



6 APRIL 2023

Incorporating Change 1, 24 SEPTEMBER 2025

Certified Current, 24 September 2025

Personnel

**HOURS OF WORK AND
HOLIDAY OBSERVANCES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: This publication is available for downloading or ordering on the e-Publishing website at www.e-Publishing.af.mil

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: AF/A1C
Supersedes: AFI36-807, 19 April 2019

Certified by: SAF/MR
Pages: 28

This publication implements Department of the Air Force Policy Directive (DAFPD) 36-1, *Appropriated Funds Civilian Funds Management and Administration*. The DoD instruction is printed word-for-word in regular font without editorial review. Department of the Air Force supplementary material is printed in bold font and indicated by “(Added)(DAF).” This instruction provides guidance, assigns responsibilities, and prescribes procedures for implementing the hours of work and holiday observances. It applies to Title 5 and Title 10 United States Code employees of the Department of the Air Force (which includes the Regular Air Force, United States Space Force, Air Force Reserve, and Air National Guard). It does not apply to non-US citizen employees employed outside the United States and the District of Columbia or to Title 32 Air National Guard Technicians. The Chief of the National Guard Bureau will determine the extent to which this instruction will apply to the Title 5 National Guard employees of the National Guard Bureau and will be governed by separate regulations issued by Chief of the National Guard Bureau. This instruction requires the collection and/or maintenance of information protected by the Privacy Act of 1974 authorized by Department of Defense Instruction (DoDI) 5400.11, *DoD Privacy and Civil Liberties Programs*. The applicable System of Record Notices (SORN) OPM/GOVT-1, *General Personnel Records*, is available at <http://dpcl.d.defense.gov/Privacy/SORNs.aspx>. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. The authorities to waive wing, delta, or unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See Department of the Air Force Manual (DAFMAN) 90-161, *Publishing Processes and Procedures* for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the requestor’s commander for non-tiered compliance items. In collaboration with the Chief of

Air Force Reserve (AF/RE), the Director of the Air National Guard (NGB/CF), and the Deputy Chief of Space Operations for Personnel (HQSF/S1), the Deputy Chief of Staff for Manpower, Personnel, and Services (AF/A1) develops personnel policy for civilian employment and labor-management relations policy. This Department of Air Force (DAF) publication may be supplemented at any level; major command and field command level supplements must be approved by the Human Resources Management Strategic Board (HSB) prior to certification and approval. Refer recommended changes and questions about this publication to the office of primary responsibility (OPR) listed above using the DAF Form 847, *Recommendation for Change of Product*; route DAF Forms 847 from the field through the appropriate chain of command.

SUMMARY OF CHANGES

This document has been revised to include Change 2 of DODI1400.25V610 which incorporates procedures regarding firefighter trading time as authorized by Section 5542(h) of Reference (d) and implemented in Office of Personnel Management (OPM) Compensation Policy Memorandum 2022-21 (Reference (g)), adds sample trade agreement template, defines new terms in the Glossary and updates references and organizational titles for accuracy. A margin bar (|) indicates newly revised material.



Department of Defense INSTRUCTION

NUMBER 1400.25, Volume 610

November 28, 2014

Incorporating Change 2, September 20, 2024

USD(P&R)

SUBJECT: DoD Civilian Personnel Management System: Hours of Duty

References: See Enclosure 1

1. PURPOSE.

a. Instruction. This instruction is composed of several volumes, each containing its own purpose. The purpose of the overall instruction, in accordance with the authority in DoD Directive 5124.02 (Reference (a)), is to establish and implement policy, establish procedures, provide guidelines and model programs, delegate authority, and assign responsibilities regarding civilian personnel management within the DoD.

b. Volume. This volume:

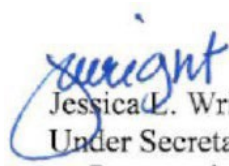
(1) Reissues DoD Instruction 1400.25, Volume 610 (Reference (b)) in accordance with the authority in Reference (a).

(2) In accordance with DoD Directive 1400.25 (Reference (c)); Chapter 61 and Section 6329c of Title 5, United States Code (U.S.C.) (Reference (d)); and Parts 610 and 630 of Title 5, Code of Federal Regulations (Reference (e)), updates established procedures and delegates authority to implement hours of duty within the DoD.

2. APPLICABILITY. This volume applies to OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD (referred to collectively in this volume as the "DoD Components").

3. POLICY. In accordance with References (b) through (d) and Executive Order 11582 (Reference (f)) it is DoD policy that, when authorizing and processing hours of duty, the DoD Components will comply with all procedures established in Enclosure 3.

4. RESPONSIBILITIES. See Enclosure 2.
5. PROCEDURES. See Enclosure 3.
6. RELEASABILITY. **Cleared for public release.** This volume is available on the Directives Division Website at <https://www.esd.whs.mil/DD>.
7. SUMMARY OF CHANGE 2. This change:
 - a. Incorporates procedures regarding firefighter trading time as authorized by Section 5542(h) of Reference (d) and implemented in Office of Personnel Management (OPM) Compensation Policy Memorandum 2022-21 (Reference (g)).
 - b. Defines new terms in the Glossary.
 - c. Updates references and organizational titles for accuracy.
8. EFFECTIVE DATE. This volume is effective November 28, 2014.


Jessica L. Wright
Under Secretary of Defense for
Personnel and Readiness

| (Added)(DAF) GWENDOLYN R. DeFILIPPI, SES, DAF
| Principal Deputy Assistant Secretary of the
| Air Force for Manpower and Reserve Affairs

Enclosures

1. References
2. Responsibilities
3. Procedures

Glossary

TABLE OF CONTENTS

ENCLOSURE 1: REFERENCES	6
ENCLOSURE 2: RESPONSIBILITIES	7
ASSISTANT SECRETARY OF DEFENSE FOR MANPOWER AND RESERVE AFFAIRS (ASD(M&RA))	7
DEPUTY ASSISTANT SECRETARY OF DEFENSE FOR CIVILIAN PERSONNEL POLICY (DASD(CPP))	7
DIRECTOR, DEPARTMENT OF DEFENSE HUMAN RESOURCES ACTIVITY	7
DoD COMPONENT HEADS	7
(Added) (DAF) DEPARTMENT OF THE AIR FORCE	7
ENCLOSURE 3: PROCEDURES	10
HOLIDAYS	10
WEATHER AND SAFETY LEAVE	11
General	11
Criteria	12
Responsibilities	12
Charging Leave in Emergency Situations	13
FLEXIBLE AND COMPRESSED WORK SCHEDULES	15
General	15
Flexible Work Schedules	15
Hybrid Work Schedules	15
(Added)(DAF) Alternative Work Schedule	15
(Added)(DAF) Categories of Alternative Work Schedules	16
(Added)(DAF) Terminating Alternative Work Schedule	17
FIREFIGHTER TRADE-OF-TIME	17
General	17
Eligibility	17
Elements of a Qualified Trade-of-Time Arrangement	18
Uncompleted Trades	19
Treatment of Hours for Pay and Other Purposes	20
Recordkeeping	21
(Added)(DAF) TOURS OF DUTY AND SCHEDULING WORK	21
(Added)(DAF) Tours of Duty	21
(Added)(DAF) Scheduling Work	22
(Added)(DAF) Attachment 1: Sample Trade of Time Agreement	24
GLOSSARY	27
PART I: ABBREVIATIONS AND ACRONYMS	27
PART II: DEFINITIONS	27

