



CIVILIAN PERSONNEL SECTION FACTSHEET

Current as of Mar 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 not differentiate between exempt/non-exempt, nor include rules that apply only to FLSA-nonexempt employees.*

OVERTIME WORK are hours of work that are 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.

- **Overtime Work Approval.** 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. Only when the mission requires should overtime work be requested or approved.
 - **Requests:** Supervisors must obtain approval from their overtime authorizing official before ordering overtime using [AF Form 428](#), *Request for Overtime, Holiday Premium Pay, and Compensatory Time*. EXCEPTION: In an emergency, the supervisor may order overtime without authorization but must document the overtime no later than the following workday. Note: instructions for completing the AF Form 428 can be found in USAFEI 36-801.
 - **Approving Authority:** Only two-digit officials and their deputies, or three-digit-delegates with a formal appointment letter outlining the scope of the authority, are authorized to approve requests on the AF Form 428. 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, not otherwise delegated such authority, can verbally approve a request. However, written request must follow the next workday. Note: For 86th Airlift Wing, approving authority is at the two-digit group level.
- **Compensation for Overtime Work with Overtime Pay or Compensatory Time Off.** 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 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.

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- **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 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.

CREDIT HOURS are hours that an employee on a flexible work schedule voluntarily requests to work, during the flexible hours (e.g., Mon-Fri 0600-0900 and 1500-1800 and Sat or Sun 0600-1800), 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 earned and used must be documented in the timekeeping system.

- 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., changes to a compressed work schedule) or if the employee transfers to another agency.

- **Approval:** Supervisors/leave approving officials approve of credit hours in the timekeeping system and there is no need for an AF Form 428. Credit hours are generally not earned during lunch, on days when leave (annual, sick, credit hours, compensatory time, time-off award) or excused absence (*i.e.*, fitness time) is used. Organizations may require supervisory approval prior to working credit hours. Employees must obtain approval from their supervisor prior to 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; [AFI 36-802](#), *Pay Setting*; [USAFEI 36-801](#), *Overtime, Compensatory Time, and Compensatory Time for Travel Request and Approval*; [USAFEI 36-803](#), *Flexible Work Schedule with Credit Hours*; [AFI 36-807](#) *Scheduling of Work, Holiday Observances, and Overtime*.

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

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