. Each employee must work a minimum block of 8 hours and 30 minutes, including a mandatory midday 30 minute lunch break, between the hours of 0600 and 1800. Employees may take from 30 minutes to one hour for lunch between 1100 and 1300. The following are examples of varying degrees of flexibility which are possible within the basic work day.

2.1. Flexi tour. The employee selects arrival and departure times within a flexible band; however, once selected, the hours become the employee's regular work schedule until another selection is made. This could be as frequently or infrequently as desired or allowed by the supervisor or organization.

2.2. Modified flexi tours. Similar to Flexi tour, the employee selects a starting time, but is given a degree of flexibility on either side of the selected arrival time which may be 5, 10 or 15 minutes. If an employee selects 0730 as a starting time and is given a 15 minute variation, then the employee could report for work anywhere from 0715 to 0745. However, it is understood that the basic schedule is 0730 or other selected starting time and, under normal circumstances, the employee is expected to adhere to the schedule. The employee may occasionally deviate from this schedule for emergencies, medical appointments or other unforeseen circumstances.

2.3. Modified gliding schedule. A combination of flexi tour and modified flexi tour. The supervisor/organization identifies a flexible time band, core time band and also establishes an eight hour customer service band. This schedule is normally used where coverage for a certain period of the day is required. A certain percentage of the employees would be placed on a flexi tour or modified flexi tour, selecting a starting time which would maintain coverage for the customer service hours.

2.4. Gliding schedule. Employees may select an arrival time each day and may change that arrival time without prior notification to the supervisor so long as it is within the established flexible time band.

2.5. Organizations and work units may or may not elect to establish flexible and core time bands to meet their needs. All offices must be sufficiently staffed to ensure business can be transacted, services rendered, and employees are adequately supervised. This may at times require employee(s) to forfeit their option to use flexi time.

3. Notice Requirements:

3.1. Supervisors must give KN employees three days advance notice and US employees seven days advance notice before changing to/from flexi time schedules.

3.2. Under flexi time, supervisors may change US and KN employee schedules at any time with one day prior notification.

4. Procedures:

4.1. Each employee signs his or her name on 7 AF Form 4, *Daily Sign-In/Sign-Out Record*, ([Attachment 2](#)). Employees enter the time of arrival and departure ([Attachment 2](#)), and category of leave taken, if applicable. At the end of each day the employee enters the total number of hours worked, accounts for any leave taken, and initials in the applicable block. Record sign in/out time in five minute increments. Signing or making entries for another employee is strictly prohibited.

4.2. Organizations retain the sign in/out record for a period of three years. The Civilian Payroll Office audits these sheets periodically. Instances of abuse, including failure to sign in/out or errors in computation, are resolved by the employee's supervisor and may result in the loss of flexi time privileges and/or disciplinary action. At the discretion of the supervisor, letters or warning may be issued to the employee. Supervisors must inform employees of any errors and other discrepancies found on the 7AF Form 4.

KENNETH S. WILSBACH,
Lieutenant General, USAF
Commander

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

AFPD 36-1, *Appropriated Funds Civilian Management and Administration*, 18 March 2019

AFMAN 33-363, *Management of Records*, 1 March 2008

Prescribed Forms

7 AF Form 4, *Daily Sign-In/Sign-Out Record*

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFRIMS—Air Force Records Information Management System

KN—Korean National

OPR—Office of Primary Responsibility

RDS—Records Disposition Schedule

US—United States

USAFK—United States Air Force Korea

Attachment 2

7 AF FORM 4 (EXAMPLE)

Figure A2.1. 7AF Form 4 Example.

