

CHAPTER 1. GENERAL

- 1-1. AUTHORITY. The Departmental policy on hours of duty, absence and leave are governed by the following authorities:
- a. Title 5, United States Code, Chapters 61 and 63.
  - b. Federal Personnel Manual, Chapters 610 and 630.
  - c. Federal Personnel Manual Supplements 990-1 and 990-2.
  - d. Comptroller General Decisions - Published and Unpublished.
- 1-2. DEFINITIONS.
- a. Administrative Workweek. A period of 7 consecutive calendar days approved in advance by the head of the agency. The standard administrative workweek for this Department is from Sunday through Saturday.
  - b. Regularly Scheduled Administrative Workweek.
    - (1) For a full-time employee, it consists of the 40-hour basic workweek plus any regularly scheduled overtime work.
    - (2) For a part-time employee, it consists of the officially prescribed days and hours within an administrative workweek during which the employee is regularly scheduled to work.
  - c. Basic Workweek. The 40 hours within the administrative workweek that a full-time employee is regularly scheduled to work. The 40-hour basic workweek is scheduled on 5 days, usually Monday through Friday, and the 2 days outside the basic workweek are consecutive.
  - d. Tour of Duty. The hours of a day and the days of the administrative workweek that constitute an employee's regularly scheduled administrative workweek.
  - e. Work Schedule. The time basis on which an employee is paid. A work schedule may be: full-time, part-time or intermittent.
- 1-3. COVERAGE. The policies in this Handbook apply to nonbargaining unit employees. They also apply to bargaining unit employees, unless a locally negotiated agreement or the National Agreement in the case of American Federation of Government Employees (AFGE) conflicts. The procedures in this Handbook apply to the same groups as the policies to which they relate.

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- 1-4. FLEXITIME. Flexitime is not covered in this Handbook.

Individual Guides are published that describe the participation requirements for different employee groups. These Guides also address their relationship to the provisions of this Handbook.

1-2

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