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Personnel



HOURS OF WORK AND HOLIDAY OBSERVANCES

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This publication implements Department of the Air Force Policy Directive (DAFPD) 36-1, *Appropriated Funds Civilian Funds Management and Administration*. The DoD instruction is printed word-for-word in regular font without editorial review. Department of the Air Force supplementary material is printed in bold font and indicated by “(Added)(DAF).” This instruction provides guidance, assigns responsibilities, and prescribes procedures for implementing the hours of work and holiday observances. It applies to Title 5 and Title 10 United States Code employees of the Department of the Air Force (which includes the Regular Air Force, United States Space Force, Air Force Reserve, and Air National Guard). It does not apply to non-US citizen employees employed outside the United States and the District of Columbia or to Title 32 Air National Guard Technicians. The Chief of the National Guard Bureau will determine the extent to which this instruction will apply to the Title 5 National Guard employees of the National Guard Bureau and will be governed by separate regulations issued by Chief of the National Guard Bureau. This instruction requires the collection and/or maintenance of information protected by the Privacy Act of 1974 authorized by Department of Defense Instruction (DoDI) 5400.11, *DoD Privacy and Civil Liberties Programs*. The applicable System Of Record Notices (SORN) OPM/GOVT-1, *General Personnel Records*, is available at <http://dpcl.d.defense.gov/Privacy/SORNs.aspx>. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. The authorities to waive wing, delta, or unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See Department of the Air Force Manual (DAFMAN) 90-161, *Publishing Processes and Procedures* for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the requestor’s commander for non-tiered compliance items. In collaboration with the Chief of

Air Force Reserve (AF/RE), the Director of the Air National Guard (NGB/CF), and the Deputy Chief of Space Operations for Human Capital (SF/S1), the Deputy Chief of Staff for Manpower, Personnel, and Services (AF/A1) develops personnel policy for civilian employment and labor-management relations policy. This Department of Air Force (DAF) publication may be supplemented at any level; major command and field command level supplements must be approved by the Human Resources Management Strategic Board (HSB) prior to certification and approval. Refer recommended changes and questions about this publication to the office of primary responsibility (OPR) listed above using the DAF Form 847, *Recommendation for Change of Publication*; route DAF Forms 847 from the field through the appropriate chain of command.

SUMMARY OF CHANGES

This document has been revised for applicability to the Department of the Air Force, which includes the Space Force. Administrative changes and updated references have been made throughout the document as needed. It is also being renumbered to align it with Air Force Policy Directive (AFPD) 36-1, *Appropriated Funds Civilian Management and Administration*.



Department of Defense
INSTRUCTION

NUMBER 1400.25, Volume 610

November 28, 2014

Incorporating Change 1, Effective November 25, 2019

USD(P&R)

SUBJECT: DoD Civilian Personnel Management System: Hours

of Duty References: See Enclosure 1

1. PURPOSE

a. Instruction. This instruction is composed of several volumes, each containing its own purpose. The purpose of the overall instruction, in accordance with the authority in DoD Directive 5124.02 (Reference (a)), is to establish and implement policy, establish procedures, provide guidelines and model programs, delegate authority, and assign responsibilities regarding civilian personnel management within the DoD.

b. Volume. This volume:

(1) Reissues DoD Instruction 1400.25, Volume 610 (Reference (b)) in accordance with the authority in Reference (a).

(2) In accordance with DoD Directive 1400.25 (Reference (c)), sections 6101-6133 of Title 5, United States Code (Reference (d)), and part 610 of Title 5, Code of Federal Regulations (Reference (e)), updates established procedures and delegates authority to implement hours of duty within the DoD.

2. APPLICABILITY. This volume applies to OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD (referred to collectively in this volume as the "DoD Components").

3. POLICY. It is DoD policy in accordance with References (b) through (d) and Executive Order 11582 (Reference (f)), that when authorizing and processing hours of duty, the DoD Components will comply with all statements in Enclosure 3.

4. RESPONSIBILITIES. See Enclosure 2.

5. PROCEDURES. See Enclosure 3.

6. RELEASABILITY. **Cleared for public release**. This volume is available on the Internet from the DoD Issuances Website at <http://www.dtic.mil/whs/directives>.

7. EFFECTIVE DATE. This volume is effective November 28, 2014.



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Under Secretary of Defense for
Personnel and Readiness

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(Manpower and Reserve Affairs)

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ENCLOSURE 1

REFERENCES

- (a) DoD Directive 5124.02, “Under Secretary of Defense for Personnel and Readiness (USD(P&R)),” June 23, 2008
 - (b) DoD Instruction 1400.25, Volume 610, “Hours of Duty,” December 1, 1996 (hereby cancelled)
 - (c) DoD Directive 1400.25, “DoD Civilian Personnel Management System,” November 25, 1996, as amended
 - (d) United States Code, Title 5
 - (e) Code of Federal Regulation, Title 5
 - (f) Executive Order 11582, “Observance of Holidays by Government Agencies,” February 11, 1971
 - (g) The Office of Personnel Management handbook, “Washington, DC Area Dismissal and Closure Procedures,” November 2018
 - (h) DoD Instruction 1035.01, “Telework Policy,” April 4, 2012
 - (i) **(Added)(DAF) DAFPD 36-1, *Appropriated Funds Civilian Management and Administration*, 18 March 2019**
 - (j) **(Added)(DAF) DAFMAN 90-161, *Publishing Processes and Procedures*, 15 April 2022**
 - (k) **(Added)(DAF) DoDI1400.25V550_AFI 36-808, *Pay Administration (General)*, 29 March 2019**
 - (l) **(Added)(DAF) AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020**
 - (m) **(Added)(DAF) Department of Defense Instruction 5400.11, *DoD Privacy and Civil Liberties Programs*, May 6, 2021**
- (Added)(DAF) *Adopted Forms***
(Added)(DAF) DAF Form 847, *Recommendation for Change of Publication*
(Added)(DAF) AF Form 428, *Request for Premium Pay*

