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HRDG 4610 - Tours of Duty - Section I - Subsection A

Last Modified:

Subchapter 4610 - Tours of Duty

Section I - Nonstandard Tours of Duty

Subsection a - First-40-Hour Tours of Duty

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- [What if I schedule the 7th day but the total for the week does not exceed 40 hours?](#)
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Sometimes conditions prevent advance determination of the specific work hours, the number of hours per day, and/or the specified workdays. In such cases, the agency may designate the first 40 hours of the administrative workweek in a pay status as an employee's basic workweek. The first 40 hours in a pay status are considered regularly scheduled for premium pay and hours of duty purposes.

The following rules apply:

- For planning purposes, the supervisor must designate in advance of the start of the administrative workweek the days of the week that will constitute the employee's basic workweek;

Note: The employee may or may not be called to work on all of the days designated as part of the employee's basic workweek;

What is a First-40-Hour Tour?

- The basic workweek must not consist of more than 6 days of the administrative workweek;
- Another day off in lieu of Sunday must be designated in advance by the supervisor for these employees;
- Employees performing nonovertime work on Sunday are entitled to Sunday premium pay.
- Since the first 40 hours must occur over not more than 6 days of the administrative workweek, any time worked on the seventh day is considered overtime, regardless of whether the 40-hour requirement has been met;
- Night differential is paid for all nonovertime work occurring between the hours of 6pm and 6am;
- Night differential is not paid for more than 40 hours of work in an administrative workweek because the overtime is considered irregular and occasional; and
- Credit will be applied toward the first 40 hours for holidays, compensatory time, and paid leave. Leave is charged based on the hours scheduled to work on a particular day. Leave of absence during the workday for personal reasons (such as gliding, core time deviations, used under maxiflex) is not permitted

What if I schedule

the 7th day but the total for the week does not exceed 40 hours?

Under 1st 40, the basic work week must be completed within 6 days. Any work performed on the 7th day is in addition to the basic work week and must be paid as irregular or occasional overtime (OT) work.

What if I am

required to work 10 hours on Friday but I will not complete my 40 hours of work until Saturday?

Regardless of FLSA status, in this type of scenario, you are only entitled to OT for work in excess of 8 hours in a day that is ordered and approved if:

- Your rate of pay is at or below a GS-10 step 1 (including any applicable locality payment or special rate supplement), **and**
- You are **not** performing professional, technical engineering, or scientific activities.

Emergency employees must report for work on time unless directed otherwise by their supervisor.

What do I receive if the office is closed for the day due to inclement weather?

Non-emergency employees with approved telework agreements are required to telework but will receive up to 2 hours of administrative leave on the day of the closure.

Non-emergency employees without telework agreements will be granted administrative leave for the number of hours they are regularly scheduled to work.

[Nonemergency employees on preapproved leave are to use the chart located in HRDG 4630 Absence and Leave Section D subsection b](#)

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