ENCLOSURE 1REFERENCES

- (a) DoD Directive 5124.02, "Under Secretary of Defense for Personnel and Readiness (USD(P&R))," June 23, 2008
 - (b) DoD Instruction 1400.25, Volume 610, "Hours of Duty," December 1, 1996 (hereby cancelled)
 - (c) DoD Directive 1400.25, "DoD Civilian Personnel Management System," November 25, 1996
 - (d) United States Code, Title 5
 - (e) Code of Federal Regulations, Title 5
 - (f) Executive Order 11582, "Observance of Holidays by Government Agencies," February 11, 1971
 - (g) Office of Personnel Management, Compensation Policy Memorandum 2022-21, "Firefighter Trading Time Policy," December 14, 2022
 - (h) DoD Instruction 1035.01, "Telework and Remote Work," January 8, 2024
 - (i) The Office of Personnel Management Handbook, "Governmentwide Dismissal and Closure Procedures," December 2022
 - (j) United States Code, Title 31, Section 3711
 - (k) Code of Federal Regulations, Title 31
 - (l) United States Code, Title 29, Chapter 8 (also known as the "Fair Labor Standards Act")
 - (m) **(Added)(DAF) DAFPD 36-1, *Appropriated Funds Civilian Management and Administration*, 11 August 2025**
 - (n) **(Added)(DAF) DAFMAN 90-161, *Publishing Processes and Procedures*, 18 October 2023**
 - (o) **(Added)(DAF) DODI1400.25V550_DAFI36-156, *Pay Administration (General)*, 17 January 2025**
 - (p) **(Added)(DAF) AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020**
 - (q) **(Added)(DAF) Department of Defense Instruction 5400.11, *DoD Privacy and Civil Liberties Programs*, 29 January 2019**
- (Added)(DAF) *Adopted Forms***
- (Added)(DAF) DAF Form 847, *Recommendation for Change of Product***
 - (Added)(DAF) AF Form 428, *Request for Premium Pay***

ENCLOSURE 2RESPONSIBILITIES

1. ASSISTANT SECRETARY OF DEFENSE FOR MANPOWER AND RESERVE AFFAIRS (ASD(M&RA)). Under the authority, direction, and control of the Under Secretary of Defense for Personnel and Readiness (USD(P&R)), and in accordance with Reference (a), the ASD (M&RA) has overall responsibility for the development of DoD civilian personnel policy covered by this volume.

2. DEPUTY ASSISTANT SECRETARY OF DEFENSE FOR CIVILIAN PERSONNEL POLICY (DASD(CPP)). Under the authority, direction, and control of the ASD(M&RA), the DASD(CPP) supports the development of civilian personnel policy covered by this volume and monitors its execution by DoD Components, ensuring consistent implementation and continuous application throughout DoD.

3. DIRECTOR, DEPARTMENT OF DEFENSE HUMAN RESOURCES ACTIVITY. Under the authority, direction, and control of the USD(P&R), the Director, Department of Defense Human Resources Activity, provides support to the DASD(CPP), as appropriate, in the execution of the duties and responsibilities in this volume.

4. DoD COMPONENT HEADS. The DoD Component heads implement and measure the use of the policies and procedures described in this volume within their areas of responsibility.

5. (Added)(DAF) DEPARTMENT OF THE AIR FORCE

a. (Added)(DAF) Assistant Secretary of the Air Force for Manpower and Reserve Affairs (SAF/MR). Serves as an agent of the Secretary and provides guidance, direction, and oversight for all matters pertaining to the formulation, review, and execution of plans, policies, programs, and budgets addressing the tours of duty (including alternative work schedules) and holiday observances.

b. (Added)(DAF) Deputy Chief of Staff of the Air Force for Manpower, Personnel and Services (AF/A1). Develops, coordinates, and executes personnel policy and essential procedural guidance for the management of tours of duty (including alternative work schedules) and holiday observances.

c. (Added)(DAF) Director, Civilian Force Management Directorate (AF/A1C). Directs the development of policy for hours of work (including alternative work schedules) and holiday observances to ensure compliance with this instruction and consistency across the Department of the Air Force.

d. (Added)(DAF) Air Force Personnel Center Integration Division (AFPC/DPPF). Provides operational oversight, instructions, and guidance to major commands, combatant

commanders, and civilian personnel sections regarding provisions of this instruction.

e. (Added)(DAF) Major Command, Field Command, Combatant Command, Field Operating Agency, and Direct Reporting Unit Commanders and Directors. Establish standards, administrative requirements, processing procedures, and justification formats consistent with this instruction. Approve alternative work schedule (AWS) program. This responsibility may be further delegated in writing.

f. (Added)(DAF) Installation Commanders. Establish the hours for opening and closing the installation and ensure labor relation obligations are satisfied prior to implementation of this instruction. (T-0)

g. (Added)(DAF) Organization and Tenant Commanders. Establish the daily hours for beginning and ending work and the basic 40-hour tour of duty including uncommon tours of duty and alternative work schedule as well as rest and lunch periods for their respective organizations when delegated by the installation commander. Establish work schedules for their organizations. Establish regularly scheduled tours of duty of more than 40 hours within the administrative workweek when such action is part of an approved alternative work schedule or is essential to mission accomplishment, and when other administrative action such as changes in authorized staffing or detail of personnel is neither feasible nor desirable. Extend the regularly scheduled administrative workweek to any length exceeding 40 hours or the number of hours in the alternative work schedule when emergency conditions exist and it is necessary for mission accomplishment. The extension of the tour of duty will be subject to the requirements of applicable laws and regulations. Provide an exception to notification requirement for assigning employees to different tours or hours of duty when circumstances preclude compliance (i.e., when a change in shifts by a contractor requires immediate corresponding change in the tour of inspectors, or when normal operations are interrupted by events beyond the control of management, such as, fire, flood and breakdown of equipment). May require employees covered by a compressed work schedule program assigned to a temporary duty station using a different work schedule to continue using the schedule used at their permanent work site (if suitable) or require the employee to change the schedule to conform to operations at the temporary duty location. Has the discretion to determine the amount of time that qualifies as "usual waiting time" for civilians traveling on official time.