ENCLOSURE 2

83

84

RESPONSIBILITIES

85

86

87 1. ASSISTANT SECRETARY OF DEFENSE FOR MANPOWER AND RESERVE
88 AFFAIRS (ASD(M&RA)). Under the authority, direction, and control of the Under
89 Secretary of Defense for Personnel and Readiness (USD(P&R)), and in accordance with
90 Reference (a), the ASD (M&RA) has overall responsibility for the development of DoD
91 civilian personnel policy covered by this volume.

92

93 2. DEPUTY ASSISTANT SECRETARY OF DEFENSE FOR CIVILIAN
94 PERSONNEL POLICY (DASD(CPP)). Under the authority, direction, and control of the
95 ASD(M&RA), the DASD(CPP) supports the development of civilian personnel policy
96 covered by this volume and monitors its execution by DoD Components, ensuring
97 consistent implementation and continuous application throughout DoD.

98

99 3. DIRECTOR, DEPARTMENT OF DEFENSE HUMAN RESOURCE ACTIVITY
100 (DoDHRA). Under the authority, direction, and control of the USD(P&R), the Director,
101 DoDHRA, provides support to the DASD(CPP), as appropriate, in the execution of the
102 duties and responsibilities in this volume.

103

104 4. DoD COMPONENT HEADS. The DoD Component heads implement and measure the use of
105 the policies and procedures described in this volume within their areas of responsibility.

106

107 5. **(Added)(DAF) DEPARTMENT OF THE AIR FORCE**

108

109 a. **(Added)(DAF) Assistant Secretary of the Air Force for Manpower and Reserve Affairs**
110 **(SAF/MR). Serves as an agent of the Secretary and provides guidance, direction, and**
111 **oversight for all matters pertaining to the formulation, review, and execution of plans,**
112 **policies, programs, and budgets addressing the tours of duty (including alternative work**
113 **schedules) and holiday observances.**

114

115 b. **(Added)(DAF) Deputy Chief of Staff of the Air Force for Manpower, Personnel and**
116 **Services (AF/A1). Develops, coordinates, and executes personnel policy and essential**
117 **procedural guidance for the management of tours of duty (including alternative work**
118 **schedules) and holiday observances.**

119

120 c. **(Added)(DAF) Director, Civilian Force Management Directorate (AF/A1C). Directs the**
121 **development of policy for hours of work (including alternative work schedules) and**
122 **holiday observances to ensure compliance with this instruction and consistency across**
123 **the Department of the Air Force.**

124

125 d. **(Added)(DAF) Air Force Personnel Center Integration Division (AFPC/DP3F). Provides**
126 **operational oversight, instructions, and guidance to major commands, combatant**
127 **commanders, and civilian personnel sections regarding provisions of this instruction.**

128

129 e. **(Added)(DAF) Major Command, Field Command, Combatant Command, Field**

130 **Operating Agency, and Direct Reporting Unit Commanders and Directors. Establish**
131 **standards, administrative requirements, processing procedures, and justification**
132 **formats consistent with this instruction. Approve alternative work schedule (AWS)**
133 **program. This responsibility may be further delegated in writing.**
134

135 **f. (Added)(DAF) Installation Commanders. Establish the hours for opening and closing**
136 **the installation and ensure labor relation obligations are satisfied prior to**
137 **implementation of this instruction. (T-0)**
138

139 **g. (Added)(DAF) Organization and Tenant Commanders. Establish the daily hours for**
140 **beginning and ending work and the basic 40-hour tour of duty including uncommon**
141 **tours of duty and alternative work schedule as well as rest and lunch periods for their**
142 **respective organizations when delegated by the installation commander. Establish work**
143 **schedules for their organizations. Establish regularly scheduled tours of duty of more**
144 **than 40 hours within the administrative workweek when such action is part of an**
145 **approved alternative work schedule or is essential to mission accomplishment, and when**
146 **other administrative action such as changes in authorized staffing or detail of personnel**
147 **is neither feasible nor desirable. Extend the regularly scheduled administrative**
148 **workweek to any length exceeding 40 hours or the number of hours in the alternative**
149 **work schedule when emergency conditions exist and it is necessary for mission**
150 **accomplishment. The extension of the tour of duty will be subject to the requirements of**
151 **applicable laws and regulations. Provide an exception to notification requirement for**
152 **assigning employees to different tours or hours of duty when circumstances preclude**
153 **compliance (i.e., when a change in shifts by a contractor requires immediate**
154 **corresponding change in the tour of inspectors, or when normal operations are**
155 **interrupted by events beyond the control of management, such as, fire, flood and**
156 **breakdown of equipment). May require employees covered by a compressed work**
157 **schedule program assigned to a temporary duty station using a different work schedule**
158 **to continue using the schedule used at their permanent work site (if suitable) or require**
159 **the employee to change the schedule to conform to operations at the temporary duty**
160 **location. Has the discretion to determine the amount of time that qualifies as “usual**
161 **waiting time” for civilians traveling on official time.**
162