DAILY SIGN-IN SIGN-OUT RECORD											DATE: _____		
EMPLOYEES NAME	FLEX START TIME	LUNCH BREAK			LEAVE TAKEN			PROJECTED DEPART TIME	ACTUAL DEPART TIME	HOURS WORKED	CREDIT HRS US CIV ONLY		EMPLOYEE'S INITIALS
		DEPART	RETURN	ELAPSED TIME (Minutes)	FROM	TO	HOURS & TYPE				EARNED	TAKEN	
JANEDOE	0630	1200	1300	60				1530		8			JD
QUINCY JONES	0730	1200	1230	30				1600		8			QJ

EXAMPLE

Attachment 3

FLEXIFINDER FOR FLEXITIMERS

Figure A3.1. Flexifinder for Flexitimers

Workday Starting Time	Midday Flex Times**							Workday Ending Time		Workday Starting Time	Midday Flex Times**							Workday Ending Time	
	30 min	35 min	40 min	45 min	50 min	55 min	1 hr				30 min	35 min	40 min	45 min	50 min	55 min	1 hr		
6:00	2:30	2:35	2:40	2:45	2:50	2:55	3:00			7:35	4:05	4:10	4:15	4:20	4:25	4:30	4:35		
6:05	2:35	2:40	2:45	2:50	2:55	3:00	3:05			7:40	4:10	4:15	4:20	4:25	4:30	4:35	4:40		
6:10	2:40	2:45	2:50	2:55	3:00	3:05	3:10			7:45	4:15	4:20	4:25	4:30	4:35	4:40	4:45		
6:15	2:45	2:50	2:55	3:00	3:05	3:10	3:15			7:50	4:20	4:25	4:30	4:35	4:40	4:45	4:50		
6:20	2:50	2:55	3:00	3:05	3:10	3:15	3:20			7:55	4:25	4:30	4:35	4:40	4:45	4:50	4:55		
6:25	2:55	3:00	3:05	3:10	3:15	3:20	3:25			8:00	4:30	4:35	4:40	4:45	4:50	4:55	5:00		
6:30	3:00	3:05	3:10	3:15	3:20	3:25	3:30			8:05	4:35	4:40	4:45	4:50	4:55	5:00	5:05		
6:35	3:05	3:10	3:15	3:20	3:25	3:30	3:35			8:10	4:40	4:45	4:50	4:55	5:00	5:05	5:10		
6:40	3:10	3:15	3:20	3:25	3:30	3:35	3:40			8:15	4:45	4:50	4:55	5:00	5:05	5:10	5:15		
6:45	3:15	3:20	3:25	3:30	3:35	3:40	3:45			8:20	4:50	4:55	5:00	5:05	5:10	5:15	5:20		
6:50	3:20	3:25	3:30	3:35	3:40	3:45	3:50			8:25	4:55	5:00	5:05	5:10	5:15	5:20	5:25		
6:55	3:25	3:30	3:35	3:40	3:45	3:50	3:55			8:30	5:00	5:05	5:10	5:15	5:20	5:25	5:30		
7:00	3:30	3:35	3:40	3:45	3:50	3:55	4:00			8:35	5:05	5:10	5:15	5:20	5:25	5:30	5:35		
7:05	3:35	3:40	3:45	3:50	3:55	4:00	4:05			8:40	5:10	5:15	5:20	5:25	5:30	5:35	5:40		
7:10	3:40	3:45	3:50	3:55	4:00	4:05	4:10			8:45	5:15	5:20	5:25	5:30	5:35	5:40	5:45		
7:15	3:45	3:50	3:55	4:00	4:05	4:10	4:15			8:50	5:20	5:25	5:30	5:35	5:40	5:45	5:50		
7:20	3:50	3:55	4:00	4:05	4:10	4:15	4:20			8:55	5:25	5:30	5:35	5:40	5:45	5:50	5:55		
7:25	3:55	4:00	4:05	4:10	4:15	4:20	4:25			9:00	5:30	5:35	5:40	5:45	5:50	5:55	6:00		
7:30	4:00	4:05	4:10	4:15	4:20	4:25	4:30												

**Midday Flex Times include time agencies allow employees for lunch.

To find the time an employee's workday ends, find the time he/she began the workday along the left-hand column of the grid; then along the top of the grid find the amount of time he/she spent in the midday flex band (for lunch and/or personal time). The point at which the Workday Starting Time row intersects the Midday Flex column is the Ending Time for an 8-hour day. For example: Gene Gliding arrives at this desk to commence his workday at 6:05 a.m. At 11:30 a.m., he goes out to lunch and to run an errand and comes back at 12:25 p.m. (55 minutes later). Thus, his 8-hour workday ends at 3:00 p.m. (the time at the point of the 6:05 Starting Time row and the 55 min Midday Flex Time column).