

Chapter 3

TOURS OF DUTY AND SCHEDULING WORK

3.1. Tours of Duty.



3.1.1. Tours of Duty. 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.

3.1.2. Uncommon Tour of Duty. 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.

3.1.3. Tours of Duty for Educational Purposes. Special tours of duty of not less than 40 hours may be established by the supervisor for off duty educational purposes to permit an employee to take one or more courses, related to current and anticipated needs of the Air Force, in a college, university, or other educational institution.

3.1.3.1. Courses taken by the employee are not training under chapter 41 of title 5 U.S.C.

3.1.3.2. The rearrangement of the employee's tour of duty will not appreciably interfere with the accomplishment of the mission of the position.

3.1.3.3. Employees cannot be paid premium pay solely because the rescheduling of the tour of duty causes them to work on a day, or during the hours of a day, when premium pay would otherwise be required.

3.1.3.4. Supervisors may assign an employee to a regularly scheduled shift requiring premium pay, for example, night pay IAW this authority, since no additional costs are incurred.

3.1.3.5. Supervisors must ensure appropriate time and attendance accounting and notification is made when an employee is assigned to or changed from a special tour of duty to prevent inadvertent payment of premium pay. **(T-3)**

3.1.4. Standby Duty. An employee is on duty, and time spent on standby duty is hours of work (compensable) if, for work-related reasons, the employee is restricted by official order to a designated post of duty and is assigned to be in a state of readiness to perform work with limitations on the employee's activities so substantial that the employee cannot use the time effectively for his or her own purposes. A finding that an employee's activities are substantially limited may not be based on the fact that an employee is subject to restrictions necessary to ensure that the employee will be able to perform his or her duties and responsibilities, such as restrictions on alcohol consumption or use of certain nonprescription medications.

3.1.4.1. An employee is not considered restricted for "work-related reasons" if, for example, the employee remains at the post of duty voluntarily, or if the restriction is a natural result of geographic isolation or the fact that the employee resides on the agency's premises. For example, in the case of an employee assigned to work in a remote area or

on a ship, the fact that the employee has limited mobility when relieved from duty would not be a basis for finding that the employee is restricted for work-related reasons. Deviations from this tour should be kept to a minimum.

3.1.5. On-Call Status. An employee will be considered off duty and time spent in an on-call status shall not be considered hours of work (compensable) if:

3.1.5.1. The employee is allowed to leave a telephone number or to carry an electronic device for the purpose of being contacted, even though the employee is required to remain within a reasonable call-back radius; or

3.1.5.2. The employee is allowed to make arrangements such that any work which may arise during the on-call period will be performed by another person.

~~3.2.~~ 3.2. Scheduling Work.

3.2.1. The work of employees will be scheduled to accomplish the mission of the organization and will correspond with the employee's actual work requirements. (T-3)

3.2.2. Distributing Work Schedules. Copies of work schedules for uncommon tours of duty will be distributed in the work area or to employees (e.g., by email, posting paper copy) and will include the names of the assigned employees. (T-2)

3.2.3. Scheduling Rest Periods. For FLSA non-exempt employees, schedule short rest periods, not exceeding 15 minutes during each four hours of continuous work, when the employee is not able to leave the work site as needed and the supervisor believes the rest periods will be of benefit to the service and mission. Criteria in determining the justification for granting or directing rest periods are:

3.2.3.1. Protection of employee's health by relieving them from hazardous or very physical work.

3.2.3.2. Reduce the accident rate by removing the fatigue potential.

3.2.3.3. Relieve those who work in confined spaces.

3.2.3.4. Increasing or maintaining a high quality or quantity production.

3.2.4. Scheduling of Lunch Periods. Scheduled lunch (or other meal) periods are not considered duty time for which compensation is paid. Lunch periods normally range from 30 minutes to 1 hour. The employee is entirely free of the duties of their position during the lunch period.

3.2.4.1. Lunch periods should not be scheduled to delay the start of the workday or shorten the workday.

3.2.4.2. Lunch periods should be scheduled when more than one shift is in operation.

3.2.4.3. On-the-job lunch periods. 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, supervisors may authorize an on-the-job lunch period of 20 minutes or less. When employees are required to spend their on-the-job lunch period at or near their workstations under these conditions, the time covered by the 20 minute on-the-job lunch period is compensable.