163 **h. (Added)(DAF) Supervisor. Sets work schedules, assigns overtime and holiday work to**
164 **balance mission requirements, efficiency and economy of operations, and employee**
165 **needs. Generally schedules employee's work on the same hours each day. Breaks in**
166 **excess of one hour during a day should not be permitted unless on approved flexible**
167 **work schedule. Schedules rest periods and lunch periods. Informs employees of work**
168 **schedules for all uncommon tours of duty in the work area, with the names of the**
169 **assigned employees, and maintains a copy of employees' work schedules in their**
170 **operating office or automated timekeeping system. Informs employees of actual work**
171 **requirements for standby tours of duty. Provides employees with regularly scheduled 40-**
172 **hour tours of duty plus scheduled standby time as much notice as possible when**
173 **changing their duty schedule. Notifies employees prior to the start of the administrative**
174 **workweek when they are to be assigned to a different tour of duty or to different hours**
175 **of duty. Ensures changes in established work schedules are kept to a minimum and**
176 **made only when necessary to mission accomplishment or to resolve operational**
177 **problems. Verifies and certifies all hours worked by employees. Considers changing**

178 **tours of duty involving the assignment of overtime when the requirement conflicts with**
179 **an employee's religious obligations or practices by permitting the employee to perform**
180 **the overtime on another day or to excuse him or her from the assignment. Exception: If**
181 **failure to perform the overtime will prevent accomplishment of the mission, the**
182 **employee is expected to perform the overtime. Obtains approval from the overtime**
183 **authorizing official before ordering overtime (AF Form 428, *Request for Premium Pay*).**
184 **Exception: In an emergency, the supervisor may order overtime without authorization**
185 **but must document the overtime no later than the following workday. (T-1) See**
186 **DoDI1400.25_Vol550_AFI36-808, *Pay Administration (General)*. Any decision regarding**
187 **what legally constitutes “preventing mission accomplishment” and justifies not granting**
188 **a religious accommodation should be made in conjunction with the local Staff Judge**
189 **Advocate. Schedules temporary duty travel within an employee's regularly scheduled**
190 **tour of duty to the maximum extent possible to avoid paying overtime or compensable**
191 **time off. Supervisors must adhere to applicable labor management agreements if there**
192 **are provisions for granting these notices. (T-0)**

193

194 **i. (Added)(DAF) Employees. Be present for duty unless authorized to be absent. Maintain**
195 **a complete and accurate record of all hours worked and leave taken and document**
196 **accordingly on their timecard. May not work overtime that is not officially ordered or**
197 **approved by a supervisor or authorizing official. See Department of the Air Force**
198 **Supplement DoDI1400.25_Vol550_AFI36-808.**

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ENCLOSURE 3

PROCEDURES

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1. HOLIDAYS. References (c), (d), and Part 610 of Reference (e) provide guidance on the identification and determination of holidays.

a. When a DoD employee's regularly scheduled tour of duty includes two shifts that begin within the same 24-hour period, holiday benefits apply to the calendar day on which the first shift begins.

b. Part-time DoD employees are not entitled to "in-lieu-of" holidays. However, when a part-time employee is prevented from working because the activity is closed to provide full-time employees an in-lieu-of holiday, the part-time employee may either be placed in an appropriate leave category or be excused and placed on administrative leave without loss of pay for the number of hours he or she is regularly scheduled to work on that day. While part-time employees are not entitled to in-lieu-of holidays, they are entitled to holidays that occur on their scheduled work days.

c. Employees who are regularly scheduled to work on a holiday within their basic workweek due to special duty assignments may request annual leave or other appropriate leave if they wish to be off-duty on a holiday. Firefighters are not entitled to holiday pay if they are not working. If employees are required to work on a holiday and are compensated for the holiday work, they should be required to report to work or request annual leave.

d. **(Added)(DAF) Employees assigned to positions where scheduled holiday work is required are entitled to pay at their rate of basic pay plus holiday premium pay. More information on holiday premium pay is available on the Office of Personnel Management's website at <https://www.opm.gov/policy-data-oversight/pay-leave/pay-administration/fact-sheets/premium-pay-title-5/>.**

e. **(Added)(DAF) Supervisors may order holiday work when required and have it approved in writing by an official designated to authorize holiday work; approval must be obtained in advance before work is performed, except in cases of emergency, because it constitutes authority for expenditure of funds and certification that funds are available to pay the employee. (T-3) 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 should document the work no later than the following work day. (T-3)**

f. **(Added)(DAF) When a holiday falls on a regularly scheduled workday, observe that day as the holiday.**

g. **(Added)(DAF) 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 Saturday, Sunday or their non-workday, observe the next regularly scheduled workday as a holiday.**

h. **(Added)(DAF) Full-time employees on a compressed work schedule are entitled**

262 to basic pay for the number of hours they are regularly scheduled to work on that day.
263 When a holiday falls on the regularly scheduled day off of the employee's compressed
264 work schedule and is a Sunday, the employee's in lieu of holiday is the first regularly
265 scheduled workday following the Sunday holiday. If the holiday is not a Sunday, the
266 employee's in lieu of holiday is the last regularly scheduled workday preceding the
267 holiday. If the President issues an Executive order granting a "half-day" holiday, a
268 full-time employee on a compressed work schedule is entitled to basic pay for half the
269 number of hours he or she would otherwise work on that day.

