DEPARTMENT OF THE NAVY
COMMANDER
TRAINING AIR WING FIVE
7480 USS ENTERPRISE STREET SUITE 205
MILTON, FLORIDA 32570-6017

IN REPLY REFER TO
COMTRAWINGFIVEINST 12000.2C
Code N02S
29 Mar 12

COMTRAWINGFIVE INSTRUCTION 12000.2C

From: Commander, Training Air Wing FIVE

Subj: CIVIL SERVICE EMPLOYEE TIMEKEEPING, HOURS OF WORK, AND LEAVE

Ref: (a) CNATRAINST 12000.1
(b) 5 CFR, Part 550, Subpart N
(c) HRO Pensacola Procedures Manual

Encl: (1) Sample of a 5/4-9 Compressed Work Schedule
(2) Sample Overtime/Compensatory Time Request and Authorization, NAVCOMPT Form 2282

1. Purpose. To set forth policies and procedures for reporting time, attendance, and the absence of civilian personnel assigned to Commander, Training Air Wing (TRAWING) FIVE.

2. Background. The general guidance contained in this instruction supplements the detailed guidance provided by references (a), (b), and (c). All documentation of regular attendance, overtime, compensatory time, and leave will be documented electronically through the Standard Labor Collection and Distribution Application (SLDCADA).

3. Cancellation. COMTRAWINGFIVEINST 12000.2B

4. Policy.

a. Basic Work Schedules. This command is approved to work a Fixed Work Schedule, Flexible Work Schedule (FLEXITOUR) or a Compressed Work Schedule (CWS). The flexibility to work a particular work schedule is subject to the authorization of the supervisor as determined to meet the operational demands of the particular work area/function being performed. The main provisions of each work schedule are as follows:

(1) Fixed Work Schedule. The Basic Work Requirement (BWR) is fixed at five 8-hours day, 40-hours per week for an 80-hour biweekly pay period. The employee begins and ends the regular workday at the same time each day. The start time for a fixed schedule begins no earlier than 0630. A fixed lunch period of thirty minutes must be taken each day. Unless required by operational responsibilities, the lunch period need not be taken at the same time each day; however, for those employees working regular business hours it should be taken between 1100 and 1300. Overtime, Compensatory Time, and Credit Hours can be worked under a Fixed Work Schedule.

(2) Flexible Work Schedule (Flexi-tour). With the written approval of the supervisor and subject to the needs of the organization, an employee may select a starting time under the Flexible Band. The Flexible Work Schedule provides flexible time bands at the start, midday (lunch), and end of the workday. Employees are required to be at work or on leave during core hours. Overtime, Compensatory Time, and Credit Hours can be worked under a Flexible Work Schedule employee.

(3) Compressed Work Schedule (CWS) of 5-4/9. Participants would work an 80-hour biweekly period compressed into nine days, which allows the employee to work nine hours for eight work days and eight hours for one day during a bi-weekly pay period and receive one regular day off (RDO) biweekly; all BWRs apply. Employees assigned to a CWS may arrive no earlier than 0630 and depart no later than 1800 as scheduled by their supervisor. See Enclosure (1) for samples of a CWS. Employees may not exceed their biweekly BWR without their supervisor's prior authorization. Authorized time worked in excess of the biweekly BWR will be creditable as compensatory time or overtime, as appropriate. Credit hours are not allowed under a CWS. Changes to the employee's CWS are also not authorized, in terms of an employee changing their RDO or the day in which they work their 8-hour day, without authorization from their supervisor and submission of changes to the CSR.

(4) The number of hours credited for a holiday will be determined by the employee's work schedule. An employee scheduled to work eight hours on a day that is a holiday will receive credit for eight hours of holiday pay. An employee scheduled to work 9 hours on a day that is a holiday will receive credit for 9 hours of holiday pay. When a holiday falls on the employee's regular day off, the employee will have the day following the holiday as their in-lieu of holiday.