h. (Added)(DAF) Supervisor. Sets work schedules, assigns overtime and holiday work to balance mission requirements, efficiency and economy of operations, and employee needs. Generally schedules employee's work on the same hours each day. Breaks in excess of one hour during a day should not be permitted unless on approved flexible work schedule. Schedules rest periods and lunch periods. Informs employees of work schedules for all uncommon tours of duty in the work area, with the names of the assigned employees, and maintains a copy of employees' work schedules in their operating office or automated timekeeping system. Informs employees of actual work requirements for standby tours of duty. Provides employees with regularly scheduled 40-hour tours of duty plus scheduled standby time as much notice as possible when changing their duty schedule. Notifies employees prior to the start of the administrative workweek when they are to be assigned to a different tour of duty or to different hours of duty. Ensures changes in established work schedules are kept to a minimum and made only when necessary to mission accomplishment or to resolve operational problems. Verifies and certifies all hours worked by employees.

Considers changing tours of duty involving the assignment of overtime when the requirement conflicts with an employee's religious obligations or practices by permitting the employee to perform the overtime on another day or to excuse him or her from the assignment. Exception: If failure to perform the overtime will prevent accomplishment of the mission, the employee is expected to perform the overtime. Obtains approval from the overtime authorizing official before ordering overtime (AF Form 428, Request for Premium Pay). Exception: In an emergency, the supervisor may order overtime without authorization but must document the overtime no later than the following workday. (T-1)

DODI1400.25V550_DAFI36-156, Pay Administration (General). Any decision regarding what legally constitutes “preventing mission accomplishment” and justifies not granting a religious accommodation should be made in conjunction with the local Staff Judge Advocate. Schedules temporary duty travel within an employee's regularly scheduled tour of duty to the maximum extent possible to avoid paying overtime or compensable time off. Supervisors must adhere to applicable labor management agreements if there are provisions for granting these notices. (T-0)

i. (Added)(DAF) Employees. Be present for duty unless authorized to be absent. Maintain a complete and accurate record of all hours worked and leave taken and document accordingly on their timecard. May not work overtime that is not officially ordered or approved by a supervisor or authorizing official. See Department of the Air Force Supplement DODI1400.25V550_DAFI36-156.

ENCLOSURE 3PROCEDURES

1. HOLIDAYS. References (d) and (e) and Part 610 of Reference (f) provide guidance on the identification and determination of holidays.

a. When a DoD employee's regularly scheduled tour of duty includes two shifts that begin within the same 24-hour period, holiday benefits apply to the calendar day on which the first shift begins.

b. Part-time DoD employees are not entitled to "in-lieu-of" holidays. However, when a part-time employee is prevented from working because the activity is closed to provide full-time employees an in-lieu-of holiday, the part-time employee may either be placed in an appropriate leave category or be excused and placed on administrative leave for the number of hours they are regularly scheduled to work on that day. While part-time employees are not entitled to in-lieu-of holidays, they are entitled to holidays that occur on their scheduled workdays.

c. Employees who are regularly scheduled to work on a holiday within their basic workweek due to special duty assignments may request annual leave or other appropriate leave if they wish to be off duty on a holiday. Firefighters are not entitled to holiday pay if they are not working. If employees are required to work on a holiday and are compensated for the holiday work, they should be required to report to work or request annual leave.

d. (Added)(DAF) Employees assigned to positions where scheduled holiday work is required are entitled to pay at their rate of basic pay plus holiday premium pay. More information on holiday premium pay is available on the Office of Personnel Management's website at <https://www.opm.gov/policy-data-oversight/pay-leave/pay-administration/fact-sheets/premium-pay-title-5/>.

e. (Added)(DAF) Supervisors may order holiday work when required and have it approved in writing by an official designated to authorize holiday work; approval must be obtained in advance before work is performed, except in cases of emergency, because it constitutes authority for expenditure of funds and certification that funds are available to pay the employee. (T-3) Supervisors ordering work on a holiday or employees required to remain on duty during an emergency will not require advance approval for the work, but should document the work no later than the following work day. (T-3)

f. (Added)(DAF) When a holiday falls on a regularly scheduled workday, observe that day as the holiday.

g. (Added)(DAF) When employees with a 40-hour basic workweek and an uncommon tour of duty of other than Monday through Friday have a holiday that falls on Saturday, Sunday or their non-workday, observe the next regularly scheduled workday as a holiday.

h. (Added)(DAF) Full-time employees on a compressed work schedule are entitled to basic pay for the number of hours they are regularly scheduled to work on that day. When a

holiday falls on the regularly scheduled day off of the employee's compressed work schedule and is a Sunday, the employee's in lieu of holiday is the first regularly scheduled workday following the Sunday holiday. If the holiday is not a Sunday, the employee's in lieu of holiday is the last regularly scheduled workday preceding the holiday. If the President issues an Executive order granting a "half-day" holiday, a full-time employee on a compressed work schedule is entitled to basic pay for half the number of hours he or she would otherwise work on that day.

i. (Added)(DAF) Holiday observances for employees who work a flexible schedule are the same as those for full-time employees with a regularly scheduled 40-hour basic workweek. A full-time employee on a flexible work schedule is only entitled to 8 hours of pay on a holiday when the employee does not work. (See Title 5 United States Code 6124). Full-time employees on flexible schedules under which employees work more than 8 hours a day are to make arrangements to work extra hours during other regularly scheduled workdays (or take annual leave or use credit hours or compensatory time off) in order to fulfill the 80-hour biweekly work requirement. If the President issues an Executive order granting a "half-day" holiday, a full-time employee on a flexible work schedule is credited with half the number of hours he or she was scheduled to work, not to exceed 4 hours.

2. WEATHER AND SAFETY LEAVE. This section covers situations in which a commander or head of activity uses their authority to close all or part of an activity based on extreme weather, natural disasters, or unforeseen interruptions of building services that prevent employees from safely traveling to or performing work at an approved location.

a. General.

(1) The USD(P&R) has responsibility for managing the DoD response to emergencies, severe weather conditions, natural disasters, and other incidents that cause disruptions of operations performed by DoD employees.

(2) It is within the administrative authority of a commander or head of activity to close all or part of an activity and to grant weather and safety leave to non-emergency DoD employees during such closure. This authority is not intended to cover extended periods of interrupted or suspended operations that can be anticipated sufficiently in advance to permit arranging for assignment to other work or scheduling of annual leave, compensatory time earned, credit hours, or leave without pay (LWOP). In such events, employees covered by approved telework agreements, in accordance with DoD Instruction 1035.01 (Reference (h)), who are not prevented from working safely at an approved telework site are ineligible for weather and safety leave.

