86th FORCE SUPPORT SQUADRON

*Current as of: 28 Aug 15*

# CIVILIAN PERSONNEL SECTION FACT SHEET

## OVERTIME, COMPENSATORY TIME, & CREDIT HOURS FOR OVERSEAS EMPLOYEES*

** All overseas appropriated fund AF civilian employees are FLSA-exempt, and therefore, Overtime Pay is provided for under Title 5, United States Code.*

For many employees these three terms may seem like the same thing. They all relate to pay or time off for working additional hours. The information below should help you distinguish between each of these terms.

**OVERTIME** is work in excess of 8 hours in a day or 40 hours in an administrative workweek (Sun – Sat). The overtime must be officially ordered and approved in advance by the supervisor, using AF Form 428, Request for Overtime, Holiday Premium Pay, and Compensatory Time.

- GS & WG (*FLSA-exempt) Overtime rate is as follows:
  - Employees whose basic hourly rate is *equal to or less than* the rate of basic pay for GS-10, step 10, the overtime hourly rate is the employee's hourly rate of basic pay multiplied by 1.5

  - Employees whose basic hourly rate is *greater than* the basic pay for GS-10, step 10, the overtime hourly rate is the **greater** of:

    - the hourly rate of basic pay for GS-10, step 10, multiplied by 1.5

    *OR*

    - the employee's hourly rate of basic pay (*e.g.*, a GG-13, Step 6's basic hourly rate is greater than the hourly rate for a GS-10, Step 1. Therefore, the GG-13, Step 6 will be paid his/her basic hourly rate as the overtime rate.)

**COMPENSATORY TIME** (or Comp Time) is time off *in lieu* of overtime pay. Just like overtime, it is work in excess of 8 hours per day or 40 hours in an administrative workweek that is officially ordered and approved on an AF Form 428. Employees are entitled to the same amount of comp time off as the amount of overtime hours worked, *i.e.*,1 hour of compensatory time off is granted for each hour of overtime worked.

- Mandated Comp Time

- For **FLSA exempt only* GS Employees, authorized management officials may require employees to receive compensatory time off in lieu of overtime pay, but only for those whose rate of basic pay is above the rate for
  GS-10, Step 10.

- Comp time that is earned but not used within 26 pay periods shall be paid at the overtime rate at which it was earned.

**OVERTIME & COMPENSATORY TIME PAY LIMITS:**

Regardless of the pay system, there is a limitation for the total amount paid to an employee in a pay period. Premium pay cannot be paid to the extent that doing so would cause an employee's basic pay, overtime pay, the dollar value of compensatory time off, night pay, annual premium pay, Sunday premium pay, and holiday premium pay to exceed the **greater** of the biweekly rate for:

- GS-15, step 10 *OR*
- Level V of the Executive Schedule

**CREDIT HOURS** are those hours worked in excess of the scheduled workday at the employee's election. The key difference between comp time and credit hours is that credit hours are worked when the employee chooses to work them and the supervisor approves. The hours are approved on the timecard and there is no need for an AF Form 428. Credit hours may be earned by employees on an approved flexible work schedule, such as Flexi tour. Credit hours may only be earned during officially established flexible hours. Full-time employees may carry over no more than 24 credit hours into the next pay period. Any hours in excess of 24 hours is lost. Credit hours can be used to shorten the length of another workday or workweek, although they should not be used to create a compressed work schedule with a regular day off.

If you have further questions about these terms, the availability of a flexible work schedule for your organization, or the established flexible work schedule for your organization, please contact your servicing Employee Management Relations (EMR) Specialist at 480-7608 or 478-6714.

**REFERENCES:** 5 CFR 550; AFI 36-802, *Pay Setting;* USAFEI 36-801, *Overtime, Compensatory Time, and Compensatory Time for Travel Request and Approval;* USAFEI 36-301, *Flexible Work Schedule with Credit Hours*