- 3.2.4.4. Employees given duty free lunch periods during periods of overtime work do not receive compensation for that time.
- 3.2.5. Break Time for Nursing Mothers. Provide a reasonable break time for nursing mothers to express breast milk for up to 1 year after the child's birth. **(T-0)**
- 3.2.5.1. The frequency of breaks as well as the duration of each break will vary according to the needs of the individual employee.
- 3.2.5.2. Organizations may, but are not required to, compensate the employee for breaks taken under this provision.
- 3.2.5.2.1. An exempt employee who uses the organization-provided compensated break period (see paragraph 3.2.3.) to express milk must be compensated in the same manner as other employees for the break period. **(T-0)**
- 3.2.5.2.2. An employee who is not provided a compensated break must be allowed to use current workplace flexibilities to provide reasonable break time (i.e., work schedule adjustments, earned credit hours or compensatory time, annual leave, or leave without pay (LWOP)). **(T-0)**
- 3.2.5.3. Suitable Space for Nursing Mothers. Organizations must provide a suitable place which may be used by the employee to express milk, other than a bathroom, that is shielded from view and free of intrusion from coworkers and the public. **(T-2)**
- 3.2.6. Scheduling Make Ready and Clean-Up Time. Incidental duties that are directly connected with the performance of a job, (i.e., obtaining and replacing working tools or materials, undergoing inspections), are considered part of the job requirements within the employee's established tour of duty.
- 3.2.6.1. Arrange work shifts so time required for incidental duties will be part of the regular workday. **(T-3)**
- 3.2.6.2. When incidental duties cannot be part of the regularly scheduled workday, the extra time will not exceed 30 minutes a day. **(T-3)** Overtime or compensatory time may be authorized and approved to be paid when time spent performing incidental duties exceeds 10 minutes.

Chapter 4

WORK SCHEDULES

4.1. Alternative Work Schedule (AWS).

4.1.1. AWS Policy. Alternative work schedules offer employees a measure of personal control over their work hours which allows employees to accomplish work, personal, and family responsibilities (e.g. educational programs, wellness programs, volunteer work, or dependent care). This privilege is accompanied by a high degree of personal responsibility. Maximum cooperation between employees and their supervisors must be exhibited to ensure participation in an AWS does not result in an adverse impact on the command or function of the employee's office. (T-3) The paramount consideration in allowing AWS shall be the maintenance of a balanced work force, ensuring a mix of both numbers and skills, to provide effective and efficient accomplishment of the mission, including timely responses to emergency situations.

4.1.2. Use of AWS. Organizations are to adopt a policy permitting AWS, as long as doing so does not interfere with mission accomplishment. AWS includes both flexible work schedules and compressed work schedules. Employee participation in AWS, when established, is voluntary. Each employee will have an established arrival and departure time. (T-3)

4.1.2.1. Employees with a disability may be approved AWS as a reasonable accommodation.

4.1.3. Approval of AWS. An AWS may not be appropriate for all positions (e.g. requiring customer interface, availability during core hours or other mission demands). Managers and supervisors are required to maintain sufficient mission/program coverage at all times. Employees must request and obtain supervisory approval prior to working an AWS. (T-3)

4.2. Compressed Work Schedule (CWS): A CWS provides for an employee to complete their biweekly basic work hours' requirement in fewer workdays than a Regular Tour of Duty.

4.2.1. Examples of CWSs may include "5/4-9 compressed plan" and the "4-10 compressed plan."

4.2.2. The regular day off (RDO) for an employee on a CWS is a fixed day(s) of each pay period that the employee is not scheduled to work. Employees on an RDO are not in a pay or leave status.

4.2.3. The employee should establish arrival and departure time.

4.3. Flexible Work Schedule (FWS). A FWS provides employees the option to select and vary their arrival and departure time within the established limits, (e.g., core hours) set by the AWS approving official.

4.3.1. Under FWS, an employee's work day typically begins between 0600 and 0900 and ends between 1500 and 1800; Core hours are normally 0900 to 1500, Monday through Friday. The employee has the option to select the starting and quitting times within the limits established by AWS approving official (e.g. 0700 to 1600 or 0830 to 1730). Lunch periods normally range from 30 minutes to 1 hour.

4.3.2. Examples of FWSs include, but are not limited to, flexitour, gliding schedule, maxiflex schedule, variable day schedule, or variable week schedule.