(3) OPM will determine when activities in the Washington, D.C. metropolitan area are closed. DoD employees in the Washington, D.C. metropolitan area follow the OPM Handbook “Governmentwide Dismissal and Closure Procedures” (Reference (i)). This ensures coordination with municipal and regional officials and will both reduce traffic congestion and treat affected employees as consistently as possible.

(4) In geographical areas where the conditions affect more than one defense activity, the commander or head of activity employing the largest number of civilian employees will make the determination whether an emergency exists and assess the appropriateness of authorizing administrative dismissal of non-emergency employees. Decisions by other commanders and heads of activities within the geographical area in question that are at variance with the decision of the major geographical area commander or head of activity must be coordinated with that commander or head of activity. DoD activities occupying non-DoD controlled space should coordinate with Federal Executive Boards or similar organizations of Federal officials in the area for guidance regarding administrative dismissals.

(5) (Added)(DAF) Administrative dismissal of civilian employees due to weather or other safety-related conditions, including hurricanes, tornadoes, floods, wildfires, earthquakes, landslides, snowstorms and avalanches, a terrorist attack, a pandemic, or other applicable condition that prevents employees from safely traveling to or safely performing work at an approved location is to be considered administrative leave with the appropriate sub code of weather and safety in the appropriate time and attendance system. Additionally, appropriate job order numbers are to be used as advised by your local financial office. Supervisors are not authorized to approved administrative leave for this purpose (weather and safety) unless and until the appropriate commander has closed all or part of an activity and authorized the granting of weather and safety leave to non-emergency DoD employees during such closure in accordance with paragraph 2.a.(2) above. Employees are to follow appropriate leave requesting procedures when requesting and using administrative leave for this purpose.

b. Criteria.

(1) Group dismissal should be rare and authorized only when conditions are severe or normal operations would be significantly disrupted. This authority may not be used to create the effect of a holiday (to include activity down days and training days).

(2) Group dismissal authority may be used for short periods. Group dismissals will normally not exceed 3 consecutive workdays in a single period. When approving group dismissals, commanders or heads of activities must consider the practices of private employers in the area and the severity of working or commuting conditions. Employees approved for regular and situational telework who are not able to report to their assigned office location due to office closure or dismissal as a result of adverse weather or other emergencies must telework when the capability to telework is available at an approved telework site.

c. Responsibilities. Annually, DoD activities and installations will publicize written procedures for emergency situations that indicate the means of DoD employee notification, reiterate early release and late arrival practices including policies for approving absences, and identify emergency employees who are expected to report for or remain at work in emergency

situations unless otherwise notified. DoD will also regularly publicize References (h) and (i).

d. Charging Leave in Emergency Situations.

(1) Emergency DoD Employees. Designated emergency DoD employees who do not report for work as required may be charged annual leave, sick leave, credit hours, compensatory time earned, LWOP, or absence without leave if appropriate.

(2) DoD Employees in Special Situations. DoD employees on LWOP pending disability retirement or while in receipt of workers' compensation, on military leave, suspension, or in a nonpay status the workday before and after a closure will be continued in that status.

(3) Emergency Situations Occurring Before the Start of the Workday.

(a) When an activity is open and DoD employees are expected to report to work on time, employees may be authorized the use of annual leave, credit hours, LWOP, or compensatory time earned or they may be excused for reasonable tardiness when they experience commuting delays. If an employee is telework ready under an approved telework agreement, telework may be authorized depending on the individual circumstances.

(b) When the activity is open but some DoD employees might be prevented from reporting to work or returning home safely, an unscheduled leave or unscheduled telework policy for approved employees may be instituted. For the Washington, D.C. metropolitan area, OPM will make this determination in accordance with Reference (i).

(c) When a Washington, D.C. metropolitan area activity is closed, all affected non-emergency DoD employees should be granted weather and safety leave for the number of hours they were scheduled to work, except as provided in this paragraph.

1. Telework-ready Employees. Telework-ready employees who are able to perform work at an approved telework site must telework the entire workday or request leave, or a combination of both, in accordance with their Component's policies and procedures, subject to any applicable collective bargaining requirements. More information on unscheduled telework options can be found in Reference (i).

2. Employees on Pre-approved Paid Leave.

a. If an employee is on pre-approved annual leave and the emergency impacts the purpose for which the employee had requested the leave, the supervisor may cancel the leave at the employee's request. For example, if the emergency prevents the employee from engaging in planned travel, the supervisor may cancel the employee's leave at the employee's request.

b. If an employee is on pre-approved sick leave for medical appointments and the emergency results in the appointment being cancelled, the employee's sick leave must be cancelled.

c. Upon cancellation of annual or sick leave, telework-ready employees must telework the entire workday or request leave, or a combination of both. Employees not required to telework should be granted weather and safety leave.

d. If the employee is on sick leave for illness, the employee remains on sick leave because they are unable to work.

3. Employees in a Nonpay Status. Employees on LWOP, LWOP for military duty, workers' compensation, suspension, or in another nonpay status are not granted weather and safety leave when Federal offices are closed. These employees should remain in their current status. Employees in a nonpay status have no reasonable expectation of working and receiving pay for a day during which Federal offices are closed and therefore will not be granted weather and safety leave.

4. Employees Working From Remote Locations. Employees who work from remote locations may be required to work during any closure of their Component's home office, consistent with their agencies' policies, procedures, and any applicable collective bargaining requirements. If Federal offices in the remote location are closed (e.g., a snow emergency), affected employees follow their agency's procedures concerning weather and safety leave.

5. Employees on Official Travel. If non-emergency employees are on official travel at an unaffected location on a workday when their Component's offices are closed, they are not eligible for weather and safety leave.

6. Employees on an Alternative Work Schedule (AWS) Day Off. If Federal offices are closed on the employees' regular AWS day off, they are not entitled to an additional day off. Employees cannot be granted weather and safety leave on a non-workday and may not change their AWS day off to obtain weather and safety leave.

(4) Emergency Situations Occurring During the Workday.

(a) When an activity remains open and DoD employees are expected to complete the day's tour of duty, they may be granted annual leave, credit hours, compensatory time earned, or LWOP.

(b) When an activity suspends operations, to the extent practical, all non-emergency DoD employees on duty at the affected worksite should be granted weather and safety leave for the remainder of the day. Employees on pre-approved leave, other accrued time off, or any other nonpay status for the entire workday, or employees who have requested unscheduled leave before an early departure status is announced, should remain in their current status for the entire workday or remainder of the workday, as applicable, and are not eligible for weather and safety leave. Telework employees must continue to telework.

