



USAID
FROM THE AMERICAN PEOPLE

ADS Chapter 479

Hours of Duty

Document Quality Check Date: 11/19/2012
Partial Revision Date: 03/10/2009
Responsible Office: OHR/PPIM
File Name: 479_111912

Major Functional Series 400: Personnel
ADS Chapter 479 - Hours of Duty
POC for ADS 479: Joann Jones, (202) 712-5048, JoJones@usaid.gov

Table of Contents

<u>479.1</u>	<u>OVERVIEW</u>	<u>3</u>
<u>479.2</u>	<u>PRIMARY RESPONSIBILITIES</u>	<u>3</u>
<u>479.3</u>	<u>POLICY DIRECTIVES AND REQUIRED PROCEDURES</u>	<u>5</u>
<u>479.3.1</u>	<u>USAID Work Hours</u>	<u>5</u>
<u>479.3.1.1</u>	<u>Regular Workweek</u>	<u>6</u>
<u>479.3.1.2</u>	<u>Irregular Workweek</u>	<u>6</u>
<u>479.3.1.3</u>	<u>Flextime Work Schedule (Also Known As Flexitour or Flextime)</u>	<u>6</u>
<u>479.3.1.4</u>	<u>Flexible 5/4-9 Work Schedule</u>	<u>7</u>
<u>479.3.1.5</u>	<u>Certification of Time and Attendance</u>	<u>8</u>
<u>479.3.1.6</u>	<u>Holidays</u>	<u>8</u>
<u>479.4</u>	<u>MANDATORY REFERENCES</u>	<u>9</u>
<u>479.4.1</u>	<u>External Mandatory References</u>	<u>9</u>
<u>479.4.2</u>	<u>Internal Mandatory References</u>	<u>9</u>
<u>479.4.3</u>	<u>Mandatory Forms</u>	<u>9</u>
<u>479.4.4</u>	<u>Optional Forms</u>	<u>9</u>
<u>479.5</u>	<u>ADDITIONAL HELP</u>	<u>10</u>
<u>479.6</u>	<u>DEFINITIONS</u>	<u>10</u>

**Text highlighted in yellow indicates that the adjacent material is new or substantively revised.*

Major Functional Series 400: Personnel ADS Chapter 479 – Hours of Duty

479.1 OVERVIEW

To define hours of duty for Agency employees.

This section applies to all U.S. citizen direct-hire (DH) employees who have a regularly scheduled administrative workweek, except:

- a. The Head of the Agency
- b. Commissioned Foreign Service (FS) Officers (excluded for premium pay purposes only);
- c. Members of the Senior Foreign Service (SFS) (excluded for premium pay purposes only); and
- d. Employees outside the continental U.S. and Alaska who are paid in accordance with local prevailing wage rates for the area in which employed.

479.2 PRIMARY RESPONSIBILITIES

- a. **Supervisors** are responsible for:
 - (1) Ensuring there is adequate office coverage during official hours and that customer service and work requirements are not adversely affected by employee participation in alternative work schedules (AWS);
 - (2) Complying with all procedural requirements on certification of time and attendance and work schedules;
 - (3) Communicating and seeking mutual agreement with the employee on work schedules;
 - (4) Approving/disapproving an employee's proposed Flexitime work schedule following a discussion with the employee, and recommending approval/disapproval of an employee's proposed Flexible 5/4-9 work schedule to the designated approving official (See **section 479.3**);
 - (5) Planning office workflow to ensure that there is productive work for employees to perform, especially when employees on Flexitime or Flexible 5/4-9 work schedules have early arrival times or late departure times;

- (6) Suspending an employee's alternative work schedule when workload requirements, temporary duty, or training preclude participation;
- (7) Informing employees as soon as practicable of any modifications in work schedule;
- (8) Making a concerted effort to schedule office meetings during core hours;
- (9) Certifying by signature on the final Form AID 760-10, Time and Attendance Report, (See Form AID 760-10), transmitted to Payroll (M/CFO/P) each pay period that the figures reported for each employee are correct and accurately reflect the hours worked, leave taken, and that any overtime or compensatory time earned or used has been properly recorded; and
- (10) Attending required briefings related to the implementation and administration of work schedules.

b. Deputy Assistant Administrators in the regional Bureaus, PPC, G, and BHR; Office Directors or Deputy Office Directors in all Offices of the M Bureau; and Directors of Independent Offices have responsibility for reviewing and approving an employee's request to participate in the Flexible 5/4-9 work schedule. During the pilot program, this authority cannot be delegated downward from these levels.