270

271 i. (Added)(DAF) Holiday observances for employees who work a flexible schedule
272 are the same as those for full-time employees with a regularly scheduled 40-hour basic
273 workweek. A full-time employee on a flexible work schedule is only entitled to 8 hours
274 of pay on a holiday when the employee does not work. (See Title 5 United States Code
275 6124). Full-time employees on flexible schedules under which employees work more
276 than 8 hours a day are to make arrangements to work extra hours during other
277 regularly scheduled workdays (or take annual leave or use credit hours or
278 compensatory time off) in order to fulfill the 80-hour biweekly work requirement. If
279 the President issues an Executive order granting a "half-day" holiday, a full-time
280 employee on a flexible work schedule is credited with half the number of hours he or
281 she was scheduled to work, not to exceed 4 hours.

282

283 2. WEATHER AND SAFETY LEAVE. This section covers situations in which a commander or
284 head of activity uses his or her authority to close all or part of an activity based on extreme
285 weather, natural disasters, or unforeseen interruptions of building services that prevent
286 employees from safely traveling to or performing work at an approved location.

287

288 a. General

289

290 (1) The USD(P&R) has responsibility for managing the DoD response to
291 emergencies, severe weather conditions, natural disasters, and other incidents that cause
292 disruptions of operations performed by DoD employees.

293

294 (2) It is within the administrative authority of a commander or head of activity to
295 close all or part of an activity and to grant weather and safety leave to non-emergency DoD
296 employees during such closure. This authority is not intended to cover extended periods of
297 interrupted or suspended operations that can be anticipated sufficiently in advance to permit
298 arranging for assignment to other work or scheduling of annual leave, compensatory time
299 earned, credit hours, or leave without pay (LWOP). In such events, employees covered by
300 approved telework agreements who are not prevented from working safely at an approved
301 telework site, are ineligible for weather and safety leave.

302

303 (3) OPM will determine when activities in the Washington, DC, metropolitan area are
304 closed. DoD employees in the Washington, D.C., metropolitan area follow the OPM
305 Handbook "Governmentwide Dismissal and Closure Procedures" (Reference (g)). This
306 ensures coordination with municipal and regional officials, and will both reduce traffic
307 congestion and treat affected employees as consistently as possible.

308

309 (4) In geographical areas where the conditions affect more than one defense activity,
310 the commander or head of activity employing the largest number of civilian employees will
311 make the determination whether an emergency exists and assess the appropriateness of
312 authorizing administrative dismissal of non-emergency employees. Decisions by other
313 commanders and heads of activities within the geographical area in question that are at
314 variance with the decision of the major geographical area commander or head of activity
315 must be coordinated with that commander or head of activity. DoD activities occupying non-
316 DoD controlled space should coordinate with Federal Executive Boards or similar
317 organizations of federal officials in the area for guidance regarding administrative dismissals.
318

319

320 (5) **(Added)(DAF) Administrative dismissal of civilian employees due to weather**
321 **or other safety-related conditions, including hurricanes, tornadoes, floods, wildfires,**
322 **earthquakes, landslides, snowstorms and avalanches, a terrorist attack, a pandemic, or**
323 **other applicable condition that prevents employees from safely traveling to or safely**
324 **performing work at an approved location is to be considered administrative leave with**
325 **the appropriate sub code of weather and safety in the appropriate time and attendance**
326 **system. Additionally, appropriate job order numbers are to be used as advised by your**
327 **local financial office. Supervisors are not authorized to approved administrative leave**
328 **for this purpose (weather and safety) unless and until the appropriate commander has**
329 **closed all or part of an activity and authorized the granting of weather and safety leave**
330 **to non-emergency DoD employees during such closure in accordance with paragraph**
331 **2.a.(2) above. Employees are to follow appropriate leave requesting procedures when**
332 **requesting and using administrative leave for this purpose.**

333

334 b. Criteria

335

336 (1) Group dismissal should be rare and authorized only when conditions are severe
337 or normal operations would be significantly disrupted. This authority may not be used to
338 create the effect of a holiday (to include activity down days and training days).
339

340

341 (2) Group dismissal authority may be used for short periods. Group dismissals will
342 normally not exceed 3 consecutive workdays in a single period. When approving group
343 dismissals, commanders or heads of activities must consider the practices of private
344 employers in the area and the severity of working or commuting conditions. Employees
345 approved for regular and situational telework who are not able to report to their assigned
346 office location due to office closure or dismissal as a result of adverse weather or other
347 emergencies must telework when the capability to telework is available at an approved
telework site.

348 c. Responsibilities. Annually, DoD activities and installations will publicize written
349 procedures for emergency situations that indicate the means of DoD employee
350 notification, reiterate early release and late arrival practices including policies for
351 approving absences, and identify emergency employees who are expected to report for or
352 remain at work in emergency situations unless otherwise notified. DoD will also regularly
353 publicize the References (h) and (g).