(c) When an employee leaves after receiving official word of the pending dismissal but before the time set for dismissal (with supervisory approval) annual leave, credit hours, compensatory time earned, or LWOP may be charged, as appropriate, for the remainder of the workday. The employee is not eligible for weather and safety leave in this situation.

(d) Telework program participants working in the office when an early departure is announced may receive weather and safety leave only for the amount of time required to commute home (excluding the period of time for an unpaid lunch break, if applicable). Telework program participants must complete the remaining time (if any) in their workday by

either teleworking or taking leave (paid or unpaid) once they arrive home unless one of the exceptions in Section 630.1605(a)(2) of Reference (e) applies.

(e) When a DoD employee was scheduled to return from leave during the dismissal period, the employee should remain on leave until the time they were scheduled to return from leave and then should either telework, if eligible, or be granted weather and safety leave for the remainder of the workday.

(f) Non-emergency DoD employees who were not scheduled to work on the day of the emergency as a result of pre-approved paid leave, should generally remain on that leave if the affected DoD activity is closed, unless an exception in paragraph 2.d.(3)(c)2. applies.

3. FLEXIBLE AND COMPRESSED WORK SCHEDULES.

a. General. The authorities assigned to agencies in Chapter 61 of Reference (d) and Sections 610.401 through 610.407 of Reference (e), which define “agency” as any Executive agency or any Military Department, are delegated to the DoD Component heads.

b. Flexible Work Schedules.

(1) Plans for the administration of flexible work schedules must address the occurrence of more than one holiday in a single pay period. Flexible work schedules should be administered so as to allow DoD employees to fulfill the biweekly work requirement during those days when they are typically available for work (e.g., not a holiday or flexible day off) so that employees may enjoy holidays without charge to leave or loss of pay.

(2) In accordance with Section 6126 of Reference (d), the maximum biweekly carryover is 24 credit hours for DoD employees on flexible work schedules. This is not intended to prohibit activities from approving credit hour accumulation or carryover limitations of less than 24 hours.

c. Hybrid Work Schedules. Individual work schedules that combine the unique attributes of flexible and compressed work schedules are not authorized.

d. (Added)(DAF) Alternative Work Schedule (AWS)

(1) (Added)(DAF) 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. Participation in an alternative work schedule should not result in an adverse impact on the command or function of the employee’s office. The paramount consideration in allowing alternative work schedules is 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.

(2) (Added)(DAF) Organizations may adopt a policy permitting alternative work schedules, as long as doing so does not interfere with mission accomplishment. Alternative

work schedule includes both flexible work schedules and compressed work schedules. Employee participation in alternative work schedules, when established, is voluntary.

(3) (Added)(DAF) Employees with a disability may be approved for an alternative work schedule as a reasonable accommodation.

(4) (Added)(DAF) An alternative work schedule 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 are required to request and obtain supervisory approval prior to working an AWS.

e. (Added)(DAF) Categories of Alternative Work Schedules. There are two categories of AWS: flexible work schedules and compressed work schedules. In all cases, if a flexible or compressed work schedule is approved, the supervisor must approve the employee's specific schedule and plan. (T-3)

(1) (Added)(DAF) Flexible Work Schedule. Flexible work schedule includes designated hours (core hours) and days when an employee must be present for work. A flexible work schedule also includes designated hours during which an employee may elect to work in order to complete the employee's basic (non-overtime) work requirement.

(a) (Added)(DAF) In all cases, flexible hours are established surrounding core hours which must include a standard meal period.

(b) (Added)(DAF) Examples of flexible work schedules include Flexitour, Gliding schedule and Maxiflex schedule.

1. (Added)(DAF) Flexitour. A type of flexible work schedule in which an employee is allowed to select starting and stopping times within the flexible hours. Once selected, the hours are fixed until the supervisor provides an opportunity to select different starting and stopping times.

2. (Added)(DAF) Gliding schedule. A type of flexible work schedule in which a full-time employee has a basic work requirement of 8 hours in each day and 40 hours in each week. The employee may select a starting and stopping time each day and may change starting and stopping times daily within the established flexible hours.

3. (Added)(DAF) Maxiflex schedule. A type of flexible work schedule that contains core hours on fewer than 10 workdays in the biweekly pay period and in which a full-time employee has a basic work requirement of 80 hours for the biweekly pay period, but in which an employee may vary the number of hours worked on a given workday or the number of hours each week within the limits established for the organization.

(2) (Added)(DAF) Compressed Work Schedule. A compressed work schedule provides for an employee to complete their biweekly basic work hours' requirement in less than 10 days.

(a) (Added)(DAF) Examples of compressed work schedule may include but are

not limited to “5/4-9 compressed plan” and the “4-10 compressed plan.”

(b) (Added)(DAF) The regular day off for an employee on a compressed work schedule is a fixed day(s) of each pay period that the employee is not scheduled to work. Employees on a regular day off are not in a pay or leave status.

(c) (Added)(DAF) The employee may establish a fixed arrival and departure time with the supervisor’s approval.

f. (Added)(DAF) Terminating Alternative Work Schedule. Alternative work schedules may be terminated due to an adverse agency impact or due to mission needs and workload.

(1) (Added)(DAF) When operational priorities require a change in an alternative work schedule, supervisors should normally give one (1) pay period advance notice. Exceptions may be made for unusual circumstances such as short notice special projects, military action, natural disaster, TDY, training, furlough, etc.

(2) (Added)(DAF) Participation in alternative work schedule may be discontinued at any time by the supervisor if there are any concerns regarding performance, misconduct or in response to changing work conditions.

(3) (Added)(DAF) Employees must be provided written notification stating the reason for termination of alternative work schedule. (T-1) Ensure local and organizational templates and agreements are consistent with this language.

(4) (Added)(DAF) Supervisors must adhere to applicable labor management agreements prior to terminating an alternative work schedule for bargaining unit employees. (T-0)

4. FIREFIGHTER TRADE-OF-TIME.

a. General. Pursuant to Section 5542 of Reference (d), eligible Federal firefighters are authorized to voluntarily exchange scheduled hours of work (i.e., “trading time” or a “trade of time arrangement”).

b. Eligibility.

(1) A firefighter is eligible to trade time with another eligible firefighter if both have work schedules including 24-hour duty shifts and satisfy the other requirements under the definition of “firefighter” in Section 5542(h)(2)(A) of Reference (d).

