



**DEPARTMENT OF THE NAVY**

COMMANDER TRAINING AIR WING SIX  
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PENSACOLA, FLORIDA 32508-5509

COMTRAWINGSIXINST 12000.2D

N1

27 Jan 12

COMMANDER, TRAINING AIR WING SIX INSTRUCTION 12000.2D

From: Commander, Training Air Wing SIX

Subj: CIVILIAN TIMEKEEPING, HOURS OF WORK, PAY AND LEAVE

Ref: (a) CNATRAININST 12000.1

Encl: (1) NAVCOMPT form 2282  
(2) Work schedule election form

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

2. Cancellation. COMTRAWINGSIXINST 12000.2C

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

4. Scope. This instruction applies to all civilian personnel assigned to the Wing Staff and squadrons.

5. Policy

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 Wing payroll clerk.

b. Employees

(1) For each civilian employee, a daily record of time in a pay and non-pay status shall be maintained by utilizing e-mail. All civilian employees WILL sign in and out daily by sending an e-mail to [CTW6civilianTA@navy.mil](mailto:CTW6civilianTA@navy.mil).

(2) Certification of Absence. Employees shall submit an application for all periods of leave in SLACADA. If the employee calls in sick, the supervisor may submit and approve the leave in SLACADA or ensure that the employee submits the leave upon their return to work. Certain requests for leave will also require supporting documents such as military leave, jury duty or sick leave in excess of three days.

(3) Certification of Credit Time/Compensatory Time/Overtime. Employees shall submit an application for all periods of overtime worked in SLACADA. In addition, all requests for compensatory time/overtime must be supported by an approved Overtime/Compensatory Time Request and Authorization (NAVCOMPT Form 2282), enclosure (1). Requirements for the approval of these requests are discussed later in this instruction.

(4) All employees shall certify their bi-weekly time and attendance by checking the employee verified time (EVT) button in SLCADA.

c. Supervisors shall:

(1) Ensure that employees are signing in and out daily.

(2) Process all requests for leave and overtime in SLCADA.

d. Approving Officials

(1) Approving Officials are responsible for the timely and accurate preparation, certification, and submission of time and attendance reports to the payroll clerk office, bi-weekly through the use of SLDCADA. The Approving Officials are directly responsible for the individual bi-weekly SLDCADA time and attendance records for each employee in the organization. The following personnel are hereby designated Approval Officials:

(a) The Wing Admin Officer

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(b) The Wing Ground Training Officer

(c) The Training Squadron TEN Support Services  
Supervisor

(d) The Training Squadron EIGHT SIX Support Services  
Supervisor

(2) Specific duties include:

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

(b) Utilizing the employees daily e-mail to the CTW6CivilianTA folder, verify that the combined total number of hours worked and the total number of hours absent equals 80 hours. Upon verification, if the combined total number of hours worked and the total number of hours absent do not equal 80 hours, notify the employees supervisor for corrective action.

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

(d) Certify that the employee has verified their time and attendance by checking the EVT button in SLDCADA.

(e) Certify Time and Attendance electronically in SLDCADA to the Payroll Clerk, preferably by close of business on the Thursday but not later than close of business of the Friday prior to the end of the pay period.

(f) Retention Period. Approving Officials shall ensure that Time and Attendance Record Certifications, together with approved applications for leave, overtime approvals, military orders, jury duty certifications, daily sign-in/sign-out e-mails or other supporting documentation are kept available for audit purposes for six years.

e. Payroll Clerk is responsible for:

(1) Providing technical assistance and training regarding timekeeping procedures.

(2) 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 than close of business on Monday following the end of the pay period.

(3) Run payroll reports not later than close of business on Monday following the end of the pay period and correct any discrepancies.

(4) Maintain signature forms (DD 577) on Approving Officials.