354

355 d. Charging Leave in Emergency Situations
356

357 (1) Emergency DoD Employees. Designated emergency DoD employees who do
358 not report for work as required may be charged annual leave, sick leave, credit hours,
359 compensatory time earned, LWOP, or absence without leave if appropriate.
360

361 (2) DoD Employees in Special Situations. DoD employees on LWOP pending
362 disability retirement or while in receipt of workers' compensation, on military leave,
363 suspension, or in a nonpay status the workday before and after a closure will be continued in
364 that status.
365

366 (3) Emergency Situations Occurring Before the Start of the Workday
367

368 (a) When an activity is open and DoD employees are expected to report to work
369 on time, employees may be authorized use of annual leave, credit hours, LWOP, or
370 compensatory time earned or they may be excused for reasonable tardiness when they
371 experience commuting delays. If an employee is telework-ready under an approved
372 telework agreement, telework may be allowed depending on the individual circumstances.
373

374 (b) When the activity is open but some DoD employees might be prevented
375 from reporting to work or returning home safely, an unscheduled leave policy or use of the
376 telework policy for approved employees may be instituted. For the Washington, D.C.
377 metropolitan area, OPM will make this determination in accordance with Reference (g).
378

379 (c) When a Washington, DC, metropolitan area activity is closed, all affected
380 non-emergency DoD employees should be granted weather and safety leave for the number
381 of hours they were scheduled to work, except as provided in this paragraph.
382

383 1. Telework-ready employees. Telework-ready employees who are able to
384 perform work at an approved telework site must telework the entire workday or request
385 leave, or a combination of both, in accordance with their Component's policies and
386 procedures, subject to any applicable collective bargaining requirements. More information
387 on unscheduled telework options can be found in Reference (g).
388

389 2. Employees on Pre-approved Paid Leave.
390

391 a. If an employee is on pre-approved annual leave and the emergency
392 impacts the purpose for which the employee had requested the leave, the supervisor may
393 cancel the leave at the employee's request. For example, if the emergency prevents the
394 employee from engaging in planned travel, the supervisor may cancel the employee's leave
395 at the employee's request.
396

397 b. If an employee is on pre-approved sick leave for medical appointments
398 and the emergency results in the appointment being cancelled, the employee's sick leave
399 must be cancelled.
400
401

402 c. Upon cancellation of annual or sick leave, telework-ready employees
403 must telework the entire workday or request leave, or a combination of both. Employees not
404 required to telework should be granted weather and safety leave.

405 d. If the employee is on sick leave for illness, the employee remains on
406 sick leave because he or she is unable to work.

407
408 3. Employees in a Nonpay Status. Employees on LWOP, LWOP for military
409 duty, workers' compensation, suspension, or in another nonpay status are not granted
410 weather and safety leave when federal offices are closed. These employees should remain in
411 their current status. Employees in a nonpay status have no reasonable expectation of
412 working and receiving pay for a day during which federal offices are closed and therefore
413 will not be granted weather and safety leave.

414
415 4. Employees Working From Remote Locations. Employees who work from
416 remote locations may be required to work during any closure of their Component's home
417 office, consistent with their agencies' policies, procedures, and any applicable collective
418 bargaining requirements. If federal offices in the remote location are closed (e.g., a snow
419 emergency), affected employees follow their agency's procedures concerning weather and
420 safety leave.

421
422 5. Employees on official travel. If non-emergency employees are on official
423 travel at an unaffected location on a workday when their Component's offices are closed,
424 they are not eligible for weather and safety leave.

425
426 6. Employees on an Alternative Work Schedule (AWS) Day Off. If federal
427 offices are closed on the employees' regular AWS day off, they are not entitled to an
428 additional day off. Employees cannot be granted weather and safety leave on a non-workday
429 and may not change their AWS day off to obtain weather and safety leave.

430
431 (4) Emergency Situations Occurring During the Workday
432

433 (a) When an activity remains open and DoD employees are expected to complete
434 the day's tour, they may be granted annual leave, credit hours, compensatory time earned, or
435 LWOP.

436
437 (b) When an activity suspends operations, to the extent practical, all non-
438 emergency DoD employees on duty at the affected worksite should be granted weather and
439 safety leave for the remainder of the day. Employees on pre-approved leave, other accrued
440 time-off, or any other nonpay status for the entire workday, or employees who have
441 requested unscheduled leave before an early departure status is announced, should remain in
442 their current status for the entire workday or remainder of the workday, as applicable, and
443 are not eligible for weather and safety leave. Telework employees must continue to
444 telework.

445
446 (c) When an employee leaves after receiving official word of the pending
447 dismissal but before the time set for dismissal (with supervisory approval) annual leave,
448 credit hours, compensatory time earned, or LWOP may be charged, as appropriate, for the

449 remainder of the workday. The employee is not eligible for weather and safety leave in this
450 situation.

451

452 (d) Telework program participants working in the office when an early departure
453 is announced may receive weather and safety leave only for the amount of time required to
454 commute home (excluding the period of time for an unpaid lunch break, if applicable).

455 Telework program participants must complete the remaining time (if any) in their workday
456 by either teleworking or taking leave (paid or unpaid) once they arrive home unless one of
457 the exceptions in paragraph 1605(a)(2) of Part 630 of Reference (e) applies.