(2) Both firefighters involved in a trade-of-time arrangement must be subject to the supervision of the same fire chief and must be capable of performing the core duties that could be required during traded hours. If one firefighter who would be covered by an arrangement is at a lower grade than the other firefighter under that arrangement, the fire chief may withhold approval if the affected unit would not have the necessary skills among those assigned to an affected shift to effectively accomplish its mission. (Added)(DAF) **Disapproval of requested arrangement with justification should be documented on the trade-of -time agreement.**

c. Elements of a Qualified Trade-of-Time Arrangement.

(1) Tradeable Hours. Firefighters may trade only hours within the firefighter's regular tour of duty established for leave-charging purposes. However, trading time is not restricted to the same pay period.

(2) Full Shifts and Partial Shifts. Firefighters may agree to substitute either entire shifts or a portion of a shift.

(3) Written agreement. All trading time agreements must be in writing and signed by both firefighters and the fire chief before a trade can occur. Trading time agreements must contain the elements required by Reference (g). **(Added)(DAF) A sample trade-of-time agreement is found at Attachment 1.**

(4) Conditions for Approval. Proposed trade-of-time arrangements are not entitlements and reasons for disapproval may include, but are not limited to:

(a) The proposed arrangement would result in either of the involved firefighters having a balance of hours committed (but not yet executed) for substitution under one or more pending-completion qualified trade-of-time arrangements in excess of 144 hours;

(b) A proposed substitution would occur more than 1 year after the date of the approval of the qualified trade-of-time arrangement;

(c) Either of the involved firefighters owes a debt of hours to the DoD Component, as described in paragraph 4.d.;

(d) Either of the firefighters does not meet a requirement or eligibility condition established under DoD Component policies, including policies established via collective bargaining. Examples of such policies could be a requirement that an arrangement not result in: a firefighter being on duty for consecutive hours in excess of an established limit (including duty hours as a substituting firefighter and excluding hours as an excused firefighter); a condition that the employee has served as a firefighter for at least 90 days; or a condition that the firefighter has a fully successful performance rating; or

(e) The arrangement involves the trading of hours for which pay is computed using a different methodology (e.g., a firefighter with a 40 plus 16 regular tour of duty has 40 basic workweek hours computed using a General Schedule hourly rate based on a 2,087-hour divisor and 16 overnight overtime hours computed using a 2,756-hour divisor). In other words, the pay of both firefighters must be determined using the same methodology.

(f) Either of the firefighters has documented performance issues, documented leave or attendance issues, or has been subject to formal discipline within the past 6 months from the date of the request to trade time.

d. Uncompleted Trades.

(1) If a substituting firefighter fails to work during the agreed-upon substitution period,

the excused firefighter will be entitled to credit for hours and pay as if the substitution had been made. The substituting firefighter will become indebted to the agency and will be required to later perform work outside the firefighter's tour of duty to satisfy the debt of hours, as assigned by an authorized agency official. **(Added)(DAF) The written agreement will be amended with rationale and include the dates the substituting firefighter will work to repay the debt of hours to the agency (see Section 6, in Attachment 1).**

(a) Those debt-repayment hours are not credited as hours of work in determining the firefighter's pay entitlements in the pay period in which they are performed.

(b) A substituting firefighter who, without authorization, fails to report to duty when scheduled to substitute for another firefighter under a qualified trade-of-time arrangement will be considered absent without leave (AWOL) and subject to appropriate discipline, unless the DoD Component decides to retroactively approve the absence after reviewing the circumstances.

(c) A firefighter who owes a debt of hours and, without authorization, fails to report to duty when scheduled to perform work to satisfy that debt will be considered AWOL and subject to appropriate discipline, unless the DoD Component decides to retroactively approve the absence after reviewing the circumstances.

(2) A firefighter with a debt of hours may not enter into a new trade-of-time arrangement until the debt is eliminated.

(3) A firefighter who owes a debt of hours may be allowed to reduce or eliminate the debt by agreeing to adjustments in the firefighter's balances of annual leave, compensatory time off (for overtime work, travel, or religious observances), or paid time-off awards, if allowed by DoD Component policies. **(Added)(DAF) The firefighter who owes a debt of hours may reduce or eliminate the debt by coding the timecard for the timeframe they were paid while a substitute firefighter worked with annual leave, compensatory time or previously earned time off award.**

(a) If a firefighter owes a debt of hours when separating from Federal service, when transferring to a different DoD Component or agency, or when moving to a position in the same DoD Component in which the employee is no longer an eligible firefighter, the debt of hours must be recovered to the extent possible by offsetting any balances of annual leave, compensatory time off (for overtime work, travel, or religious observances), or paid-time-off awards.

(b) Any remaining amount of the hours debt must be converted to a monetary debt owed to the DoD Component. The amount of the monetary debt will be determined based on the firefighter's pay entitlements at the time of separation and the hourly value of the hours using the same method used to compute the cash value of hours of annual leave, except that no increase to the value of annual leave based on pay rate increases that would have applied post-separation (i.e., pay increases that would otherwise have applied in calculating the lump-sum payment for annual leave based on projection of the lump sum leave period in accordance with Section 550.1204 of Reference (e)) is considered.

(c) Any remaining monetary debt is subject to the standard provisions that govern Federal debt collection, such as:

1. Federal Claims Collection Standards, Section 3711 of Title 31, U.S.C. (Reference (j)) and Parts 900 through 904 of Title 31, Code of Federal Regulations (Reference (k)).

2. Salary offset procedures, Section 5514 of Reference (d) and Subpart K of Part 550 of Reference (e).

3. Compensation overpayment waiver provisions, Section 5584 of Reference (d).

e. Treatment of Hours for Pay and Other Purposes.

(1) General. Except as specifically provided in this volume, credit for hours and associated pay for an excused firefighter must be determined as if the excused firefighter performed the work performed by the substituting firefighter; likewise, a substituting firefighter may not receive credit for hours and associated pay based on periods of substitution. For example, any hours worked by a substituting firefighter under a qualified trade-of-time arrangement must be disregarded when determining that firefighter's eligibility for overtime pay or calculating the amount of such pay under the provisions of Chapter 8 of Title 29, U.S.C., also known as the "Fair Labor Standards Act" (Reference (l)), and Section 5542(h)(1)(A) of Reference (d). Instead, the excused firefighter must be credited with hours worked by the substituting firefighter in determining the excused firefighter's overtime pay entitlements.

(2) Service Credit. Hours worked by a substituting firefighter under a qualified trade-of-time arrangement will be included in creditable service for leave accrual, retirement, and other purposes for the excused firefighter, not the substituting one.

(3) Workers' Compensation.

(a) The fact that a firefighter is injured while substituting for another firefighter under a qualified trade-of-time arrangement has no bearing on the substituting firefighter's possible entitlement to workers' compensation benefits.

