Personnel

WEEKLY AND DAILY SCHEDULING OF WORK AND HOLIDAY OBSERVANCES

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.

(AFRES) This supplement implements and extends the guidance of Air Force Instruction (AFI) 36-807, 22 March 1994. It provides guidance on weekly and daily scheduling of work and holiday observances as pertains to ARTs. Although the same concepts, rules, publications, and policies apply to Air Reserve Technician (ART) positions as to regular civil service positions, this supplement addresses additional requirements that result from the nature of the ART. The AF instruction is printed word-for-word without editorial review. Air Force Reserve supplementary material is indicated by "(AFRES)" in boldface type. This supplement describes Air Force Reserve procedures to be used in conjunction with the basic instruction. Upon receipt of this integrated supplement discard the Air Force basic.

SUMMARY OF CHANGES

This is the initial publication of AFI 36-807, combining guidance from AFR 40-552 and AFR 40-610.

(AFRES) This is the initial publication of AFRES Supplement to AFI 36-807. It deletes extraneous material found in other publications, clarifies tours of duty and attendance reporting for long distance flights, and reiterates the Air Force exception granted to AFRES for less than 1 week's notice to employees before a change in tour of duty occurs.

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

2.4. 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.

2.5. 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.

Supersedes AFR 40-552, 15 September 1971, AFR 40-610, 15 September 1971, IMC P222005 Jun 94 to AFI 36-807, 22 March 1994, and AFR 40-610/AFRES Sup 1, 26 August 1983.
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2.6. 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.

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

2.8. 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.**

2.9. 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.

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

2.11. 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.

2.12. 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.

2.13. 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.

2.13.1. (Added)(AFRES) Status quo employees are normally assigned to an uncommon tour of duty to provide coverage during unit training assemblies (UTA).

3. Basic Authority:

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

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 schedule (AWS), 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.

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.

3.3. Major Commands and Field Operating Activities. Major commands (MAJCOM) and field operating agencies (FOA) are authorized to approve AWS programs. Major commands or FOAs 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:

- Post a written statement of actual work requirements for standby tours of duty.
- 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.
- Give employees with regularly scheduled 40-hour tours of duty plus scheduled standby time as much notice as possible when changing their duty schedule.
- Review work requirements periodically for changes which may affect the payment of premium compensation and revise work schedules where necessary.

4.2.1. (Added)(AFRES) The requirement that a 1 week's notice be given before a change in tour of duty is waived under the circumstances listed below. Notify employees of such changes as far in advance as possible. In any situation, notify the employee before reporting for duty on the day of the proposed change. Use of this authority is limited to that necessary for essential operations as determined by appropriate authority.

4.2.1.1. For aircrew personnel on missions of more than 1 day's duration, to include the day of departure from home station.

4.2.1.2. For aircrew members and ground support personnel to meet special or other essential unscheduled flying missions.

4.2.1.3. For aircrew members and specialized and ground support personnel performing weather reconnaissance or rescue missions.

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:

- Protection of employee's health by relieving them from hazardous work or very physical work.
- Reduce the accident rate by removing the fatigue potential.
- Relieve those who work in confined spaces.
- 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:

- 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.

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

4.4.3. (Added)(AFRES) When lunch is consumed during a long distance flight, an on-the-job lunch not to exceed 20 minutes may be authorized if time to take a meal break on the ground is not possible.

4.4.3.1. (Added)(AFRES) The requirement to establish and take a lunch period may not be waived solely on the basis of an aircrew member flying an additional flying training period (AFTP) or short duration mission or performing an additional ground training period (AGTP) nor may it be waived for other ground personnel supporting such missions.

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)(AFRES) Long Distance Flights. Tours of duty and attendance reporting for aircrew members on long distance flights are as follows:

4.6.1. (Added)(AFRES) A long distance flight is defined as a situation where an aircrew member departs his or her home station, arrives at another duty station and remains overnight at the remote duty station. Such flights are typically accomplished in support of overseas missions.

4.6.2. (Added)(AFRES) The tour of duty and daily hours of work for ART aircrew members engaged in long distance flights is governed by and charged to the directed reporting for duty time each day. The ART aircrew members' work begins at the directed reporting time for preflight/preplanning duties based on the proposed takeoff time and ends upon completion of postflight duties and excusal from duty.

4.6.3. (Added)(AFRES) To avoid confusion in time and attendance reporting, record duty dates and times on a 24-hour basis in the hours of the home station time zone. Ignore date changes that occur by crossing the international date line.

4.6.4. (Added)(AFRES) Aircrew members comply with flight duty period and crew rest period requirements as authorized in AFI 36-2212 and gaining command supplementation. In this regard, crew rest during the scheduled civilian duty day must be in annual leave, leave without pay (LWOP), compensatory time off, or

credit hours status, irrespective of whether taken in conjunction with inactive duty for training (IDT) or active duty training (ADT).

4.6.5. (Added)(AFRES) When temporary duty (TDY) on a scheduled workday, and through no fault of the employee, an employee starts work but less than 8 hours of work are performed, the employee is credited with 8 hours total duty. (*EXAMPLE:* Employee reports as directed at 0600, takes off at 0800, lands at 1200, performs post flight duties, and is excused at 1300; that individual is credited with 7 hours of work and 1 hour of constructive credit.) annotate AFRES Form 4, Air Reserve Technician (Aircrew) Work Hours Report (CIV, AC, IAD), to reflect the number of hours actually worked and the number of hours of excusal from duty (constructive credit hours) on that day. Use constructive credit hours when computing regular hours but not when computing overtime hours. Regardless of the reason and irrespective of whether within the employee's control, if employees (for example, aircrew members) do not report for work they are placed in the appropriate leave category or have their workweek rescheduled. Constructive credit hours may not be granted if there is no work to be performed at the TDY location and it is known prior to the start of the employee's civilian workday. In addition, constructive credit hours may not be granted at home station.

4.6.6. (Added)(AFRES) AFRES flying units maintain time and attendance records on the AFRES Form 4, Air Reserve Technician (Aircrew) Work Hours Report (CIV, AD, IAD). All aircrew members complete this form during TDYs involving flying duties where conversions to and from military status occur. The aircraft commander reviews and certifies this form and turns in to the individual's timekeeper upon completion of the mission.

4.7. (Added)(AFRES) Form prescribed. This supplement prescribes AFRES Form 4, Air Reserve Technician (Aircrew) Work Hours Report (CIV, AD, IAD).

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 workweek 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.

5.3. 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.

5.4. 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.

5.5. 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.

5.5.1. 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.

5.5.2. 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.

5.5.3. 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.

5.5.4. 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.

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

5.5.6. 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.

5.5.7. 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.

5.6. 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.

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