6. Work Schedules. Summarized below are three work schedule options available to all civilian employees. Each employee is required to complete enclosure (2) and forward to their supervisor for approval.

a. Fixed Shift Schedule

The normally scheduled workweek for employees is 0730-1600 Monday through Friday, which includes a 30-minute lunch period. Hours of work officially ordered in advance, and in excess of eight hours in a day or 40 hours in a week will be processed and approved as overtime or compensatory time per this instruction.

b. Flexible Shift Schedule (FLEXITOUR). 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 schedule, shown below. However, based on emergency operational requirements, supervisors may on an as-needed basis, set a starting time for a particular day/week to meet deadlines, workload surges, etc. The flexible schedule provides flexible time bands at the start, midday (lunch), and end of the workday. Employees electing a flexible schedule are required to be at work or on leave during the core hours shown below. Hours of work officially ordered in advance, and in excess of eight hours in a day or 40 hours in a week will be processed and approved as overtime, compensatory time or credit time per this instruction. The following core hours are those designated hours, during which an employee must be present for work:

<u>FLEXIBLE</u> <u>BAND</u>	<u>CORE</u> <u>BAND</u>	<u>FLEXIBLE</u> <u>BAND</u>	<u>CORE</u> <u>BAND</u>	<u>FLEXIBLE</u> <u>BAND</u>
0630-0830	0830-1100	1100-1300	1300-1500	1500-1800

c. Compressed Work Schedule (CWS). Participants will work an 80-hour biweekly period compressed into nine days. The biweekly work period will consist of eight 9-hour days, one 8-hour day (plus the allowed lunch break for each day), and one regular day off. Participants' work schedules shall be approved subject to the needs of the organization. Employees assigned to a CWS may arrive no earlier than 0630 or depart no later than 1800 as scheduled by their supervisor.

d. Lunch Period. A flexible lunchtime is established in the middle of the workday. 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 will not shorten the length of the workday, nor accrue compensatory time, overtime or credit hours.** The lunch break may be extended to make up excess time by extending the workday or taking annual leave.

#### 7. Overtime/Compensatory Time/Credit Time

a. Overtime work, whether scheduled or unscheduled, will be avoided whenever possible and is not authorized without prior Command approval. Reference (a) establishes policy and procedures for controlling the use of overtime and compensatory time for civilian personnel. Stringent controls are mandatory for the authorization and utilization of all overtime and compensatory time. All levels of management will make conscientious and resourceful use of various available means to accomplish workloads within normal working hours. Overtime shall be limited to cases of necessity, such as safeguarding life or property, urgent fleet readiness, priority or emergency assignments, and individual incidences where savings can clearly be demonstrated. In such cases, authorized overtime will be held to the lowest possible level consistent with accomplishment of the urgent work.

b. Request for authorization of overtime and compensatory work will be submitted by the **Supervisor** in writing utilizing enclosure (1) in advance of the performance of work except when the exigency of the situation prevents prior approval, in which case written approval will be accomplished not later than the first normal working day after the work. Once approved, the form will be forwarded to the appropriate approving official and the employee will submit the request electronically through SLDCADA to their supervisor for approval.

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c. Reference (a) requires that approval of overtime and compensatory time shall be made at least one organization level above the one initiating the request.

d. If compensatory time is not used within 26 pay periods, it will be paid as overtime. Supervisors/Approving Officials shall monitor the compensatory time aging report each pay period to ensure employees use their compensatory time before 26 pay periods have passed to avoid paying overtime.

e. Credit Hours. Credit hours are defined as hours an employee elects to work, with supervisory approval, in excess of the employee's basic work requirement. Credit Hours are ONLY authorized under the flexible work schedule (FLEXITOUR) option. Employees are not paid basic pay or overtime pay for credit hours when they earn them. An employee may accumulate a maximum of 24 credit hours. Request for authorization of credit hours will be submitted electronically through SLDCADA to the supervisor in advance of the performance of the work.

