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**Personnel**

**DUTY HOURS**

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This instruction implements AFD 36-8, **Employee Benefits and Entitlements**, and covers duty hours for personnel of this headquarters

**SUMMARY OF REVISIONS**

**This document is substantially revised and must be completely reviewed.**

**1. Headquarters' Hours of Operation.** The normal hours of operation for this headquarters are 0800-1645, Monday through Friday. Supervisors ensure adequate coverage of their functional areas during these hours, including lunch periods. There are no established rest periods authorized for personnel assigned to this headquarters. Personnel not on flexitime, 5/4-9 compressed work schedule (CWS), shift work, or special work schedules coordinated/documentated with their supervisors, adhere to normal duty hours Monday through Friday with a 45-minute lunch period.

1.1. Disputes over the administration and application of the 5/4-9 CWS or flexitime provisions will be resolved under the applicable grievance and complaint procedures. If approved by the supervisor, employees may choose either flexitime or the 5/4-9 CWS.

1.2. Employees will use the attached worksheet to formally request either the flexitime or the 5/4-9 CWS schedule. Prior to the beginning of each three-month interval (June, September, December, March), the employee will resubmit the worksheet if they desire to either switch work schedules or change components of the 5/4-9 compressed work schedule. The original worksheet will remain in effect unless a change is elected and approved.

1.3. Employee-initiated changes, either within the parameters of the 5/4-9 CWS or between flexitime and the 5/4-9 CWS, may only be made in three-month intervals. Supervisors may disapprove, termi-

nate, or adjust alternative work schedules (either flexitime or CWS) at any time in order to avoid or eliminate a reduction in productivity, a diminished level of service, an increased cost of operations, or in consideration of employee exigencies.

**2. Flexitime.** Flexitime applies to all bargaining unit employees in this headquarters. It applies equally to all other employees, including military, in this headquarters, subject to the provision of paragraph 2.3.3. Since organizational titles are subject to change, the reference to "division-level managers" in that paragraph equates to three-letter managers (for example, DOX, LGT, XPM, etc.) in this headquarters.

2.1. The intent of this procedure is to permit employees to receive benefits of flexible working hours by determining individual work schedules with supervisors and workers ensuring that these individual work schedules sustain maximum production, mission support, and customer response with major commands.

2.2. The success of flexitime is contingent upon complete cooperation among employees, their supervisors, and all levels of management. Flexitime should result in a positive impact on productivity, employee job satisfaction, and incidental leave usage, and maintain, if not increase, the support to our customers. All bargaining unit employees utilizing flexitime follow this schedule. Keep individual exceptions to a minimum; however, it is recognized that there may be isolated work situations which preclude participation in the flexitime program.

2.3. The following illustration describes the parameters of the flexitime program:

Flexible Band	Core Time	Lunch Period	Core Time	Flexible Band
		1100-1300		
0700	0900		1530	1800

2.3.1. All offices will be manned during the conventional workday of 0800-1645.

2.3.2. Where management determines it necessary to provide coverage of any given office or organization during the entire tour of duty (0700-1800), or any part thereof, including the lunch period, employees may be required to modify their flexitime privileges to accomplish this purpose. This requirement will not be levied until and unless there are insufficient volunteers in the needed skills and grades to accomplish the needed manning.

2.3.3. Work schedules for supervisory personnel and employees not in the bargaining unit is determined by division/directorate-level managers.

2.3.4. Reporting and departure times are in 5-minute intervals; that is, 0700 to 0900. Employees are expected to be accomplishing assigned responsibilities at the beginning of their tour of duty; however, employees are not responsible for beginning work before their tour of duty, regardless of actual reporting time.

2.4. Credit Hours:

2.4.1. Credit hours are defined as non-overtime hours of work in excess of an employee's basic work requirement which the employee elects to work. For example, an employee may work 10 hours one day and thus earn 2 credit hours. The employee may then work only 6 hours on the sub-

sequent day and use the 2 previously earned credit hours to satisfy the basic 8-hour per day work requirement.

2.4.2. The following procedures will govern the administration of credit hours in HQ AFRC:

2.4.2.1. The use of credit hours is applicable to all HQ AFRC civilians under a flexible work schedule, to include Air Reserve Technicians (ART) while in civilian status, on regularly scheduled duty days.

