

Excerpts:
Flexible & Compressed Work Schedules, page 15
Alternative Work Schedules, page 16-18
Tours of Duty & Scheduling Work, page 18-19
Scheduling Work, page 19-20
Scheduling Rest Periods, page 19
Scheduling Lunch, page 20-21

BY ORDER OF THE
SECRETARY OF THE AIR FORCE

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Personnel



HOURS OF WORK AND HOLIDAY OBSERVANCES

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This publication implements Air Force Policy Directive (AFPD) 36-1, *Appropriated Funds Civilian Management and Administration*. The DoD Instruction is printed word-for-word in regular font without editorial review. Air Force supplementary material is printed in bold font and indicated by “(Added)(AF).” This Instruction establishes policy, assigns responsibilities, and prescribes procedures for implementing the hours of work and holiday observances. It applies to individuals at all levels who are responsible for scheduling appropriated fund Title 5 and Title 10 employees for work and holiday observances, including the Air Force Reserve Command and Air National Guard (ANG) Title 5 United States Code (USC) civilian employees. It does not apply to non-US citizen employees employed outside the United States and the District of Columbia or to Title 32 ANG Technicians. In collaboration with the Chief of Air Force Reserve (AF/RE) and the Director of the Air National Guard (NGB/CF), the Deputy Chief of Staff for Manpower, Personnel, and Services (AF/A1) develops personnel policy for scheduling of work and holiday observances. This publication may be supplemented at any level; all Major Command (MAJCOM) level supplements must be approved by the Human Resource Management Strategic Board prior to certification and approval. Send all recommended changes or comments about this publication to the Office of Primary Responsibility listed above using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847 from the field through the appropriate chain of command. The authorities to waive wing/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 Air Force Instruction (AFI) 33-360, *Publications and Forms Management*, 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 requestors commander for non-tiered compliance items. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule in the Air Force Records Information Management System.

DoD employees who are authorized to leave after official notice of dismissal, but before official departure time, for the period remaining until official departure time. When an employee leaves after receiving official word of the pending dismissal but before the time set for dismissal (with supervisory approval) in a situation not involving a hardship, annual leave, credit hours, compensatory time earned, or LWOP may be charged as appropriate for the period remaining until the employee's official departure time (i.e., the authorized dismissal time).

(d) Annual leave, credit hours, compensatory time earned, or LWOP may be granted, or AWOL may be charged, if appropriate, to DoD employees who leave before official notice of dismissal for the period remaining until the end of the regular workday.

(e) When a DoD employee was scheduled to return from leave during the dismissal period, the activity should continue to charge leave for the absence until the time set for dismissal, then charge any continuing absence due to the emergency in the same manner as absences of other employees who were on duty at the time of dismissal (i.e., as an excused absence).

(f) Non-emergency DoD employees who are scheduled to report for work before the dismissal but who do not report should be granted either annual or sick leave, compensatory time earned, or credit hours or charged AWOL, if appropriate, for the entire workday.

e. Miscellaneous Provisions

(1) When DoD employees are prevented from working because of temporary shutdowns due to labor disputes at a private plant to which they are assigned, every effort must be made to assign them to other work. If that assignment is not possible, employees may be excused and placed on administrative leave without loss of pay.

(2) When private plants are closed based on a planned shutdown and DoD employees cannot be assigned other work, employees may not be excused and placed on administrative leave but should be carried in an appropriate leave status (e.g., annual leave, compensatory time earned, credit hours, or LWOP), or allowed to telework under an approved telework agreement.

 3. FLEXIBLE AND COMPRESSED WORK SCHEDULES

a. General. The authorities assigned to agencies in sections 6120-6133 of Reference (d) and part 610.401-407 of Reference (e), which define "agency" as any Executive agency or any Military Department, are delegated to the DoD Component heads or their designees.

b. Flexible Work Schedules

(1) Plans for the administration of flexible work schedules must address the occurrence of more than one holiday in a single pay period. Flexible work schedules should

be administered so as to allow DoD employees to fulfill the biweekly work requirement during those days when they are typically available for work (e.g., not a holiday or flexible day off) so that employees may enjoy both holidays without charge to leave or loss of pay.

