



CIVILIAN PERSONNEL FLIGHT FACTSHEET

Current as of February 2021

HOURS OF WORK AND HOLIDAY OBSERVANCES

Applicable to U.S. appropriated fund civilian employees

PURPOSE: To explain the general principals regarding hours of work and holiday observances.

SUPERVISOR RESPONSIBILITIES:

- Sets work schedules, assigns overtime and holiday work to balance mission requirements, efficiency and economy of operations, and employee needs.
- Provides 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.
- Should give employees a minimum of one week's notice when they are to be assigned to a different tour of duty or to different hours of duty, except as provided under alternative work schedules or for educational purposes. Ensures changes in work schedules are kept to a minimum and made only when necessary to mission accomplishment or to resolve operational problems.
- **Verifies and certifies all hours worked by employees.**

EMPLOYEE RESPONSIBILITIES:

- Be present for duty unless authorized to be absent.
- Maintain a complete and accurate record of all hours worked and leave taken and document timecards accordingly.
- May not work overtime that is not officially ordered or approved by a supervisor or authorizing official.

GENERAL DEFINITIONS:

- **Administrative workweek**, within which an employee's work must be scheduled, begins at 0001 hours Sunday morning and ends Saturday night at 2400 hours.
- **Basic workweek** are those days and hours within the administrative workweek which include the regularly scheduled work.
- **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.
- **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.
- **Alternative Work Schedules (AWS).** There are two categories of AWS: flexible work schedules (FWS) and compressed work schedules (CWS). In all cases, if a flexible or compressed work schedule is approved, the supervisor must approve the employee's specific schedule and plan. 86 AW, Tenant Units, HQ USAFE Directorates, and 3 AF must follow established AWS policies (see references below), all other managers should contact Employee Management Relations for the rules and requirements for establishing an approved AWS in their organization prior to implementation.
 - FWS requires employees work during "core hours;" however, the starting and ending times may be selected by the employee, within limits established by management.

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- CWS is a fixed work schedule in which the biweekly work requirement is scheduled for less than 10 days, i.e. four 10 hour days or 5/4/9 schedule.

LUNCH PERIODS: All full time employees are required to take a lunch break. Lunch periods are normally 30-60 minutes, during which the employee is entirely free of the duties from his or her position. The lunch period is unpaid. Lunch periods should not be scheduled to delay the start of the workday or shorten the workday. On-the-go lunch periods are permitted 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.

HOLIDAYS: Federal holidays for each year can be found on OPM's website (linked in References). When employees with a 40-hour basic workweek and an uncommon tour of duty 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.

- Full-time employees:
 - Compressed Work Schedule: Are entitled to basic pay for the number of hours they are regularly scheduled to work on that day. When the holiday falls on the regularly scheduled day off of the employee's compressed work schedule and is a Sunday, the employee's in lieu of holiday is the first regularly scheduled workday following the Sunday holiday. If the holiday is not a Sunday, the employee's in lieu of holiday is the last regularly scheduled workday preceding the holiday.
 - Flexible Work Schedule: Are only entitled to eight (8) hours of pay on a holiday when an employee does not work.
- Part-time employees:
 - Are not entitled to "in-lieu-of" holidays.
 - Are entitled to holidays that occur on their scheduled work days.
- Holiday work: 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 an emergency. Employees directed to work on a holiday are entitled to their basic rate of pay plus holiday premium pay. Their timecard would reflect Type Hr Code "HG" for "Holiday Work (Graded)." *Note, this does NOT include employees traveling on a holiday. Information regarding traveling on a holiday can be found in the Compensatory Time for Travel Fact Sheet under "Compensable."*

REFERENCES:

- DoDI1400.25V610_AFI36-807, *Hours of Work and Holiday Observances* <https://www.e-publishing.af.mil/>
- HQ USAFE and 3 AF: USAFE Instruction 36-803, *Flexible Work Schedule with Credit Hours and Compressed Work* <https://www.e-publishing.af.mil/>
- 86 AW and Tenant Units:
 - Memorandum: Ramstein AB Hours of Operations and Alternative Work Schedules (AWS) https://www.ramstein.af.mil/Portals/6/documents/Civilian_Personnel_Section/86%20AW%20AWS%20emo%20-%20Final%203%20Mar%202020.pdf?ver=2020-03-13-080552-797
 - Ramstein Air Base Alternative Work Schedule Handbook https://www.ramstein.af.mil/Portals/6/documents/Civilian_Personnel_Section/86%20AW%20AWS%20Handbook%20-%20Final%203%20Mar%202020.pdf?ver=2020-03-13-080552-360
- OPM Federal Holiday listing <https://www.opm.gov/policy-data-oversight/pay-leave/federal-holidays/>

Additional guidance on this topic is available from your Employee Relations Specialist. Contact information found in the footer below.