(5) The following flexible bands are the times in which an employee may flex their start and end work day. The Core hours are the designed time in which an employee must be present for work or is in a leave status:

FLEXIBLE BAND	CORE BAND	FLEXIBLE BAND	CORE BAND	FLEXIBLE BAND
0630-0900	**0900-1100**	**1100-1300**	**1300-1500**	**1500-1800**

(6) An employee must elect to work one of the above work schedules and receive approval from their supervisor. Supervisors retain authority for assigning overtime, compensatory time, and credit hours if applicable and restricting CWS coverage for individual employees as required by legitimate mission requirements or abuse of CWS privileges. Although employees may vary their times of arrival, lunch breaks and departure, the normal working hours should be generally maintained to ensure sufficient office coverage. Employees are responsible for attendance at scheduled meetings and training sessions regardless of work schedule. An employee working under a CWS

must convert to a flexible work schedule for the entire pay period while in a travel or training status as well as while on military and court leave. Therefore, all changes to work schedules including changes due to travel, training, military and court leave, must be communicated to the Command Customer Services Representatives (CSRs) immediately so the employees work schedule can be changed.

b. Lunch Period. A flexible lunchtime is established in the middle of the workday. Generally, lunch breaks are mandatory and shall be taken no later than five hours after the start of the shift. **An employee's failure to take a lunch break without the supervisor's knowledge and approval will not shorten the length of the workday**, nor accrue compensatory time, overtime, or credit hours. Employees must sign in/out when absent for more than thirty minutes during this time period.

c. Overtime.

(1) Overtime work, whether scheduled or unscheduled, shall be avoided whenever possible and is not authorized without prior Commander, TRAWING FIVE approval. Officials will attempt to minimize the cost impact associated with scheduling work and maintaining priorities. Authorization of overtime will be restricted to cases of real necessity such as but not limited to:

a Safeguarding life and property

b Emergencies

c Where substantial savings can be clearly demonstrated by use of overtime on an individual basis. Overtime will not be used to meet administrative deadlines until all efforts have been exhausted to obtain an extension of the deadline. An individual should not normally be authorized overtime and annual leave during the same pay period. Specific justification must be included in the overtime request if this occurs.

(2) Request by the employee for authorization of overtime and compensatory work shall be submitted electronically through SLDCADA to the approval authority in advance of the performance of the work except when the urgency of the situation prevents prior approval. In this instance, documented approval in SLDCADA will be accomplished no later than the first normal working day after the overtime or compensatory time work.

(3) Nonexempt employees are covered by the minimum wage and overtime provisions of the Fair Labor Standards Act (FLSA). FLSA requires nonexempt employees be compensated for hours worked in excess of the standard workweek at a rate not less than one and one-half times the employee's regular rate of pay. Employees with a basic pay rate below GS-10, step 10, are considered nonexempt and are allowed to choose between overtime pay and compensatory time-off.

(4) Exempt employees are excluded from FLSA provisions and are covered by overtime and compensatory provisions of Title 5 USC. All position above the basic pay rate of GS-10, step 10 as well as all supervisory positions are exempt from FLSA.

d. Compensatory Time. The authorization and control of compensatory time off will be handled in the same manner as overtime. There is no limitation on the number of hours of compensatory time an employee may accumulate, but compensatory time will automatically be paid at the overtime rate at which it was earned if it is not used by the end of the 26th pay period after it is earned. Employees should make every effort to ensure compensatory time is used within the 26 pay period limitation. Refer to reference (b) regarding Compensatory Time for Official Travel.

e. Documenting Overtime and Compensatory Time Work. Per reference (a), authorization of overtime or compensatory time shall be submitted in writing to the Chief Staff Officer (CSO), TRAWING FIVE, in advance of the performance of work except when the exigency of the situation prevents prior approval or when advance approval is impossible, in which case written approval will be accomplished not later than the first normal working day after the work is performed. An Overtime/Compensatory Time Request and Authorization (NAVCOMPT Form 2282) will be prepared for the CSO to authorize overtime and compensatory time. The form will be prepared and approved in advance for each pay period in which overtime and/or compensatory time is required. Enclosure (2) is provided as a sample of how the form should be completed. The hours requested and approved should not be exceeded; however, employees may work less than the hours scheduled.

f. Credit Hours. Credit Hours are any hours within a flexible work schedule which are in excess of an employee's basic work requirement and which the employee elects to work so as to vary the length of a work week or work day. Both earning and using credit hours are subject to supervisor's discretion. Credit Hours may be earned and taken within the same pay period, provided they are earned before they are taken. No more than 2 hours may be earned per day up to 8 hours per pay period; credit hours may be earned in 15 minute increments. No more than 24 hours are to be carried over to another pay period. Credit Hours cannot be converted to overtime nor can they be earned under a CWS.

g. Leave. All employees are required to submit an electronic request through SLDCADA for leave or other approved absences. This includes: annual, sick, court, leave-without-pay, and military leave. Leave used shall be documented and approved in SLDCADA by the employee's supervisor prior to taking leave.