(2) In accordance with 5 US Code 6126, the maximum biweekly carryover is 24 credit hours for DoD employees on flexible work schedules. This is not intended to prohibit activities from approving credit hour accumulation or carryover limitations of less than 24 hours.

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

 d. (Added)(AF) Alternative Work Schedule (AWS)

(1) (Added)(AF) Alternative work schedules offer employees a measure of personal control over their work hours which allows employees to accomplish work, personal, and family responsibilities (e.g., educational programs, wellness programs, volunteer work, or dependent care). This privilege is accompanied by a high degree of personal responsibility. Participation in an alternative work schedule should not result in an adverse impact on the command or function of the employee's office. The paramount consideration in allowing alternative work schedule is the maintenance of a balanced work force, ensuring a mix of both numbers and skills, to provide effective and efficient accomplishment of the mission, including timely responses to emergency situations.

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

(3) (Added)(AF) Employees with a disability may be approved alternative work schedule as a reasonable accommodation.

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

e. (Added) (AF) Categories of Alternative Work Schedules. There are two categories of AWS: flexible work schedules and compressed work schedules. In all cases, if a flexible or compressed work schedule is approved, the supervisor must approve the employees specific schedule and plan (T-3)

(1) (Added)(AF) Flexible Work Schedule. Flexible work schedule includes designated hours (core hours) and days when an employee must be present for work. A

flexible work schedule also includes designated hours during which an employee may elect to work in order to complete the employee's basic (non-overtime) work requirement.

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

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

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

(2) (Added)(AF) Gliding schedule. A type of flexible work schedule in which a full-time employee has a basic work requirement of 8 hours in each day and 40 hours in each week. The employee, may select a starting and stopping time each day, and may change starting and stopping times daily within the established flexible hours.

(3) (Added)(AF) Maxiflex schedule. A type of flexible work schedule that contains core hours on fewer than 10 workdays in the biweekly pay period and in which a full-time employee has a basic work requirement of 80 hours for the biweekly pay period, but in which an employee may vary the number of hours worked on a given workday or the number of hours each week within the limits established for the organization.

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

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

(b) (Added)(AF) 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.

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

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

(1) (Added)(AF) 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.

(2) (Added)(AF) 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.

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

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

~~4~~ 4. (Added)(AF) TOURS OF DUTY AND SCHEDULING WORK.

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

(1) (Added)(AF) 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.

(2) (Added)(AF) 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.

(3) (Added)(AF) 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.

(a) (Added)(AF) Courses taken by the employee are not training under chapter 41 of title 5 U.S.C.

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

(c) (Added)(AF) 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)

(d) (Added)(AF) 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.

(e) (Added)(AF) 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)

(4) (Added)(AF) 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.

(a) (Added)(AF) An employee is not considered restricted for "work-related reasons" if, for example, the employee remains at the post of duty voluntarily, or if the restriction is a natural result of geographic isolation or the fact that the employee resides on the agency's premises. For example, in the case of an employee assigned to work in a remote area or on a ship, the fact that the employee has limited mobility when relieved from duty would not be a basis for finding that the employee is restricted for work-related reasons. Deviations from this tour should be kept to a minimum.

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

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

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

b. (Added)(AF) Scheduling Work.

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

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

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

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

(b) (Added)(AF) Relieve the accident rate by removing the fatigue potential.

(c) (Added)(AF) Relieving those who work in confined spaces.

(d) (Added)(AF) Increasing or maintaining a high quality or quantity production.

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

(a) (Added)(AF) Lunch periods should not be scheduled to delay the start of the workday or shorten the workday.

(b) (Added)(AF) Lunch periods should be scheduled when more than one shift is in operation.

(c) (Added)(AF) On-the-job lunch periods. When supervisors schedule more than one 8-hour shift in a 24-hour period and an overlapping of shifts to permit time off for lunch is not possible, supervisors may authorize an on-the-job lunch period of 20 minutes or less. When employees are required to spend their on-the-job lunch period at or near their workstations under these conditions, the time covered by the 20 minute on-the-job lunch period is compensable.

(d) (Added)(AF) Employees given duty free lunch periods during periods of overtime work do not receive compensation for that time.