458

459 (e) When a DoD employee was scheduled to return from leave during the
460 dismissal period, the employee should remain on leave until the time he or she was
461 scheduled to return from leave and then should either telework, if eligible, or be granted
462 weather and safety leave for the remainder of the workday.

463

464 (f) Non-emergency DoD employees who were not scheduled to work on the day
465 of the emergency as a result of pre-approved paid leave, should generally remain on that
466 leave if the affected DoD activity is closed, unless an exception in paragraph 2d(3)(c)2
467 applies.

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470 3. FLEXIBLE AND COMPRESSED WORK SCHEDULES

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472 a. General. The authorities assigned to agencies in Sections 6120-6133 of Reference (d)
473 and Part 610.401-407 of Reference (e), which define “agency” as any Executive agency or
474 any Military Department, are delegated to the DoD Component heads.

475

476 b. Flexible Work Schedules

477

478 (1) Plans for the administration of flexible work schedules must address the
479 occurrence of more than one holiday in a single pay period. Flexible work schedules should
480 be administered so as to allow DoD employees to fulfill the biweekly work requirement
481 during those days when they are typically available for work (e.g., not a holiday or flexible
482 day off) so that employees may enjoy holidays without charge to leave or loss of pay.

483 (2) In accordance with Section 6126 of Reference (d), the maximum biweekly
484 carryover is 24 credit hours for DoD employees on flexible work schedules. This is not
485 intended to prohibit activities from approving credit hour accumulation or carryover
486 limitations of less than 24 hours.

487

488 c. Hybrid Work Schedules. Individual work schedules that combine the unique
489 attributes of flexible and compressed work schedules are not authorized.

490

491 d. (Added)(DAF) Alternative Work Schedule (AWS)

492

493 (1) (Added)(DAF) **Alternative work schedules offer employees a measure of**
494 **personal control over their work hours which allows employees to accomplish work,**

495 personal, and family responsibilities (e.g., educational programs, wellness programs,
496 volunteer work, or dependent care). This privilege is accompanied by a high degree of
497 personal responsibility. Participation in an alternative work schedule should not result
498 in an adverse impact on the command or function of the employee's office. The
499 paramount consideration in allowing alternative work schedules is the maintenance of
500 a balanced work force, ensuring a mix of both numbers and skills, to provide effective
501 and efficient accomplishment of the mission, including timely responses to emergency
502 situations.

503

504 (2) (Added)(DAF) Organizations may adopt a policy permitting alternative
505 work schedules, as long as doing so does not interfere with mission accomplishment.
506 Alternative work schedule includes both flexible work schedules and compressed work
507 schedules. Employee participation in alternative work schedules, when established, is
508 voluntary.

509

510 (3) (Added)(DAF) Employees with a disability may be approved for an
511 alternative work schedule as a reasonable accommodation.

512

513 (4) (Added)(DAF) An alternative work schedule may not be appropriate for all
514 positions (e.g., requiring customer interface, availability during core hours or other
515 mission demands). Managers and supervisors are required to maintain sufficient
516 mission/program coverage at all times. Employees are required to request and obtain
517 supervisory approval prior to working an AWS.

518

519 e. (Added) (DAF) Categories of Alternative Work Schedules. There are two
520 categories of AWS: flexible work schedules and compressed work schedules. In all cases,
521 if a flexible or compressed work schedule is approved, the supervisor must approve the
522 employee's specific schedule and plan. (T-3)

523

524 (1) (Added)(DAF) Flexible Work Schedule. Flexible work schedule includes
525 designated hours (core hours) and days when an employee must be present for work. A
526 flexible work schedule also includes designated hours during which an employee may
527 elect to work in order to complete the employee's basic (non-overtime) work requirement.

528

529 (a) (Added) (DAF) In all cases, flexible hours are established surrounding
530 core hours which must include a standard meal period.

531

532 (b) (Added)(DAF) Examples of flexible work schedules include Flexitour,
533 Gliding schedule and Maxiflex schedule.

534

535 1. (Added)(DAF) Flexitour. A type of flexible work schedule in
536 which an employee is allowed to select starting and stopping times within the
537 flexible hours. Once selected, the hours are fixed until the supervisor provides an
538 opportunity to select different starting and stopping times.

539

540 2. (Added)(DAF) Gliding schedule. A type of flexible work schedule
541 in which a full-time employee has a basic work requirement of 8 hours in each day
542 and 40 hours in each week. The employee may select a starting and stopping time

543 each day and may change starting and stopping times daily within the established
544 flexible hours.

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(2) (Added)(DAF) Compressed Work Schedule. A compressed work schedule provides for an employee to complete their biweekly basic work hours' requirement in less than 10 days.

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559

(a) (Added)(DAF) Examples of compressed work schedule may include but are not limited to "5/4-9 compressed plan" and the "4-10 compressed plan."

560

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(b) (Added)(DAF) The regular day off for an employee on a compressed work schedule is a fixed day(s) of each pay period that the employee is not scheduled to work. Employees on a regular day off are not in a pay or leave status.

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(c) (Added)(DAF) The employee may establish a fixed arrival and departure time with the supervisor's approval.

567

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f. (Added)(DAF) Terminating Alternative Work Schedule. Alternative work schedules may be terminated due to an adverse agency impact or due to mission needs and workload.

