



CIVILIAN PERSONNEL FACT SHEET

HOURS OF WORK

The administrative workweek, within which an employee's work must be scheduled, begins at 0001 hours Sunday morning and ends Saturday night at 2400 hours. The basic workweek is those days and hours within the administrative workweek, which include the regularly scheduled work. The basic workweek is scheduled on 5 days, Monday through Friday when possible, and the 2 days outside the basic workweek are consecutive. The working hours in each day in the basic workweek are normally the same.

Organization commanders have the authority to establish an uncommon tour of duty, which is any 40 hour basic workweek which includes Saturday and/or Sunday or fewer than 5 days but not more than 6 days of the administrative workweek. Of course, mission requirements and customer needs are a commander's first consideration when determining a tour of duty, although employee morale is certainly an important factor.

Supervisors should provide each employee a regularly scheduled tour of duty in which the hours and days of work are scheduled and known to the employee in advance of the administrative workweek. Management should give employees at least 7 calendar days notice before the effective date of the change, unless shorter notice is necessary to prevent the agency from being handicapped in the exercise of its functions or to forestall a substantial increase in operational costs. Civilian Pay must be given notice of changes in the basic workweek.

There are two types of Alternative Work Schedule (AWS) – compressed and flexible. The compressed schedule consists of an 80 hours work (per a pay period) in less than 10 workdays. The flexible schedule typically requires that employees work during "core hours" determined by management; however, the starting and ending times may be selected by the employees, within limits established by management. An AWS can be useful to both the organization and the employees.

Lunch Periods are normally 30 – 60 minutes, during which the employee is entirely free of the duties of his or her position. The lunch period is unpaid. Employees can not combine the lunch period with breaks to take an extended lunch period, nor may an employee skip a lunch period to shorten the scheduled workday.

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