(5) (Added)(AF) Break Time for Nursing Mothers. Provide a reasonable break time for nursing mothers to express breast milk for up to 1 year after the child's birth.

(a) (Added)(AF) The frequency of breaks as well as the duration of each break vary according to the needs of the individual employee.

(b) (Added)(AF) Organizations may, but are not required to, compensate the employee for breaks taken under this provision. An exempt employee who uses an organization-provided compensated break period to express milk is to be compensated in the same manner as other employees for the break period. An employee who is not provided a compensated break should be allowed to use current workplace flexibilities to provide reasonable break time (i.e., work schedule adjustments, earned credit hours or compensatory time, annual leave, or leave without pay).

(c) (Added)(AF) Suitable Space for Nursing Mothers. Organizations are to provide a suitable place that may be used by the employee to express milk, other than a

bathroom, that is shielded from view and free of intrusion from coworkers and the public.

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

(a) (Added)(AF) Arrange work shifts so time required for incidental duties is part of the regular workday.

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

8-HOUR DAY TIMETABLE

TABLE OF ARRIVAL/ DEPARTURE TIMES (8-HOUR DAY) DURATION OF LUNCH
BREAK (IN MINUTES)

Table Table Of Arrival/ Departure Times (8-Hour Day) Duration Of Lunch Break
(In Minutes).

Work Start Time	30	35	40	45	50	55	60	65	70	75	80	85	90	Lunch Duration
0600	1430	1435	1440	1445	1450	1455	1500	1505	1510	1515	1520	1525	1530	
0630	1500	1505	1510	1515	1520	1525	1530	1535	1540	1545	1550	1555	1600	
0635	1505	1510	1515	1520	1525	1530	1535	1540	1545	1550	1555	1600	1605	
0640	1510	1515	1520	1525	1530	1535	1540	1545	1550	1555	1600	1605	1610	
0645	1515	1520	1525	1530	1535	1540	1545	1550	1555	1600	1605	1610	1615	
0650	1520	1525	1530	1535	1540	1545	1550	1555	1600	1605	1610	1615	1620	
0655	1525	1530	1535	1540	1545	1550	1555	1600	1605	1610	1615	1620	1625	
0700	1530	1535	1540	1545	1550	1555	1600	1605	1610	1615	1620	1625	1630	
0705	1535	1540	1545	1550	1555	1600	1605	1610	1615	1620	1625	1630	1635	
0710	1540	1545	1550	1555	1600	1605	1610	1615	1620	1625	1630	1635	1640	
0715	1545	1550	1555	1600	1605	1610	1615	1620	1625	1630	1635	1640	1645	
0720	1550	1555	1600	1605	1610	1615	1620	1625	1630	1635	1640	1645	1650	
0725	1555	1600	1605	1610	1615	1620	1625	1630	1635	1640	1645	1650	1655	
0730	1600	1605	1610	1615	1620	1625	1630	1635	1640	1645	1650	1655	1700	
0735	1605	1610	1615	1620	1625	1630	1635	1640	1645	1650	1655	1700	1705	
0740	1610	1615	1620	1625	1630	1635	1640	1645	1650	1655	1700	1705	1710	
0745	1615	1620	1625	1630	1635	1640	1645	1650	1655	1700	1705	1710	1715	
0750	1620	1625	1630	1635	1640	1645	1650	1655	1700	1705	1710	1715	1720	
0755	1625	1630	1635	1640	1645	1650	1655	1700	1705	1710	1715	1720	1725	
0800	1630	1635	1640	1645	1650	1655	1700	1705	1710	1715	1720	1725	1730	
0805	1635	1640	1645	1650	1655	1700	1705	1710	1715	1720	1725	1730	1735	
0810	1640	1645	1650	1655	1700	1705	1710	1715	1720	1725	1730	1735	1740	
0815	1645	1650	1655	1700	1705	1710	1715	1720	1725	1730	1735	1740	1745	
0820	1650	1655	1700	1705	1710	1715	1720	1725	1730	1735	1740	1745	1750	
0825	1655	1700	1705	1710	1715	1720	1725	1730	1735	1740	1745	1750	1755	
0830	1700	1705	1710	1715	1720	1725	1730	1735	1740	1745	1750	1755	1800	

8-HOUR DAY TIMETABLE

9-HOUR (AWS) DAY TIMETABLE

TABLE OF ARRIVAL/DEPARTURE TIMES (9-HOUR DAY) DURATION OF LUNCH
BREAK (IN MINUTES)

Table Table Of Arrival/Departure Times (9-Hour Day) Duration Of Lunch Break
(In Minutes).