(1) Annual Leave. Although annual leave is a right of an employee in that its accrual may not be denied, it is the prerogative of management to make the final decision on when leave is to be used.

For this reason, the use of annual leave is subject to prior approval of the appropriate supervisor. Retroactive approval may be given where circumstances warrant. It must not be assumed, however, that a mere report of absence will necessarily result in favorable action. Management has the primary responsibility for determining when and the extent to which annual leave is granted, as well as the responsibility of requiring annual leave to be taken to prevent any unintended loss of annual leave at the end of the leave year. To the extent permitted by local work conditions, management will plan to allow each employee annually an extended period of leave for rest and relaxation to assist in maintaining maximum efficiency and productivity.

(2) Sick Leave. A supervisor may grant sick leave only when supported by evidence administratively acceptable. Regardless of the duration of the absence, the supervisor may consider an employee's certification as to the reason for the absence as evidence administratively acceptable. However, for absences in excess of three workdays, **or for a lesser period when determined necessary**, the supervisor may also require a medical certificate or other administratively acceptable evidence as to the reason for the absence.

(3) Advanced Leave. Employees requesting advance annual or sick leave must do so in memorandum format addressed to the Chief Staff Officer, via the employee's supervisory chain of command with each initialing and providing approval or disapproval. The memorandum must indicate the general nature of the illness and/or reason for the request as well as, proper medical documentation if applicable, current leave balances, the type of advance leave, number of hours requested, and beginning and end date for advance leave. Unless stated in the memorandum that the advanced leave will be used intermittently, the advanced leave will terminate when the employee returns to work. Advance annual leave cannot exceed the number of hours an employee will earn through the end of the current leave year. Advance sick leave cannot exceed 240 hours. The command is not obligated to approve request for advanced leave and will evaluate years of service and leave usage carefully prior to approving.

(4) Family and Medical Leave. The Family and Medical Leave Act of 1993 (FMLA), entitled employees who have completed at least 12 months of federal service to a total of up to 12 workweeks of unpaid leave during any 12-month period. Temporary employees are not entitled to Family and Medical Leave. An employee must provide notice of his or her intent to take FMLA not less than 30 days before leave is to begin or in emergencies as soon as is practicable. Medical documentation/certification may be required for requested FMLA leave. FMLA may be used for the following purposes:

(a) The birth of a son or daughter of the employee and the care of such son or daughter;

(b) The placement of a son or daughter with the employee for adoption or foster care;

(c) The care of spouse, son, daughter, or parent of the employee who has a serious health condition; or

(d) A serious health condition of the employee that makes the employee unable to perform the essential functions of his or her position. Under certain conditions, an employee may use the 12 weeks of FMLA leave intermittently. An employee may elect to substitute annual leave, sick, or leave made available to the employee under the Voluntary Leave Transfer Program or Leave Without Pay. FMLA leave is in addition to other paid time off available to an employee.

(5) Federal Employees Family Friendly Leave Act. The Federal Employees Family Friendly Leave act (FEFFLA) authorizes full-time employees to use 40 hours (5 days) of sick leave without regard to his or her sick leave balance. Employees maintaining a sick leave balance of at least 80 hours may use an additional 64 hours of sick leave for a total of up to 104 hours (13 workdays) of sick leave per year. FEFFLA may be used for the following purposes:

(a) To provide care or otherwise attend to a family member having an illness, injury, pregnancy, childbirth, medical, dental or optical examination or treatment; or

(b) To make arrangements necessitated by the death of a family member or to attend the funeral of a family member.

h. Administrative Leave (Group Dismissal). When employees are prevented from working due to extreme weather conditions or other severe disruptions, administrative leave may be granted. The authority to grant dismissal is limited to brief periods of times, generally not exceeding 3 consecutive workdays. **Commander, Training Air Wing FIVE is the sole approval authority for any group dismissal**.

i. Team Building Events. Commander/Commanding Officers may schedule team building events such as sports day, picnics, hail and farewells, or similar events. Individuals choosing not to participate shall report to their place of duty or take annual leave.

j. Excused Absence. Excused absence is an absence from duty, administratively authorized, without loss of pay and without charge to leave. Supervisors have authority to grant excused absence in limited circumstances for the benefit of the agency's mission or a Government-wide recognized and sanctioned purpose. The following are some of the more common situations in which agencies generally excuse absence without charge to leave:

(1) Blood Donation. Employees who serve as blood donors shall be excused from work without charge to leave for the time necessary to donate the blood, for recuperation following blood donation and for

necessary travel to and from the donation site. The maximum excusable time shall not exceed 4 hours except in unusual cases.