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(1) (Added)(DAF) When operational priorities require a change in an alternative work schedule, supervisors should 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, TDY, training, furlough, etc.

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(2) (Added)(DAF) Participation in alternative work schedule may be discontinued at any time by the supervisor if there are any concerns regarding performance, misconduct or in response to changing work conditions.

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(3) (Added)(DAF) Employees must be provided written notification stating the reason for termination of alternative work schedule. (T-1) Ensure local and organizational templates and agreements are consistent with this language.

585

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589

(4) (Added)(DAF) Supervisors must adhere to applicable labor management agreements prior to terminating an alternative work schedule for bargaining unit employees. (T-0)

590 **4. (Added)(DAF) TOURS OF DUTY AND SCHEDULING WORK**

591

592

a. (Added)(DAF) Tours of Duty.

593

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(1) (Added)(DAF) A tour of duty is a 40-hour basic workweek scheduled Monday through Friday where the hours of a day and the days of a workweek constitute an employee's regularly scheduled administrative workweek.

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(2) (Added)(DAF) Uncommon Tour of Duty is 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.

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(3) (Added)(DAF) Special tours of duty of not less than 40 hours may be established by the supervisor for off duty educational purposes to permit an employee to take one or more courses, related to current and anticipated needs of the Air Force, in a college, university, or other educational institution.

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(a) (Added)(DAF) Courses taken by the employee are not training under chapter 41 of Title 5 United States Code.

610

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(b) (Added)(DAF) The rearrangement of the employee's tour of duty should not appreciably interfere with the accomplishment of the mission of the position.

613

614

615

(c) (Added)(DAF) Employees will not be paid premium pay solely because the rescheduling of the tour of duty causes them to work on a day, or during the hours of a day, when premium pay would otherwise be required. (T-0)

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(d) (Added)(DAF) Supervisors may assign an employee to a regularly scheduled shift requiring premium pay, for example, night pay in accordance with this authority, since no additional costs are incurred.

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(e) (Added)(DAF) Supervisors must ensure appropriate time and attendance accounting and notification is made when an employee is assigned to or changed from a special tour of duty to prevent inadvertent payment of premium pay. (T-3)

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628

(4) (Added)(DAF) Standby Duty. An employee is on duty, and time spent on standby duty is hours of work (compensable) if, for work-related reasons, the employee is restricted by official order to a designated post of duty and is assigned to be in a state of readiness to perform work with limitations on the employee's activities so substantial that the employee cannot use the time effectively for his or her own purposes. A finding that an employee's activities are substantially limited may not be based on the fact that an employee is subject to restrictions necessary to ensure that the employee is able to perform his or her duties and responsibilities, such as restrictions on alcohol consumption or use of certain nonprescription medications. An employee is not considered restricted for "work-related reasons" if, for example, the employee remains at the post of duty

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638 voluntarily, or if the restriction is a natural result of geographic isolation or the fact that
639 the employee resides on the agency's premises. For example, in the case of an employee
640 assigned to work in a remote area or on a ship, the fact that the employee has limited
641 mobility when relieved from duty would not be a basis for finding that the employee is
642 restricted for work-related reasons. Deviations from this tour should be kept to a
643 minimum.
644

645 (5) (Added)(DAF) On-Call Status. An employee is to be considered off duty and
646 time spent in an on-call status cannot be considered hours of work (compensable) if:
647

648 (a) (Added)(DAF) The employee is allowed to leave a telephone number or
649 to carry an electronic device for the purpose of being contacted, even though the employee
650 is required to remain within a reasonable call-back radius; or
651

652 (b) (Added)(DAF) The employee is allowed to make arrangements such that
653 any work which may arise during the on-call period are to be performed by another
654 person.
655

656 b. (Added)(DAF) Scheduling Work
657

658 (1) (Added)(DAF) The work of an employee must be scheduled to accomplish the
659 mission of the organization and correspond with the employee's actual work
660 requirements. (T-3)
661

662 (2) (Added)(DAF) Distributing Work Schedules. Copies of work schedules for
663 uncommon tours of duty are to be distributed in the work area or to employees (e.g., by
664 email, posting paper copy) and include the names of the assigned employees.
665

666 (3) (Added)(DAF) Scheduling Rest Periods. For Fair Labor Standard Act non-
667 exempt employees, schedule short rest periods, not exceeding 15 minutes during each four
668 hours of continuous work, when the employee is not able to leave the work site as needed
669 and the supervisor believes the rest periods are a benefit to the service and mission.
670 Criteria in determining the justification for granting or directing rest periods are:
671

672 (a) (Added)(DAF) Protection of employee's health by relieving them from
673 hazardous or very physical work.
674

675 (b) (Added)(DAF) Relieve the accident rate by removing the fatigue
676 potential.
677

678 (c) (Added)(DAF) Relieving those who work in confined spaces.
679

680 (d) (Added)(DAF) Increasing or maintaining a high quality or quantity
681 production.
682
683

684 **(4) (Added)(DAF) Scheduling of Lunch Periods. Scheduled lunch (or other meal)**
685 **periods are not considered duty time for which compensation is paid. Lunch periods**
686 **normally range from 30 minutes to 1 hour. The employee is entirely free of the duties of**
687 **their position during the lunch period.**
688