c. Approving officials are responsible for:

- (1) Ensuring that employee participation in alternative work schedules is equitable and consistent across work units within the organization;
- (2) Determining the impact of work schedules on the mission of the Office/Bureau and taking appropriate action to expand, continue, or terminate participation; and
- (3) Taking final action on terminating an employee's participation in the Flexible 5/4-9 work schedule because of programmatic reasons, adverse impact on accomplishment of work, or noncompliance with AWS procedural requirements, based on the recommendations of the employee's immediate supervisor and second level supervisor.

d. Timekeepers are responsible for:

- (1) Maintaining the proper time and attendance data for each assigned employee;
- (2) Ensuring that employees initial the draft Form AID 760-10, Time and Attendance Report, (See Form AID 760-10), and maintain other daily time and

attendance records for each biweekly pay period in accordance with office procedures and established timeframes;

- (3) Processing and signing the final Form AID 760-10, Time and Attendance Report, at the end of the pay period; and
- (4) Maintaining all supporting documents including approved Requests for Leave or Approved Absence (See Form [SF-71](#)), approved overtime requests, and approved Form AID 400-6, Work Schedule Requests (See Form [AID 400-6](#)).

e. Employees are responsible for:

- (1) Complying with all procedural requirements regarding certification of time and attendance and work schedules to which the employee is assigned;
- (2) Communicating and seeking mutual agreement with the supervisor on work schedules;
- (3) Submitting a preferred work schedule by completing Form AID 400-6, Work Schedule Request, (See [AID Form 400-6](#)), and requesting any permanent or temporary schedule changes in advance of the effective date of any proposed change of schedule;
- (4) Maintaining records of their daily time and attendance in accordance with office procedures and established timeframes;
- (5) Certifying time and attendance by reviewing and initialing the draft Form AID 760-10, Time and Attendance Report, (See AID Form 760-10), to ensure that it accurately reflects hours worked, leave taken, and any overtime or compensatory time earned or used during the pay period; and
- (6) Attending required briefings related to the implementation and administration of work schedules.

479.3 POLICY DIRECTIVES AND REQUIRED PROCEDURES

The statements contained within the .3 section of this ADS chapter are the official Agency policies and corresponding essential procedures.

479.3.1 USAID Work Hours

The official workday in USAID/W is 8:45 a.m. to 5:30 p.m., during which time all USAID/W offices must be covered. For overseas employees, the basic workday is established in coordination with officials at the post (See [3 FAM 2332.1-2](#)).

479.3.1.1 Regular Workweek

(1) Full-time employees must work 80 hours during a biweekly pay period. Full-time employees have a daily work requirement of eight hours. Part-time employees must work between 32 and 64 hours during a biweekly pay period. Part-time employees must work the days and hours specified on their Form SF-50, Notification of Personnel Action, (See Form [SF-50](#)).

(2) The regular basic workweek for full-time employees is the established 40-hour workweek within each administrative workweek.

(3) The workweek for commissioned officers of the Foreign Service (FS) and members of the Senior Foreign Service (SFS) is a 40-hour week for purposes of biweekly pay periods derived from per annum salaries, accruing and charging leave, and other related purposes (See [3 FAM 2334](#)).

(4) The lunch break for USAID/W full-time employees is 45 minutes, which is in addition to the eight-hour workday requirement. For overseas employees, the lunch break is established in coordination with officials at post. Lunch breaks are unpaid time. There are no other official break periods. A lunch break is not required for part-time employees with an official work schedule of less than eight hours per day.

(5) USAID/W employees who participate in the Flexible 5/4-9 work schedule (See [479.3.1.4](#)) are permitted to complete their 80-hour biweekly work requirement over nine workdays (i.e., five days one week and four days the other week).

For eight of the workdays, an employee works nine hours plus a 45-minute lunch break each workday, and for one workday, the employee works eight hours plus a 45-minute lunch break and has one regular day off each biweekly pay period.

479.3.1.2 Irregular Workweek

In USAID/W, irregular workweeks must be approved by the Deputy Assistant Administrator for Human Resources (DAA/OHR). For overseas employees, irregular workweeks must be approved by officials at post (See [3 FAM 2332.2](#)).