8. Leave. All employees are required to submit an electronic request through SLDCADA for leave or other approved absences. This includes; annual, sick, court, leave-with out pay, and military leave. Leave used shall be documented and approved in SLDCADA by the employee's supervisor prior to taking leave.

a. 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 circumstance 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. Furthermore, management has 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.

b. 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

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evidence administratively acceptable. However, for absence in excess of three workdays, or for a lesser period when determined necessary, the supervisor must require a medical certificate or any administratively acceptable evidence as to the reason for the absence.

c. Administrative Leave (Group Dismissal). The authority to grant dismissal (administrative leave) is limited to brief periods of times. While pertinent regulations do not specifically define "brief," excusal for less than four hours of one workday is considered to meet this definition. In order for an employee to be administratively excused under this provision for any part of a workday, the employee must first report for duty on that day. **Commander, Training Air Wing SIX is the sole approval authority for any group dismissal (administrative leave)**.

d. Team Building Events. Commander/Commanding Officers may schedule "Official" 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.

e. 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 an 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:

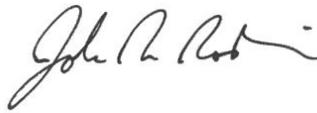
(1) Blood Donation. Employees who serve as blood donors shall be excused from work without charge to leave for the time necessary to donate the blood, for recuperation following blood donation and for necessary travel to and from the donation site. Up to four hours of excusable time can be granted with supervisor approval. It is management's discretion regarding approval of these requests. If approved, the employee must provide documentation from the Blood Donation Center, stating the date and time of the donation. The documentation must be provided to the appropriate Approving Official, the day following the blood donation.

(2) Tardiness and Brief Absence. Excusal for tardiness and brief absences is limited to periods of less than one hour. The absence may also be compensated for by additional work or

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may be charged against any compensatory time the employee may have to his or her credit or may be charged to annual leave or leave without pay (LWOP) with the employee's consent.

(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 with supervisor approval. Generally, 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.



JOHN R. RODRIGUEZ

Distribution:

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Date

From: Employee  
To: Supervisor

Subj: WORK SCHEDULE ELECTION

Ref: (a) CNATRAINST 12000.1  
(b) COMDRAWINGSIXINST 12000.2C

1. Per references (a) and (b), I hereby elect the following work schedule:

\_\_\_\_\_ Fixed Shift work Schedule M-Fr (0730-1600)

\_\_\_\_\_ Flexible Shift Schedule (FLEXITOUR) including 30 minute (nonpay) lunch break

- \_\_\_\_\_ 0630-1500
- \_\_\_\_\_ 0700-1530
- \_\_\_\_\_ 0730-1600
- \_\_\_\_\_ 0800-1630
- \_\_\_\_\_ 0830-1700

\_\_\_\_\_ Compressed Work Schedule (CWS) including 30 minutes (nonpay) lunch break

- \_\_\_\_\_ 0630-1600 x 8 days 0630-1530 x 1 day
- \_\_\_\_\_ 0700-1630 x 8 days 0700-1600 x 1 day
- \_\_\_\_\_ 0730-1700 x 8 days 0730-1630 x 1 day
- \_\_\_\_\_ 0800-1730 x 8 days 0800-1700 x 1 day
- \_\_\_\_\_ 0830-1800 x 8 days 0830-1730 x 1 day

I request the following regular day  
off\_\_\_\_\_

2. Lunch breaks are mandatory and shall be taken no later than five hours after the start of the shift. I understand that failure to take a lunch break will not shorten the length of my workday. I hereby elect the following lunch break:

- \_\_\_\_\_ 1100-1130
- \_\_\_\_\_ 1130-1200
- \_\_\_\_\_ 1200-1230
- \_\_\_\_\_ 1230-1300

Employee's name

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From: Supervisor's Name  
To: Employee

1. Approved/Disapproved.

Enclosure (2)

COMDRAWINGSIXINST 12000.2D  
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Supervisor's Name

Copy to:  
Appropriate Approving Official