Work Start Time	30	35	40	45	50	55	60	65	70	75	80	85	90	Lunch Duration
0600	1530	1535	1540	1545	1550	1555	1600	1605	1610	1615	1620	1625	1630	
0630	1600	1605	1610	1615	1620	1625	1630	1635	1640	1645	1650	1655	1700	
0635	1605	1610	1615	1620	1625	1630	1635	1640	1645	1650	1655	1700	1705	
0640	1610	1615	1620	1625	1630	1635	1640	1645	1650	1655	1700	1705	1710	
0645	1615	1620	1625	1630	1635	1640	1645	1650	1655	1700	1705	1710	1715	
0650	1620	1625	1630	1635	1640	1645	1650	1655	1700	1705	1710	1715	1720	
0655	1625	1630	1635	1640	1645	1650	1655	1700	1705	1710	1715	1720	1725	
0700	1630	1635	1640	1645	1650	1655	1700	1705	1710	1715	1720	1725	1730	
0705	1635	1640	1645	1650	1655	1700	1705	1710	1715	1720	1725	1730	1735	
0710	1640	1645	1650	1655	1700	1705	1710	1715	1720	1725	1730	1735	1740	
0715	1645	1650	1655	1700	1705	1710	1715	1720	1725	1730	1735	1740	1745	
0720	1650	1655	1700	1705	1710	1715	1720	1725	1730	1735	1740	1745	1750	
0725	1655	1700	1705	1710	1715	1720	1725	1730	1735	1740	1745	1750	1755	
0730	1700	1705	1710	1715	1720	1725	1730	1735	1740	1745	1750	1755	1800	
0735	1705	1710	1715	1720	1725	1730	1735	1740	1745	1750	1755	1800		
0740	1710	1715	1720	1725	1730	1735	1740	1745	1750	1755	1800			
0745	1715	1720	1725	1730	1735	1740	1745	1750	1755	1800				
0750	1720	1725	1730	1735	1740	1745	1750	1755	1800					
0755	1725	1730	1735	1740	1745	1750	1755	1800						
0800	1730	1735	1740	1745	1750	1755	1800							
0805	1735	1740	1745	1750	1755	1800								
0810	1740	1745	1750	1755	1800									
0815	1745	1750	1755	1800										
0820	1750	1755	1800											
0825	1755	1800												
0830	1800													

9-HOUR (AWS) DAY TIMETABLE

10-HOUR (AWS) DAY TIMETABLE

TABLE OF ARRIVAL/DEPARTURE TIMES (10-HOUR DAY) DURATION OF LUNCH
BREAK (IN MINUTES)

Table Table Of Arrival/Departure Times (10-Hour Day) Duration Of Lunch Break
(In Minutes).

Work Start Time	30	35	40	45	50	55	60	65	70	75	80	85	90	Lunch Duration
0600	1630	1635	1640	1645	1650	1655	1700	1705	1710	1715	1720	1725	1730	
0630	1700	1705	1710	1715	1720	1725	1730	1735	1740	1745	1750	1755	1800	
0635	1705	1710	1715	1720	1725	1730	1735	1740	1745	1750	1755	1800		
0640	1710	1715	1720	1725	1730	1735	1740	1745	1750	1755	1800			
0645	1715	1720	1725	1730	1735	1740	1745	1750	1755	1800				
0650	1720	1725	1730	1735	1740	1745	1750	1755	1800					
0655	1725	1730	1735	1740	1745	1750	1755	1800						
0700	1730	1735	1740	1745	1750	1755	1800							
0705	1735	1740	1745	1750	1755	1800								
0710	1740	1745	1750	1755	1800									
0715	1745	1750	1755	1800										
0720	1750	1755	1800											
0725	1755	1800												
0730	1800													

10-HOUR (AWS) DAY TIMETABLE