689 **(a) (Added)(DAF) Lunch periods should not be scheduled to delay the start**
690 **of the workday or shorten the workday.**
691

692 **(b) (Added)(DAF) Lunch periods should be scheduled when more than one**
693 **shift is in operation.**
694

695 **(c) (Added)(DAF) On-The-Job Lunch Periods. When supervisors schedule**
696 **more than one 8-hour shift in a 24-hour period and an overlapping of shifts to permit**
697 **time off for lunch is not possible, supervisors may authorize an on-the-job lunch period of**
698 **20 minutes or less. When employees are required to spend their on-the-job lunch period**
699 **at or near their workstations under these conditions, the time covered by the 20 minute**
700 **on-the-job lunch period is compensable.**
701

702 **(d) (Added)(DAF) Employees given duty free lunch periods during periods**
703 **of overtime work do not receive compensation for that time.**
704

705 **(5) (Added)(DAF) Scheduling Make Ready and Clean-Up Time. Incidental duties**
706 **that are directly connected with the performance of a job (i.e., obtaining and replacing**
707 **working tools or materials, undergoing inspections) are considered part of the job**
708 **requirements within the employee's established tour of duty.**
709

710 **(a) (Added)(DAF) Arrange work shifts so time required for incidental**
711 **duties is part of the regular workday.**
712

713 **(b) (Added)(DAF) When incidental duties cannot be part of the regularly**
714 **scheduled workday, the extra time should not exceed 30 minutes a day. Overtime or**
715 **compensatory time may be authorized and approved to be paid when time spent**
716 **performing incidental duties exceeds 10 minutes.**
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GLOSSARYPART I. ABBREVIATIONS AND ACRONYMS

721	ASD(M&RA)	Assistant Secretary of Defense for Manpower and Reserve Affairs
722	AWS	alternative work schedule
723	DAF	Department of the Air Force
724	DAFPD	Department of the Air Force Policy Directive
725	DASD(CPP)	Deputy Assistant Secretary Of Defense For Civilian Personnel Policy
726	DoDHRA	Department of Defense Human Resource Activity
	HSB	Human Resources Management Strategic Board
	LWOP	leave without pay
	OPM	Office of Personnel Management
	OPR	office of primary responsibility
	USD(P&R)	Under Secretary of Defense for Personnel and Readiness
727	AF/A1	Deputy Chief of Staff of the Air Force, Manpower, Personnel and Services
728	AF/A1C	Department of the Air Force/Directorate of Civilian Force Management
729	AFPC/DP3F	Air Force Personnel Center, Directorate of Personnel Programs,
730		Sustainment & Transition Division
731	AF/RE	Chief of Air Force Reserve
732	NGB/CF	Director of the Air National Guard
733	SAF/MR	Secretary of the Air Force, Manpower and Reserve Affairs
734	SF/S1	Chief of Space Operations for Personnel

PART II. DEFINITIONS

740 Unless otherwise noted, these terms and their definitions are for the purposes of this
741 volume.

742
743 absence without leave. A non-pay status that covers an unapproved absence from duty.
744

745 annual leave. Leave that may be used by a DoD employee for personal reasons. An employee
746 has a right to take annual leave, subject to the right of the supervisor to schedule the time at
747 which annual leave may be taken. Employees may elect to use annual leave, and have the
748 option to use sick leave.
749

750 compensatory time earned. Time off with pay in lieu of overtime pay for irregular or occasional
751 overtime work. When permitted under an agency's flexible work schedule program,
752 compensatory time earned may also be time off with pay in lieu of overtime pay for regularly
753 scheduled, irregular, or occasional overtime work.
754

755 compressed work schedule. Fixed work schedules that enable full-time DoD employees to
756 complete the basic 80-hour biweekly work requirement in less than 10 workdays.

757

758 credit hours. Hours that a DoD employee elects to work, with supervisory approval, in excess
759 of the employee's basic work requirement under a flexible work schedule.

760

761 flexible work schedules. Consists of workdays with flexible hours in which employees provide
762 mission coverage. Flexible hours are the part of the workday when employees may (within
763 limits or "bands") choose their time of arrival and departure. Within limits set by their agencies,
764 flexible work schedules can enable employees to select and alter their work schedules to better
765 fit personal needs and help balance work, personal, and family responsibilities.

766

767 geographical areas. Areas within which DoD employees normally commute to work.

768

769 in-lieu-of holidays. A substitute holiday available to all full-time DoD employees, including
770 those on flexible or compressed work schedules, when a federal holiday falls on a non-
771 workday. In such cases, the in-lieu-of holiday is the basic workday immediately preceding or
772 following the non-workday.

773

774 LWOP. A temporary nonpay status and absence from duty that, in most cases, is granted at the
775 DoD employee's request. In most instances, granting LWOP is a matter of supervisory
776 discretion and may be limited by agency internal policy.

777

778 telework-ready. An employee participating in a program that enables the employee to work
779 remotely from an approved worksite, thereby allowing the employee to maintain productivity
780 during severe weather or emergency situations.

781

782 weather and safety leave. A type of paid leave available if an employee or group of employees
783 is prevented from safely traveling to or performing work at an approved location due to - (1) an
784 act of God, (2) a terrorist attack, or (3) another condition that prevents the employee or group of
785 employees from safely traveling to or performing work at an approved location.