4.4. Terminating AWS. AWS may be terminated due to an adverse agency impact or due to mission needs and workload.

4.4.1. When operational priorities require a change in an AWS schedule, supervisors will normally give one (1) pay period advance notice. **(T-3)** Exceptions may be made for unusual circumstances such as short notice special projects, military action, natural disaster, TDY, training, furlough, etc.

4.4.2. Participation in AWS may be discontinued at any time by the supervisor if there are any concerns regarding performance, misconduct or in response to changing work conditions.

4.4.3. Employees will be provided written notification stating the reason for termination of AWS. **(T-3)**

4.4.4. Supervisors must adhere to applicable labor management agreements prior to terminating an AWS schedule for bargaining unit employees. **(T-0)**

8-HOUR DAY TIMETABLE

**TABLE OF ARRIVAL/ DEPARTURE TIMES (8-HOUR DAY) DURATION OF LUNCH
BREAK (IN MINUTES)**

**Table Table Of Arrival/ Departure Times (8-Hour Day) Duration Of Lunch Break
(In Minutes).**

| Work Start Time | 30 | 35 | 40 | 45 | 50 | 55 | 60 | 65 | 70 | 75 | 80 | 85 | 90 | Lunch Duration |
|-----------------------|------|------|------|------|------|------|------|------|------|------|------|------|------|-------------------|
| 0600 | 1430 | 1435 | 1440 | 1445 | 1450 | 1455 | 1500 | 1505 | 1510 | 1515 | 1520 | 1525 | 1530 | |
| 0630 | 1500 | 1505 | 1510 | 1515 | 1520 | 1525 | 1530 | 1535 | 1540 | 1545 | 1550 | 1555 | 1600 | |
| 0635 | 1505 | 1510 | 1515 | 1520 | 1525 | 1530 | 1535 | 1540 | 1545 | 1550 | 1555 | 1600 | 1605 | |
| 0640 | 1510 | 1515 | 1520 | 1525 | 1530 | 1535 | 1540 | 1545 | 1550 | 1555 | 1600 | 1605 | 1610 | |
| 0645 | 1515 | 1520 | 1525 | 1530 | 1535 | 1540 | 1545 | 1550 | 1555 | 1600 | 1605 | 1610 | 1615 | |
| 0650 | 1520 | 1525 | 1530 | 1535 | 1540 | 1545 | 1550 | 1555 | 1600 | 1605 | 1610 | 1615 | 1620 | |
| 0655 | 1525 | 1530 | 1535 | 1540 | 1545 | 1550 | 1555 | 1600 | 1605 | 1610 | 1615 | 1620 | 1625 | |
| 0700 | 1530 | 1535 | 1540 | 1545 | 1550 | 1555 | 1600 | 1605 | 1610 | 1615 | 1620 | 1625 | 1630 | |
| 0705 | 1535 | 1540 | 1545 | 1550 | 1555 | 1600 | 1605 | 1610 | 1615 | 1620 | 1625 | 1630 | 1635 | |
| 0710 | 1540 | 1545 | 1550 | 1555 | 1600 | 1605 | 1610 | 1615 | 1620 | 1625 | 1630 | 1635 | 1640 | |
| 0715 | 1545 | 1550 | 1555 | 1600 | 1605 | 1610 | 1615 | 1620 | 1625 | 1630 | 1635 | 1640 | 1645 | |
| 0720 | 1550 | 1555 | 1600 | 1605 | 1610 | 1615 | 1620 | 1625 | 1630 | 1635 | 1640 | 1645 | 1650 | |
| 0725 | 1555 | 1600 | 1605 | 1610 | 1615 | 1620 | 1625 | 1630 | 1635 | 1640 | 1645 | 1650 | 1655 | |
| 0730 | 1600 | 1605 | 1610 | 1615 | 1620 | 1625 | 1630 | 1635 | 1640 | 1645 | 1650 | 1655 | 1700 | |
| 0735 | 1605 | 1610 | 1615 | 1620 | 1625 | 1630 | 1635 | 1640 | 1645 | 1650 | 1655 | 1700 | 1705 | |
| 0740 | 1610 | 1615 | 1620 | 1625 | 1630 | 1635 | 1640 | 1645 | 1650 | 1655 | 1700 | 1705 | 1710 | |
| 0745 | 1615 | 1620 | 1625 | 1630 | 1635 | 1640 | 1645 | 1650 | 1655 | 1700 | 1705 | 1710 | 1715 | |
| 0750 | 1620 | 1625 | 1630 | 1635 | 1640 | 1645 | 1650 | 1655 | 1700 | 1705 | 1710 | 1715 | 1720 | |
| 0755 | 1625 | 1630 | 1635 | 1640 | 1645 | 1650 | 1655 | 1700 | 1705 | 1710 | 1715 | 1720 | 1725 | |
| 0800 | 1630 | 1635 | 1640 | 1645 | 1650 | 1655 | 1700 | 1705 | 1710 | 1715 | 1720 | 1725 | 1730 | |
| 0805 | 1635 | 1640 | 1645 | 1650 | 1655 | 1700 | 1705 | 1710 | 1715 | 1720 | 1725 | 1730 | 1735 | |
| 0810 | 1640 | 1645 | 1650 | 1655 | 1700 | 1705 | 1710 | 1715 | 1720 | 1725 | 1730 | 1735 | 1740 | |
| 0815 | 1645 | 1650 | 1655 | 1700 | 1705 | 1710 | 1715 | 1720 | 1725 | 1730 | 1735 | 1740 | 1745 | |
| 0820 | 1650 | 1655 | 1700 | 1705 | 1710 | 1715 | 1720 | 1725 | 1730 | 1735 | 1740 | 1745 | 1750 | |
| 0825 | 1655 | 1700 | 1705 | 1710 | 1715 | 1720 | 1725 | 1730 | 1735 | 1740 | 1745 | 1750 | 1755 | |
| 0830 | 1700 | 1705 | 1710 | 1715 | 1720 | 1725 | 1730 | 1735 | 1740 | 1745 | 1750 | 1755 | 1800 | |