2.4.2.2. Work performed for credit may take place at any time within the administrative work-week, to include weekends and hours outside of the flexible band. Supervisors may require employees to obtain verbal approval prior to "working/earning" credit hours.

2.4.2.3. Employees must receive supervisory approval prior to "using/taking" credit hours. In order to avoid forfeiture, earned credit hours should normally be used prior to using sick or annual leave or leave without pay.

2.4.2.4. Employees must volunteer or agree to earn credit hours. If an employee is ordered/directed to work beyond their 8-hour schedule, they will receive overtime or compensatory time off in accordance with governing laws and regulations.

2.4.2.5. A full-time employee may carry over up to 24 credit hours from one biweekly pay period to a subsequent pay period. Earned credit hours in excess of 24 that are not used by the end of the pay period will be forfeited.

2.4.2.6. A part-time employee may carry over credit hours from one pay period to the next in an amount of credit hours equal to one-fourth of their biweekly basic work requirement. For example, an employee with a biweekly basic work requirement of 64 hours may carry over 16 hours.

2.4.2.7. Credit hours may be earned and used in "not less" than one-fourth hour increments.

2.4.2.8. When used, credit hours are considered part of the basic work requirement in the biweekly pay period to which they are applied. An employee is entitled to his/her basic rate of pay for hours to which credit hours are applied.

2.4.2.9. An employee shall not use credit hours to increase his/her entitlement to overtime pay or any other type of premium pay. Credit hours may not be used to receive holiday pay. (For example, an employee in a nonpay status cannot use accrued credit hours either the day before or after the holiday in order to be paid for the holiday.)

2.4.2.10. Credit hours cannot be used before they are earned.

2.4.2.11. Credit hours can be used or earned while on TDY, but cannot be earned for TDY travel or while attending training.

2.4.2.12. HQ AFRC IMT 4, **Daily Reporting (Sign-in/Out) Sheets**, are required for employees on flexitime. Employees who abuse the privilege of credit hours will not be allowed to participate in the credit hour program for as long as determined appropriate by the supervisor. In cases of abuse, other actions consistent with governing regulations may also be imposed.

2.4.2.13. Credit hours earned must be used prior to the employee switching from flexitime to the 5/4-9 CWS or before leaving HQ AFRC for any reason, if the mission permits. If the supervisor determines that the needs of the mission preclude the use of any or all of the credit

hours prior to the employee leaving, the employee will be paid for the accumulated credit hours at his/her basic rate of pay.

### 3. Responsibilities:

3.1. Supervisors have total responsibility for the effective operation of their work center. At a minimum, the following elements must be accomplished to sustain an acceptable flexible mode of operation:

- 3.1.1. Maintain current or improved productivity.
- 3.1.2. Maintain present level or improved customer support.
- 3.1.3. Maintain current or improved morale.
- 3.1.4. Maintain adequate supervision.

3.2. Flexitime will be denied employees when:

- 3.2.1. The supervisor determines, based on valid evidence, that there has been a decrease in productivity.
- 3.2.2. It is evident an employee is not working the hours certified on the daily flexitime sign-in/out log. In this case, disciplinary action also applies as prescribed by appropriate instructions.
- 3.2.3. Any documented incident of abuse of flexitime privileges will result in the immediate loss of the employee's opportunity to participate. Similarly, employees identified as leave abusers (sick and annual) will not be allowed to participate in flexitime.

### 4. Procedure:

4.1. Supervisors ensure:

- 4.1.1. The flexitime workday is 8 hours between 0700 and 1800, including leave plus lunch break between 1100 and 1300. The lunch period must be at least 30 minutes in duration; however, may be lengthened in 5-minute increments to a maximum of 120 minutes.
- 4.1.2. Core hours of 0900-1530 are worked by all personnel.
- 4.1.3. Adequate work assignments are available for those employees on duty outside the conventional workday (0800-1645). Unavailability of adequate work assignments outside the conventional workday will preclude flexitime.
- 4.1.4. That every effort is made to schedule, in advance, meetings, special projects, etc., during core hours.
- 4.1.5. That HQ AFRC IMT 4, **Daily Reporting (Sign-in/Out) Sheets**, are posted at a central location for sign-in/out by employees. These records are retained by the supervisor for a period of 6 payroll years according to AFMAN 37-139, *Records Disposition Schedule*.
- 4.1.6. A clock designated as an official sign-in/out clock is available where sign-in/out sheets are located.