479.3.1.3 Flextime Work Schedule (Also Known As Flexitour or Flextime)

(1) Flexitime is an Agency-wide concept, and no organizational unit is exempt unless the head of the work unit can provide strong written justification through the Bureau/Office Administrative Management Staff (AMS) to the Deputy Assistant Administrator for Human Resources (DAA/OHR), describing the reason(s) for the requested exclusion.

(2) Employee abuse of time and attendance is not an acceptable justification for exclusion. However, the supervisor must take into account the need for monitoring and

supervision in establishing work hours for the employee under a Flexitime work schedule. It is the supervisor's responsibility to prohibit abuses and to take corrective actions, if abuses occur.

(3) The Agency's flexitime hours in USAID/W are 7 a.m. to 6:30 p.m. Core hours are 9:30 a.m. to 11:30 a.m. and 1:30 p.m. to 3:45 p.m., during which time all full-time employees must be in a duty status or on approved leave.

An employee in an organizational unit that participates in Flexitime has the right to request a preferred work schedule which is subject to approval by the supervisor. Employees must complete a Work Schedule Request, Form AID 400-6, and submit it to their immediate supervisor for approval.

(1) Employees who prefer a work schedule with a longer lunch break may use time during the flexible period between 11:30 a.m. and 1:30 p.m., if approved by the supervisor. Any such extended lunch break is in addition to the eight-hour workday requirement.

(2) An approved Flexitime work schedule becomes an employee's regularly scheduled administrative workweek.

(3) Time missed by an employee out of the employee's scheduled regular workday can be made up in the same day within the Agency's flexible hours, if approved by the supervisor. Otherwise, time missed will be charged to the appropriate leave category. For employees with an eight-hour workday requirement, the lunch break cannot be used to make up the time missed.

479.3.1.4 Flexible 5/4-9 Work Schedule

(1) Beginning February 1, 1998, the Flexible 5/4-9 work schedule is being implemented in USAID/W on a trial basis for the duration of calendar year 1998. An evaluation of the pilot program will be conducted at the end of Fiscal Year 1998 to determine whether the pilot program will be extended or made permanent, and if continued, whether any modifications are needed. (See [Guidelines for Implementation of a New Flexible 5/4-9 Work Schedule](#))

(2) Employee participation in the Flexible 5/4-9 work schedule is strictly voluntary and is subject to management approval by the designated approving official in ADS 479.2 (See **479.2**). Employees must meet all eligibility requirements for participation. (See [Guidelines for Implementation of a New Flexible 5/4-9 Work Schedule](#))

(3) Management has the right to deny or terminate an employee's participation in the Flexible 5/4-9 work schedule. (See [Guidelines for Implementation of a New Flexible 5/4-9 Work Schedule](#))

**Text highlighted in yellow indicates that the adjacent material is new or substantively revised.*

(4) An approved Flexible 5/4-9 Work Schedule becomes the employee's regularly scheduled administrative workweek beginning the first full pay period following the date of approval by the approving official designated in ADS 479.2, unless instructed otherwise (See **479.2**).

(5) Employees must request permission to participate in the Flexible 5/4-9 work schedule. Employees must complete a Form AID 400-6, Work Schedule Request, and submit it to their immediate supervisor to obtain the necessary management approvals (See Form [AID 400-6](#)).

(6) The immediate supervisor must review the employee's completed Work Schedule Request, recommend approval or disapproval, and forward the request through the second level supervisor (division chief or equivalent) to the designated approving official (See **479.2**) for final action.

479.3.1.5 Certification of Time and Attendance

(1) To comply with time accounting requirements for alternative work schedules set forth in 5 CFR 610.404, USAID/W employees must certify for each pay period all hours worked, hours of leave taken, and any overtime or compensatory time off earned or used (See 5 CFR 610.404).

(2) USAID/W Bureaus and Offices have the option to institute internal procedures to facilitate the process of recordkeeping and verification of time and attendance. Optional Form AID 400-9, Time and Attendance Supporting Documentation, may be used for this purpose (See Optional Form AID 400-9).

(3) An employee's failure to comply with time reporting and certification procedures may constitute grounds for terminating an employee's participation in an alternative work schedule and may result in disciplinary action.

At a minimum, certification of time and attendance by employees must be accomplished by each employee reviewing and initialing the draft Form AID 760-10, Time and Attendance Report, submitted for each pay period (See Form AID 760-10). The employee must ensure that the figures reported by the timekeeper are correct and accurately reflect hours worked, hours of leave taken, and any overtime or compensatory time off earned or used for each pay period before the final report is transmitted to the Bureau for Management, Office of the Chief Financial Officer, Payroll Division (M/CFO/P).

