



CIVILIAN PERSONNEL SECTION FACTSHEET

Current as of Nov 19

OVERTIME, COMPENSATORY TIME, & CREDIT HOURS

Applicable to U.S. appropriated fund civilian employees

PURPOSE: To explain the different uses and processes for overtime, compensatory time, and credit hours, which all relate to pay or time off for working additional hours. *Note: All overseas appropriated fund Air Force civilian employees are exempt from the Fair Labor Standards Act (FLSA) and are eligible for title 5 overtime pay. Therefore, the following guidance will only include rules that apply to FLSA-exempt employees.*

OVERTIME WORK is hours of work officially ordered and approved by management in excess of 8 hours in a day or 40 hours in an administrative workweek (Sun – Sat); or, for employees working a compressed work schedule, overtime work is hours of work in excess of their basic work requirement. Anyone directed to perform overtime work must be compensated by either overtime pay or compensatory time off (comp time), earned in 15 minute increments. Federal wage system employees and other employees paid at the rate of GS-10, step 10, and below must be allowed the choice of either overtime pay or comp time. Management may require employees paid at a rate that exceeds GS-10 step 10 to receive comp time in lieu of overtime pay, or may allow employees to choose between overtime pay or comp time.

- **Overtime Pay:** Time performing ordered overtime work is paid at the employee's overtime rate, which can be found in block 6 of an employee's leave and earnings statement, and calculated as follows:

- For federal wage system (WS/WL/WG) employees or other employees with rates of basic pay equal to or less than GS-10, step 1, the overtime hourly rate is the employee's hourly rate of basic pay multiplied by 1.5.

- For other employees with rates of basic pay exceeding the rate of basic pay for GS-10 step 1, the overtime hourly rate is the **greater** of: 1) the hourly rate of basic pay for GS-10, step 1, multiplied by 1.5; **or** 2) the employee's hourly rate of basic pay.

- **Comp Time Off:** Comp time is time off with pay for overtime work *in lieu* of overtime pay. 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. Employees should use previously earned compensatory time before using accrued annual leave. Comp time that is earned but not used within 26 pay periods shall be paid at the overtime rate at which it was earned. Supervisors have the responsibility to ensure that payment of overtime, as a result of compensatory time, is minimized when possible.

- **Overtime Approval- *Interim procedures pending HQ U-A/AIK standardized implementing instructions:*** Before working or ordering overtime, supervisors must obtain approval from their overtime authorizing official. **EXCEPTION:** In an emergency, the supervisor may order overtime without authorization but must document the overtime and provide justification to the authorizing official no later than the following workday. The premium request available within the timekeeping system ATAAPS will be utilized. If ATAAPS access is unavailable, [AF Form 428, Request for Premium Pay](#), will be used and the supervisor will maintain the hard copy form. When submitting an overtime authorization request (see attached sample eSSS template) supervisors are expected to include the following information in the justification:

- Identify why overtime is necessary and the specific tasks to be accomplished;
- List the reason(s) why the work cannot be performed during the normal workday; and

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- Clarify that other options such as changing work schedules or rescheduling leave were considered and determined not to be appropriate.

- **Overtime Authorizing Official:** Only two-digit officials and their deputies, or three-digit delegates with a formal appointment letter outlining the scope of the authority, may authorized overtime work. The delegated appointment letter is to be kept on file with the appointing official and the timekeeper for the organization. **EXCEPTION:** In an emergency, a three-digit official who has not been delegated such authority, can verbally approve a request. However, written request must follow the next workday. Note: For 86th Airlift Wing, approval authority is delegated to the Squadron Commander level.

- Overtime work should only be requested or approved when there is a legitimate mission requirement. Overtime work is normally applicable to special projects or peak workloads pursuant to mission needs. It is not applicable to day-to-day routine assignments. Additionally, supervisors should attempt to limit the use of overtime and leave in the same pay period when appropriate and review employee annual leave documents prior to assigning overtime. Supervisors are to perform quarterly self-inspection of overtime/comp-time usage and documentation.

CREDIT HOURS are hours that an employee on a flexible work schedule voluntarily requests and is approved to work in excess of the employee's basic work requirement (e.g., 8 hours a day). Like comp time, credit hours earned can later be used as time off with pay, with supervisor approval of the absence. However, they should not be used to create a compressed work schedule (CWS) with a regular day off. Employees on a CWS may NOT earn credit hours.

- Credit hours are generally not earned during lunch, or on days when leave (annual, sick, credit hours, compensatory time, time-off award) or excused absence (e.g., fitness time) is used.

- 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 are paid out at the employee's current rate of pay only if Federal employment ends, if the employee is no longer subject to a flexible work schedule (e.g., the employee changes to a compressed work schedule) or if the employee transfers to another agency.

- **Credit Hours Approval:** Supervisors/leave approving officials approve credit hours. Credit hours earned and used must be documented in the timekeeping system. Supervisors may require approval prior to employees working any credit hours, but prior approval is mandatory for working credit hours on a non-workday. Supervisors will consider the amount of leave taken, if any, during the pay period prior to approving a request for credit hours on a non-workday.

REFERENCES: 5 USC 5542; 5 CFR 550; [DoDI1400.25V550 AFI36-808](#), *Pay Administration (General)*; [USAFEI 36-801](#), *Overtime, Compensatory Time, and Compensatory Time for Travel Request and Approval*; [DoDI1400.25V610 AFI36-807](#), *Hours of Work and Holiday Observances*

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

Attachment: Sample eSSS Template, Overtime/Comp-Time Authorization

SAMPLE ESSS TEMPLATE- OVERTIME/COMP-TIME AUTHORIZATION

From: [requesting supervisor]
To: [appropriate organizational account, individuals, or distribution list for ACTION]
Cc: [as required for INFORMATION]
Subject: APPROVE: Overtime Work, [Office Symbol], [Overtime Date(s)]

-----COORDINATION-----

Office	Action	Last Name/Rank/Date
(Chain of Command)	Coord	
(OT Apr. Official)	Approve	
(Supervisor)	Sign	
(Timekeeper)	Info	

-----STAFF SUMMARY-----

AO: Name O. Supervisor, Org/Sym, DSN ###-####

1. PURPOSE: Request authorization to approve Request for Premium Time for Overtime/Comp-Time (Tabs 1 and 2).
2. BACKGROUND: DODI1400.25V550_AFI36-808, requires supervisors to obtain approval from their overtime authorizing official, prior to working or ordering time. Once approval is received from the authorizing official, the supervisor will sign the Request for Premium Time (Tab 1) in ATAAPS and order the overtime work.
3. JUSTIFICATION:
 - a. Amount and Type: Requesting approval of # hours of overtime and # hours of comp-time for pay period ending DD Mmm YY. Total predicted cost: \$# [include overtime and payout of comp time]
 - b. Reason(s) for Overtime Work: [Identify why overtime is necessary and the specific tasks to be accomplished.]
 - c. Reason(s) tasks could not be completed during regular work hours: [explain reasons/constraints]
4. VIEWS OF OTHERS: I have coordinated with finance or my resource manager to ensure funds are available to authorize this overtime work. Other options such as changing work schedules or rescheduling leave are inappropriate because [insert reason(s) and/or list the steps taken to prevent the need for overtime, and why they were insufficient]
5. RECOMMENDATION: [Official office symbol] approve in this eSSS coordination (Tabs 1-2 to be signed by supervisor)

//SIGNED//

NAME O. SUPERVISOR, Rank, USAF
[Signature Block]

2 Tabs

1. Request for Premium Time, Employee 1
2. Request for Premium Time, Employee 2