8-HOUR DAY TIMETABLE

9-HOUR (AWS) DAY TIMETABLE

TABLE OF ARRIVAL/DEPARTURE TIMES (9-HOUR DAY) DURATION OF LUNCH
BREAK (IN MINUTES)

Table Table Of Arrival/Departure Times (9-Hour Day) Duration Of Lunch Break
(In Minutes).

| Work Start Time | 30 | 35 | 40 | 45 | 50 | 55 | 60 | 65 | 70 | 75 | 80 | 85 | 90 | Lunch Duration |
|-----------------------|------|------|------|------|------|------|------|------|------|------|------|------|------|-------------------|
| 0600 | 1530 | 1535 | 1540 | 1545 | 1550 | 1555 | 1600 | 1605 | 1610 | 1615 | 1620 | 1625 | 1630 | |
| 0630 | 1600 | 1605 | 1610 | 1615 | 1620 | 1625 | 1630 | 1635 | 1640 | 1645 | 1650 | 1655 | 1700 | |
| 0635 | 1605 | 1610 | 1615 | 1620 | 1625 | 1630 | 1635 | 1640 | 1645 | 1650 | 1655 | 1700 | 1705 | |
| 0640 | 1610 | 1615 | 1620 | 1625 | 1630 | 1635 | 1640 | 1645 | 1650 | 1655 | 1700 | 1705 | 1710 | |
| 0645 | 1615 | 1620 | 1625 | 1630 | 1635 | 1640 | 1645 | 1650 | 1655 | 1700 | 1705 | 1710 | 1715 | |
| 0650 | 1620 | 1625 | 1630 | 1635 | 1640 | 1645 | 1650 | 1655 | 1700 | 1705 | 1710 | 1715 | 1720 | |
| 0655 | 1625 | 1630 | 1635 | 1640 | 1645 | 1650 | 1655 | 1700 | 1705 | 1710 | 1715 | 1720 | 1725 | |
| 0700 | 1630 | 1635 | 1640 | 1645 | 1650 | 1655 | 1700 | 1705 | 1710 | 1715 | 1720 | 1725 | 1730 | |
| 0705 | 1635 | 1640 | 1645 | 1650 | 1655 | 1700 | 1705 | 1710 | 1715 | 1720 | 1725 | 1730 | 1735 | |
| 0710 | 1640 | 1645 | 1650 | 1655 | 1700 | 1705 | 1710 | 1715 | 1720 | 1725 | 1730 | 1735 | 1740 | |
| 0715 | 1645 | 1650 | 1655 | 1700 | 1705 | 1710 | 1715 | 1720 | 1725 | 1730 | 1735 | 1740 | 1745 | |
| 0720 | 1650 | 1655 | 1700 | 1705 | 1710 | 1715 | 1720 | 1725 | 1730 | 1735 | 1740 | 1745 | 1750 | |
| 0725 | 1655 | 1700 | 1705 | 1710 | 1715 | 1720 | 1725 | 1730 | 1735 | 1740 | 1745 | 1750 | 1755 | |
| 0730 | 1700 | 1705 | 1710 | 1715 | 1720 | 1725 | 1730 | 1735 | 1740 | 1745 | 1750 | 1755 | 1800 | |
| 0735 | 1705 | 1710 | 1715 | 1720 | 1725 | 1730 | 1735 | 1740 | 1745 | 1750 | 1755 | 1800 | | |
| 0740 | 1710 | 1715 | 1720 | 1725 | 1730 | 1735 | 1740 | 1745 | 1750 | 1755 | 1800 | | | |
| 0745 | 1715 | 1720 | 1725 | 1730 | 1735 | 1740 | 1745 | 1750 | 1755 | 1800 | | | | |
| 0750 | 1720 | 1725 | 1730 | 1735 | 1740 | 1745 | 1750 | 1755 | 1800 | | | | | |
| 0755 | 1725 | 1730 | 1735 | 1740 | 1745 | 1750 | 1755 | 1800 | | | | | | |
| 0800 | 1730 | 1735 | 1740 | 1745 | 1750 | 1755 | 1800 | | | | | | | |
| 0805 | 1735 | 1740 | 1745 | 1750 | 1755 | 1800 | | | | | | | | |
| 0810 | 1740 | 1745 | 1750 | 1755 | 1800 | | | | | | | | | |
| 0815 | 1745 | 1750 | 1755 | 1800 | | | | | | | | | | |
| 0820 | 1750 | 1755 | 1800 | | | | | | | | | | | |
| 0825 | 1755 | 1800 | | | | | | | | | | | | |
| 0830 | 1800 | | | | | | | | | | | | | |