4.2. Employees:

- 4.2.1. Record their arrivals and departures as they occur on the HQ AFRC IMT 4, sign-in sheet, utilizing the official sign-in/out clocks provided.
- 4.2.2. Employees on a flexible work schedule will identify the midday break/lunch period to be observed when signing in each morning. Changes in the selected period should be coordinated with the supervisor. The supervisor can change the scheduled period if necessitated by mission requirements.
- 4.2.3. Observe a lunch break unless reporting to work at 1200 or later. Employees may not work beyond 1230 without observing a lunch break unless they intend to take leave beginning at 1300.
- 4.2.4. Adjust their reporting and departure time to attend meetings, accomplish special projects, etc., when notice is given in advance.
- 4.2.5. Advise their immediate supervisors, when aware in advance, of occurrences such as doctor, dentist appointments, etc., which cause their normal flexitime schedule to vary significantly (30 minutes or more).
- 4.2.6. Request emergency annual or sick leave as soon as possible after the beginning of the workday, but must make such requests no later than the beginning of core time (0900).
- 4.2.7. While performing TDY, observe the conventional workday at the TDY location.
- 4.2.8. Make known to their supervisors any work-related problems being experienced due to their, or others', participation in the flexitime program.

## **5. 5/4-9 Compressed Work Schedule (CWS):**

- 5.1. Employees under a compressed work schedule must work 40 hours in a week or 80 hours in a biweekly pay period but must be scheduled to work fewer than 5 or 10 days, respectively. The 5/4-9 CWS consists of eight 9-hour days, one 8-hour day, and one scheduled day off each biweekly pay period.
- 5.2. To the extent consistent with mission requirements, HQ AFRC employees will be allowed to participate in the 5/4-9 CWS under the following procedures:
  - 5.2.1. The 5/4-9 CWS is available to all civilian employees in this headquarters. Work schedules for supervisory personnel and employees not in the bargaining unit will be determined by the next appropriate level of supervision.
  - 5.2.2. The intent of this procedure is to permit employees to receive the benefits of compressed working hours by determining individual work schedules with supervisors and employees ensuring that these individual work schedules sustain maximum production, mission support, and customer response for AFRC bases/activities and field units, as well as other major commands.
  - 5.2.3. The success of the 5/4-9 CWS is contingent upon complete cooperation among employees, their supervisors, and all levels of management. The 5/4-9 CWS should result in a positive impact on productivity, employee job satisfaction, and incidental leave usage, and maintain, if not increase, the support to our customers.
  - 5.2.4. All offices will be manned during the conventional workday of 0800-1645.
  - 5.2.5. Supervisors shall establish a fixed schedule in advance, allowing up to 1 hour for the lunch period, with employees starting work on each day between 0700-0800 (start time will be set in 15

minute increments, 0700, 0715, 0730, 0745, 0800). The reporting time will be set at the beginning of each three month interval and is not subject to change by the employee.

5.2.6. Supervisors will consider the 8-hour day and scheduled day off (SDO) requested by the employee and determine a schedule which will ensure 5 day a week office coverage.

5.2.7. Employees attending training or in a TDY status will convert to the work schedule of the prevailing location for the entire pay period if adequate notice is provided, i.e., either prior to the start of the pay period or IAW the bargaining unit agreement if the employee is a member of the bargaining unit. If adequate notice is not given, the supervisor has the option of retaining the employee on the 5/4-9 CWS or changing the employee's work schedule for the duration of the event.

5.2.8. HQ AFRC IMT 4, sign-in sheets, are required for employees on the 5/4-9 CWS. Employees who abuse the CWS privilege will not be allowed to participate in the 5/4-9 CWS program. In cases of abuse, other actions consistent with governing regulations may also be imposed.

**6. Deviations.** Requests for permanent deviations due to mission requirements must be submitted through the appropriate approval level to HQ AFRES/DPCE. Examples of such deviations include shift work, tours outside flexitime limits (0700-1800), and tours that include weekend work.

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Commander