479.3.1.6 Holidays

USAID shall adhere to the holiday policies and procedures contained in [3 FAM 2337.2](#).

Inauguration Day

**Text highlighted in yellow indicates that the adjacent material is new or substantively revised.*

Inauguration Day is a legal holiday for USAID/W employees only, except when an employee is in a travel status or performing official duties away from the District of Columbia metropolitan area on that day. Inauguration Day is January 20 following a Presidential election. When Inauguration Day falls on a Sunday, the day selected for the public observance will be the legal holiday.

479.4 MANDATORY REFERENCES

479.4.1 External Mandatory References

- a. [3 FAM 2330](#)
- b. [3 FAM 2332.1-2](#)
- c. [3 FAM 2334](#)
- d. [3 FAM 2236.1](#)
- e. [5 CFR 610](#)
- f. [5 CFR 610.404](#)
- g. [5 USC, Chapter 61](#)
- h. [5 USC 5541 \(XIV and XV\)](#)
- i. [U.S. Office of Personnel Management \(OPM\), Handbook on Alternative Work Schedules, December 1996](#)

479.4.2 Internal Mandatory References

- a. [Guidelines for Implementation of a New Flexible 5/4-9 Work Schedule](#)

479.4.3 Mandatory Forms

- a. [Form AID 400-6, Work Schedule Request](#)
- c. [Form SF-50, Notification of Personnel Action](#)
- d. [Form SF-71, Requests for Leave or Approved Absence](#)

479.4.4 Optional Forms

- a. **Form AID 400-9, Time and Attendance Supporting Documentation**

**Text highlighted in yellow indicates that the adjacent material is new or substantively revised.*

479.5 ADDITIONAL HELP

Effective Date: 03/10/2009

There are no Additional Help documents for this chapter.

479.6 DEFINITIONS

The terms and definitions listed below have been incorporated into the ADS Glossary. See the [ADS Glossary](#) for all ADS terms and definitions.

administrative workweek

A period of seven consecutive calendar days beginning on Sunday and ending on the following Saturday. (Chapters 479, [481](#))

basic workweek

The 40-hour workweek established for full-time employees within each administrative workweek. (Chapter 479)

basic work requirement

The number of hours, excluding overtime hours, an employee is required to work or account for periods of absence by charging leave, holiday hours, excused absence, compensatory time, or leave without pay. A full-time employee must work 80 hours during a biweekly pay period. (Chapter 479)

biweekly pay period

The two-week period for which an employee is scheduled to perform work. (Chapter 479)

core hours

The time periods of the workday during which an employee covered by a flexible work schedule is required by the Agency to be present for work or on approved leave. Agency core hours are 9:30 a.m. to 11:30 a.m. and 1:30 p.m. to 3:45 p.m. (Chapter 479)

flexible hours

The time periods during the workday in which employees covered by a flexible work schedule may choose to schedule their arrival or departure times subject to management approval. (Chapter 479)

flexible 5/4-9 work schedule

A type of flexible work schedule in which an employee may be permitted to complete the 80-hour biweekly basic work requirement in nine days by working eight 9-hour days plus a 45-minute lunch break and one 8-hour day plus a 45-minute lunch break with

**Text highlighted in yellow indicates that the adjacent material is new or substantively revised.*

one regular day off each biweekly pay period subject to management approval.
(Chapter 479)

lunch break

The lunch break is in addition to the daily work requirement. For USAID/W employees, the lunch break is 45 minutes. For overseas missions, the lunch break is established in coordination with officials at post. Lunch breaks are unpaid time. (Chapter 479)

regularly scheduled administrative workweek

For a full-time employee, the period within an administrative workweek established in accordance with Mandatory Reference, 5 CFR 610.111, within which the employee is regularly scheduled to work. For a part-time employee, the officially prescribed days and hours within an administrative workweek during which the employee is regularly scheduled to work. (Chapter 479)

regularly scheduled work

Work that is scheduled in advance of the seven-day administrative workweek, including regular overtime and night work. (Chapter 479)

schedule change

A modification or adjustment in the established work schedule of an employee of a permanent or temporary nature which may be initiated by either the supervisor or employee. (Chapter 479)

workday

Those hours which comprise in sequence the employee's regularly scheduled tour of duty within any 24-hour period, whether falling entirely within one calendar day or not. (Chapter 479)

479_112514