(b) A substituting firefighter is considered to be in the performance of duty during a period of substitution for workers' compensation purposes, except that any payments (e.g., continuation of pay) for the remainder of the affected biweekly pay period must be based on pay to which the substituting firefighter is entitled, without regard to pay for hours worked on behalf of an excused firefighter.

(c) Excused firefighters are not considered to be in the performance of duty during the period when a substituting firefighter is working on their behalf.

(d) If an employee had been scheduled (before the work injury) to work as a substituting firefighter during a future period when the firefighter is receiving continuation of pay or wage-loss compensation, the employee's leave status will be considered to satisfy the firefighter's work hours obligation, but only if the other firefighter under the affected qualified trade-of-time arrangement had already completed their part of the trade.

(e) If neither firefighter had completed their respective parts of the trade before the

work injury leading to workers' compensation benefits, the trade-of-time arrangement will be automatically cancelled.

f. Recordkeeping.

(1) DoD Components must keep records of a qualified trade-of-time arrangement (including uncompleted arrangements) for 4 years after the last substituted work performed under the arrangement. **(Added)(DAF) All trade-of-time arrangements will have a written agreement (sample found at Attachment 1) that must be kept for 4 years after the last substituted work performed under the agreement. A local file for this purpose must be established at the organizational level. Additionally, certifiers will include the following statement on each firefighters timecard, “The approved firefighter trade of time agreement for (insert date) is maintained locally and will be provided upon request.”**

(2) DoD Components must keep current records that show pending-completion qualified trade-of-time arrangements for each firefighter, including the current balance of hours committed (but not yet executed) for substitution, as required to apply the rule in paragraph 4.c.(4)(a). **(Added)(DAF) A manual tracking mechanism for all trade of time agreements must be maintained locally.**

5. **(Added)(DAF) TOURS OF DUTY AND SCHEDULING WORK**

a. **(Added)(DAF) Tours of Duty.**

(1) **(Added)(DAF) A tour of duty is 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.**

(2) **(Added)(DAF) Uncommon Tour of Duty is 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) **(Added)(DAF) 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.**

(a) **(Added)(DAF) Courses taken by the employee are not training under chapter 41 of Title 5 United States Code.**

(b) **(Added)(DAF) The rearrangement of the employee's tour of duty should not appreciably interfere with the accomplishment of the mission of the position.**

(c) **(Added)(DAF) Employees will not 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. (T-0)

(d) (Added)(DAF) Supervisors may assign an employee to a regularly scheduled shift requiring premium pay, for example, night pay in accordance with this authority, since no additional costs are incurred.

(e) (Added)(DAF) 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)

(4) (Added)(DAF) 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 is able to perform his or her duties and responsibilities, such as restrictions on alcohol consumption or use of certain nonprescription medications. 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.

(5) (Added)(DAF) On-Call Status. An employee is to be considered off duty and time spent in an on-call status cannot be considered hours of work (compensable) if:

(a) (Added)(DAF) 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

(b) (Added)(DAF) The employee is allowed to make arrangements such that any work which may arise during the on-call period are to be performed by another person.

b. (Added)(DAF) Scheduling Work

(1) (Added)(DAF) The work of an employee must be scheduled to accomplish the mission of the organization and correspond with the employee's actual work requirements. (T-3)

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

(3) (Added)(DAF) Scheduling Rest Periods. For Fair Labor Standard Act 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 are a benefit to the service and mission. Criteria in determining the justification for granting or directing rest periods are:

(a) (Added)(DAF) Protection of employee's health by relieving them from hazardous or very physical work.

(b) (Added)(DAF) Relieve the accident rate by removing fatigue potential.

(c) (Added)(DAF) Relieving those who work in confined spaces.

(d) (Added)(DAF) Increasing or maintaining a high quality or quantity production.

(4) (Added)(DAF) 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.

(a) (Added)(DAF) Lunch periods should not be scheduled to delay the start of the workday or shorten the workday.

(b) (Added)(DAF) Lunch periods should be scheduled when more than one shift is in operation.

(c) (Added)(DAF) 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.

(d) (Added)(DAF) Employees given duty free lunch periods during periods of overtime work do not receive compensation for that time.

(5) (Added)(DAF) 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.

(a) (Added)(DAF) Arrange work shifts so time required for incidental duties is part of the regular workday.

(b) (Added)(DAF) When incidental duties cannot be part of the regularly scheduled workday, the extra time should not exceed 30 minutes a day. Overtime or compensatory time may be authorized and approved to be paid when time spent performing incidental duties exceeds 10 minutes.

ATTACHMENT 1 - SAMPLE FIREFIGHTER TRADE OF TIME AGREEMENT

FIREFIGHTER TRADE OF TIME AGREEMENT

Pursuant to subsection (h) of section 5542 of subchapter V of chapter 55 of title 5, United States Code (U.S.C.), eligible Federal firefighters are authorized to voluntarily exchange scheduled hours of work (i.e., "trading time" or a "trade of time arrangement").

SECTION 1 – REQUESTING FIREFIGHTERS**Firefighter 1:**

Name (Last, First, Middle Initial)

Position Title

Firefighter 2:

Name (Last, First, Middle Initial)

Position Title

SECTION 2 – SHIFT TRADE**Firefighter 1 agrees to fulfill the following shift assignment for firefighter 2:**

Date: _____

Start Time: _____

End Time: _____

Total Hours Traded: _____

Firefighter 2 agrees to fulfill the following shift assignment for firefighter 1:

Date: _____

Start Time: _____

End Time: _____

Total Hours Traded: _____

SECTION 3 – ATTESTATION/ACKNOWLEDGEMENTS

Both firefighters attest and/or acknowledge (as applicable) to the following:

1. Under 5 U.S.C. 5542(h) both firefighters are eligible to trade time as they are assigned work schedules including 24-hour duty shifts and satisfy the other requirements under the definition of "firefighter" in 5 U.S.C. 5542(h)(2)(A).
2. As required by 5 U.S.C. 5542(h)(2)(B), both firefighters are subject to the supervision of the same fire chief and capable of performing the core duties that could be required during traded hours.
3. Credit for hours and associated pay for an excused firefighter will be determined as if the excused firefighter performed the work actually performed by the substituting firefighter; likewise, a substituting firefighter will not receive credit for hours and associated pay based on periods of substitution (but will be eligible for workers' compensation benefits as provided for in section F, *Treatment of Hours for Pay and Other Purposes*, paragraph 4 of OPM's Policy Regarding the Firefighter Trading Time Authority).
4. Any agency policies (including policies established via collective bargaining) under which a previously approved arrangement may be canceled before any substitution occurs.