9-HOUR (AWS) DAY TIMETABLE

10-HOUR (AWS) DAY TIMETABLE

TABLE OF ARRIVAL/DEPARTURE TIMES (10-HOUR DAY) DURATION OF LUNCH
BREAK (IN MINUTES)

Table Table Of Arrival/Departure Times (10-Hour Day) Duration Of Lunch Break
(In Minutes).

| Work Start Time | 30 | 35 | 40 | 45 | 50 | 55 | 60 | 65 | 70 | 75 | 80 | 85 | 90 | Lunch Duration |
|-----------------------|------|------|------|------|------|------|------|------|------|------|------|------|------|-------------------|
| 0600 | 1630 | 1635 | 1640 | 1645 | 1650 | 1655 | 1700 | 1705 | 1710 | 1715 | 1720 | 1725 | 1730 | |
| 0630 | 1700 | 1705 | 1710 | 1715 | 1720 | 1725 | 1730 | 1735 | 1740 | 1745 | 1750 | 1755 | 1800 | |
| 0635 | 1705 | 1710 | 1715 | 1720 | 1725 | 1730 | 1735 | 1740 | 1745 | 1750 | 1755 | 1800 | | |
| 0640 | 1710 | 1715 | 1720 | 1725 | 1730 | 1735 | 1740 | 1745 | 1750 | 1755 | 1800 | | | |
| 0645 | 1715 | 1720 | 1725 | 1730 | 1735 | 1740 | 1745 | 1750 | 1755 | 1800 | | | | |
| 0650 | 1720 | 1725 | 1730 | 1735 | 1740 | 1745 | 1750 | 1755 | 1800 | | | | | |
| 0655 | 1725 | 1730 | 1735 | 1740 | 1745 | 1750 | 1755 | 1800 | | | | | | |
| 0700 | 1730 | 1735 | 1740 | 1745 | 1750 | 1755 | 1800 | | | | | | | |
| 0705 | 1735 | 1740 | 1745 | 1750 | 1755 | 1800 | | | | | | | | |
| 0710 | 1740 | 1745 | 1750 | 1755 | 1800 | | | | | | | | | |
| 0715 | 1745 | 1750 | 1755 | 1800 | | | | | | | | | | |
| 0720 | 1750 | 1755 | 1800 | | | | | | | | | | | |
| 0725 | 1755 | 1800 | | | | | | | | | | | | |
| 0730 | 1800 | | | | | | | | | | | | | |

10-HOUR (AWS) DAY TIMETABLE