(2) Tardiness. Supervisors are granted discretion to excuse justifiable tardiness for periods up to 59 minutes or choose to have the tardiness compensated for by additional work or be charged against the employee's previously earned compensatory time/credit hours, annual leave or leave without pay (LWOP) (if the employee consents to LWOP). If tardiness is habitual, then the tardiness should not be excused and appropriate disciplinary action could be taken and employee charged absent without leave (AWOL).

(3) Registering and/or Voting. Excusal from duty for registering and/or voting in any election or referendum for a reasonable period of time is authorized. Generally, in states where early elections are not held, employees are excused from duty to permit them to report for work three hours after the polls open or to leave work three hours before the polls close, whichever results in the lesser amount of time off. Employees on flexible work schedules will be excused only for those hours that cannot be accommodated by their flexible schedules.

Any other excused absences of 59 minutes or **MORE** may only be granted by the Commodore, Deputy Commodore, or Chief Staff Officer.

k. Retention Period. Approving Officials shall ensure time and attendance reports, all payroll records, and supporting documents are retained for six years.

5. Responsibilities.

a. Commander/Commanding Officers.

(1) Ensure the recording and approval of time and attendance is performed timely and accurately.

(2) Ensure Approving Officials have the required designation form, DD 577, completed, signed, and on file with the Accounting Office.

b. Approving Official. Approving Officials are responsible for the timely and accurate preparation, certification, and submission of time and attendance reports to payroll bi-weekly through the use of SLDCADA. The Approving Official is directly responsible for the individual bi-weekly SLDCADA time and attendance records for each employee they supervise in the organization. Specific duties include:

(1) Ensure employees are thoroughly familiar with leave request procedures and other pertinent requirements of the time and attendance procedures.

(2) Assigning their employees to the appropriate work schedule as required by workload responsibilities, but with full consideration of the employee's needs and desires. As well as submitting any schedule changes to the command CSR.

(3) Verify that the total number of hours worked and absent equals 80 hours (unless the employee was on LWOP, worked credit hours, or separated). Upon verification, if total number of hours worked and absent do not equal 80 hours, advise the employee that a SLDCADA leave request must be submitted for the missing hours.

(4) Certify that recorded hours of regular work, credit hours, overtime, and compensatory time were actually worked and properly approved.

(5) Ensure the Overtime/Compensatory Time Request and Authorization Form 2282 is submitted in advance of the pay period in which the overtime and/or compensatory time is to be worked. In unusual circumstances, this timeframe can be waived with proper documentation noted on the form. The NAVCOMPT Form 2282 is the only acceptable format in which to request overtime and/or compensatory time.

(6) Certify Time and Attendance electronically in SLDCADA to the CSR, preferably by close of business on the Wednesday, but no later than close of business on the Thursday prior to the end of each pay period. Employees are prohibited access to their timecard once it has been certified by the Approving Official.

(7) Notify the CSR of any changes in supervisory personnel within the department authorized to approve leave and certify Time and Attendance Cards by submitting DD Form 577 Appointment/Termination Record - Authorized Signature.

c. Civil Service Employees.

(1) All Civil Service employees are responsible for maintaining their official time and attendance and are required to enter their work and/or leave hours daily utilizing SLDCADA.

(2) Adhering to their assigned work schedule and limiting their variation in hours of work in accordance with supervisory guidance and workload requirements. All requests for work schedule changes must be submitted and approved by the employee's supervisor prior to working the proposed schedule change.

d. Customer Service Representative (CSR) is responsible for:

(1) Updating and maintaining all employee work schedules as approved by the appropriate supervisor.

(2) Processing all certified Time and Attendance submitted through SLDCADA, and for providing technical assistance and training regarding timekeeping procedures.

(3) Posting SLDCADA Time and Attendance records by 1000 each Monday following the end of the pay period, ensuring correct work hours, leave, compensatory time, credit hours, labor codes, and other miscellaneous administrative entries are recorded.

(4) Ensuring any corrections due to unscheduled leave, compensatory time or overtime after the time cards are submitted are entered into the SLDCADA and Defense Civilian Pay System (DCPS) not later that close of business on Monday following the end of the pay period.

(5) Maintaining the Time and Attendance Record Certifications, leave documents, and overtime/compensatory time documents for six years.

(6) Maintaining signature forms (DD 577) on supervisory personnel authorized to approve leave and sign the Time and Attendance Card.

