

CHAPTER 6. ADJUSTMENTS OF WORK SCHEDULES FOR  
RELIGIOUS OBSERVANCES

6-1 GENERAL PROVISIONS.

- a. The Federal Employees Flexible and Compressed Work Schedules Act of 1978 was approved and became effective on September 28, 1978. It provides that Federal employees may be allowed to adjust their work schedules for religious observance. The employees may elect to work compensatory overtime to offset time off without charge to leave when personal religious beliefs require them to abstain from work on certain days. Under the law, any employee who elects to work compensatory overtime to substitute for time off for religious purposes shall be granted, in lieu of overtime pay, an equal amount of compensatory time off on an hour for hour basis.
- b. Compensatory overtime for the purpose of religious observances applies to all Federal employees regardless of grade. The premium pay provisions for overtime work in Title 5, United States Code and the Fair Labor Standards Act do not apply to compensatory overtime work performed by an employee for this purpose. Since this compensatory overtime work may not be converted to overtime and paid, the maximum salary limitations prescribed in Title 5, United States Code are not applicable.
- c. Supervisors are encouraged to make every effort possible to approve the request of any employee for compensatory overtime for the purposes stated herein. However, the employee's request may be disapproved if the requested change in work schedule interrupts the efficient accomplishment of the Department's mission. The Department is not obligated to approve the request in such circumstances.
- d. For the purposes stated, the employee may work compensatory overtime before or after the compensatory time off is granted. Compensatory time off granted in advance must be repaid by an equal amount of compensatory overtime work within a period of 13 pay periods following the period in which the time off was granted. Compensatory time off that is not repaid within the prescribed period is converted to annual leave or leave without pay, as appropriate.

6-2. REQUIREMENTS FOR REQUESTS.

- a. Compensatory time off for religious observances must be requested in writing by the employee and approved by the employee's supervisor. The written request and supervisor's approval is retained by the timekeeper for a period of 3 years after the close of the leave year.

6-3. RECORDKEEPING.

- a. The timekeeper maintains a record of all compensatory overtime worked and all compensatory time off for religious observances for each employee involved (see HUD Handbook 550.5, Timekeeper's Guide).
- b. On the basis of the record provided by the timekeeper, the supervisor counsels the employee with respect to using time to his/her credit or making up time off already granted.