5. If the substituting firefighter does not report for the scheduled traded/substituted shift, they may be considered absent without leave (AWOL) and subject to a debt for hours owed to the agency for an uncompleted trade, which may be converted to a monetary debt at separation. If a substituting firefighter fails to work during the agreed-upon substitution period, the excused firefighter will be entitled to credit for hours and pay as if the substitution had been made. Both firefighters acknowledge the policies governing uncompleted qualified trade-of-time arrangements (including an arrangement terminated by the agency, as described in section D, *Elements of a Qualified Trade-of-Time Arrangement*, paragraph 7 of OPM's Policy Regarding the Firefighter Trading Time Authority).
6. The substituting firefighter intends to perform work to complete the firefighter's trade obligation, and the parties. We recognize that failure to report for duty as agreed may result in disciplinary action. The parties (excused firefighter and substituting firefighter) will not exchange cash, goods, services (other than traded hours), or anything else of value in connection with traded time—with the exception of anything of such little value that it could not reasonably be found to be an inducement for the trade.

SECTION 4 – FIREFIGHTER SIGNATURES

By my signature below I voluntarily agree to fulfill the identified shift trade in section 2 and attest and/or acknowledge the requirements in section 3.

Signature of Firefighter 1

Date (MM/DD/YYYY)

Signature of Firefighter 2

Date (MM/DD/YYYY)

SECTION 5 – AUTHORIZING AGENCY OFFICIAL DECISION

I, as the Fire Chief, serve as the authorizing agency official, and ☐ approve ☐ disapprove the requested trade of time.

Reason for disapproval: _____

Print Name (Last, First, Middle Initial):

Position Title:

Signature of Authorizing Management Official

Date (MM/DD/YYYY)

SECTION 6 – CANCELLATION/AMENDMENT

Due to the following reasons the trade of time is ☐ cancelled or ☐ amended:

Print Name (Last, First, Middle Initial):

Position Title:

Signature of Authorizing Management Official

Date (MM/DD/YYYY)

Acknowledge receipt:

Signature of Firefighter 1

Date (MM/DD/YYYY)

Signature of Firefighter 2

Date (MM/DD/YYYY)

SECTION 7 – CERTIFICATION OF TRADE COMPLETION

Signature of Firefighter 1

Date (MM/DD/YYYY)

Signature of Firefighter 2

Date (MM/DD/YYYY)

Signature of Authorizing Management Official

Date (MM/DD/YYYY)

SECTION 8 – TIME AND ATTENDANCE

The certifier is responsible for including a timecard comment indicating, “*The approved firefighter trade of time agreement for (insert dates) is maintained locally and will be provided upon request.*” This agreement must be kept for 4 years after the last substituted work performed under the arrangement. A copy of this agreement will be maintained locally, tracked manually by the authorizing agency official, and must be provided promptly upon request for audit or inspection.

GLOSSARYPART I. ABBREVIATIONS AND ACRONYMS

ASD(M&RA)	Assistant Secretary of Defense for Manpower and Reserve Affairs
AWOL	absent without leave
AWS	alternative work schedule
DASD(CPP)	Deputy Assistant Secretary of Defense for Civilian Personnel Policy
LWOP	leave without pay
OPM	Office of Personnel Management
U.S.C.	United States Code
USD(P&R)	Under Secretary of Defense for Personnel and Readiness
(Added)(DAF) DAF	Department of the Air Force
(Added)(DAF) DAFPD	Department of the Air Force Policy Directive
(Added)(DAF) HSB	Human Resources Management Strategic Board
(Added)(DAF) OPR	office of primary responsibility
(Added)(DAF) AF/A1	Deputy Chief of Staff of the Air Force, Manpower, Personnel and Services
(Added)(DAF) AF/A1C	Department of the Air Force/Directorate of Civilian Force Management
(Added)(DAF) AFPC/DPPF	Air Force Personnel Center, Directorate of Personnel Programs Sustainment & Transition Division
(Added)(DAF) AF/RE	Chief of Air Force Reserve
(Added)(DAF) NGB/CF	Director of the Air National Guard
(Added)(DAF) SAF/MR	Secretary of the Air Force, Manpower and Reserve Affairs
(Added)(DAF) HQSF/S1	Deputy Chief of Space Operations for Personnel

PART II. DEFINITIONS

Unless otherwise noted, these terms and their definitions are for the purposes of this volume.

agency. Defined in Section 5541 of Reference (d) (includes the DoD Components).

annual leave. Leave that may be used by a DoD employee for personal reasons. An employee has a right to take annual leave, subject to the right of the supervisor to schedule the time at which annual leave may be taken. Employees may elect to use annual leave and have the option to use sick leave.

AWOL. A nonpay status that covers an unapproved absence from duty.

compensatory time earned. Time off with pay in lieu of overtime pay for irregular or occasional overtime work. When permitted under an agency's flexible work schedule program, compensatory time earned may also be time off with pay in lieu of overtime pay for regularly scheduled, irregular, or occasional overtime work.

compressed work schedule. Fixed work schedules that enable full-time DoD employees to

Change 2, 09/20/2024

complete the basic 80-hour biweekly work requirement in less than 10 workdays.

credit hours. Hours that a DoD employee elects to work, with supervisory approval, in excess of the employee's basic work requirement under a flexible work schedule.

(Added)(DAF) excused firefighter. Excused firefighter means the firefighter who is excused from working during a designated period of time because another firefighter is scheduled to work in the firefighter's place under a qualified trade-of-time arrangement.

flexible work schedules. Consists of workdays with flexible hours in which employees provide mission coverage. Flexible hours are the part of the workday when employees may (within limits or "bands") choose their time of arrival and departure. Within limits set by their agencies, flexible work schedules can enable employees to select and alter their work schedules to better fit personal needs and help balance work, personal, and family responsibilities.

geographical areas. Areas within which DoD employees normally commute to work.

in-lieu-of holidays. A substitute holiday available to all full-time DoD employees, including those on flexible or compressed work schedules, when a Federal holiday falls on a non-workday. In such cases, the in-lieu-of holiday is the basic workday immediately preceding or following the non-workday.

LWOP. A temporary nonpay status and absence from duty that, in most cases, is granted at the DoD employee's request. In most instances, granting LWOP is a matter of supervisory discretion and may be limited by agency internal policy.

(Added)(DAF) substituting firefighter. Substituting firefighter means the firefighter who is working in place of another firefighter during a designated period of time under a qualified trade-of-time arrangement.

telework-ready. An employee participating in a program that enables the employee to work from an approved alternate work location, thereby allowing the employee to maintain productivity during severe weather or emergency situations.

weather and safety leave. Defined in Section 6329c of Reference (d).