(7) Familiarization with references (a) through (c).

J. D. GRACE

Distribution:
COMTRAWINGFIVEINST 5216.1S
List II

Compressed Work Schedules (CWS)

A **5-4/9 Schedule** means the employee works nine hours for eight workdays and eight hours one workday during a bi-weekly pay period and receives one day off biweekly; all basic work requirements apply. The following are examples of a 5-4/9 work schedule:

Example of a 5-4/9 work schedule in which an employee works nine-hour days for eight days and works eight hours for one day and their RDO is on the second Friday.

Monday – 9 hours	Tuesday – 9 hours	Wednesday – 9 hours	Thursday – 9 hours	Friday – 8 hours
Monday – 9 hours	Tuesday – 9 hours	Wednesday – 9 hours	Thursday – 9 hours	Friday - RDO

Example of a 5-4/9 work schedule in which an employees RDO is on the first Wednesday of the pay period.

Monday – 9 hours	Tuesday – 9 hours	Wednesday – RDO	Thursday – 9 hours	Friday – 9 hours
Monday – 9 hours	Tuesday – 9 hours	Wednesday – 9 hours	Thursday – 9 hours	Friday – 8 hours

Example of a 5-4/9 work schedule in which, a holiday falls on the employees RDO, and therefore the employee receives an in-lieu of holiday the following day.

Monday – HOLIDAY RDO - 9 hours	Tuesday – In lieu of Holiday 9 hours	Wednesday – 9 hours	Thursday – 9 hours	Friday – 9 hours
Monday – 9 hours	Tuesday – 9 hours	Wednesday – 9 hours	Thursday – 9 hours	Friday - 8 hours

OVERTIME/COMPENSATORY TIME
REQUEST AND AUTHORIZATION (7410)

FROM: Supervisor, Squadron

DATE: 2/22/12

TO: Chief Staff Officer, COMTRAWING FIVE

VIA: Squadron XO

It is requested that authorization be given for the following employees to perform work as indicated and justified below: See SECNAVINST 7000.11 for additional information.

[X] OVERTIME [X] COMPENSATORY TIME [ ] CREDIT HOURS RELIGIOUS COMPENSATORY [ ] ADVANCE RELIGIOUS COMPENSATORY TIME

PAY NUMBER	FLSA STATUS	TYPE OF OVERTIME	NAME *(Last, First, Middle Initial)*	NUMBER OF HOURS	DATE(S) *(From)*	*(To)*
	*SEE LEGEND BELOW					
Leave Blank	N	2	Smith, James C. (1)	8 CE	2/27/12	3/5/12
Leave Blank	N	2	Smith, Susan A. (1)	8 CE	2/27/12	3/5/12
Leave Blank	N	2	Brown, Robert M. (1)	8 OT	2/27/12	3/5/12
Leave Blank	E	2	Young, Sally J. (2)	6 CE	2/27/12	3/5/12
----------	-------	--------	----------No Other Entries----------	-------	---------	--------
			CE=Compensatory Time			
			OT=Overtime			

JOB ORDER NO. Leave Blank | WORK ORDER NO. Leave Blank | LOCATION Leave Blank

JUSTIFICATION WHY THE OVERTIME OR COMPENSATORY TIME WORK CANNOT BE ACCOMPLISHED DURING NORMAL WORKING HOURS:
(Not required for Religious Compensatory Time).

(1) Required to work in support of Saturday (March 5) flying.
(2) Additional hours required to complete documentation based on CNATRA mandated deadline.

SIGNATURE: *(Requestor)* TITLE:

AUTHORIZATION:
REQUEST IS: [ ] APPROVED [ ] NOT APPROVED

SIGNATURE *(Approving authority)* DATE:

NOTE: IF THIS REQUEST WAS NOT APPROVED IN ADVANCE OF THE TIME WORKED, ADD JUSTIFICATION FOR APPROVAL AFTER THE FACT.

*** LEGEND:**

FLSA STATUS	TYPE OF OVERTIME
N = NONEXEMPT E = EXEMPT	1 = REGULARLY SCHEDULED OVERTIME 2 = IRREGULAR OVERTIME

NOTE: THIS REQUEST MAY CONTAIN INFORMATION SUBJECT TO THE PRIVACY ACT OF 1974 AS AMENDED.

NAVCOMPT FORM 2282 (2-83) ***(Formerly NAVEXOS 4377)*** **S/N 0104-LF-702-2820**

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