HRDG 4610 - Tours of Duty - Introduction

Last Modified:

Subchapter 4610
Tours of Duty
Introduction

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Purpose	This Subchapter gives managers, supervisors, and employees of the Agricultural Marketing Service (AMS), the Animal and Plant Health Inspection Service (APHIS) and the Grain Inspection, Packers and Stockyards Administration (GIPSA) information needed to establish tours of duty and hours of work to ensure that such hours and tours conform to to law and regulation.
Premium Pay	Regulations, procedures, and delegations of authority governing employee entitlements to premium pay for overtime, compensatory time, night work, Sunday work, hazardous pay, and other entitlements are explained in pertinent agency directives.

This Subchapter supplements the following regulations:

	Regulations	Description
Related Regulations	Executive Order 11582, dated February 11, 1971, and Section 6103 of Title 5 U.S. Code (U.S.C.)	Observance of Holidays by Government Agencies
	Title 5 U.S.C. Chapter 61	Hours of Work
	Title 5 Code of Federal Regulations (CFR) Part 340	Other Than Full-Time Employment
	Title 5 CFR Part 610	Hours of Duty
	Marketing and Regulatory Programs (MRP) **Directive 4610.1** (58.85 KB)	Tours of Duty

The following terms appear throughout the text of this document:

Administrative Workweek in USDA means the period of 7 consecutive calendar days, Sunday through Saturday. The administrative workweek in USDA begins at 12:01 a.m. on Sunday, and ends at midnight on Saturday.

Exceptions: In rare cases, where employees are required to work shifts which span 2 calendar days, employees may be assigned to a different administrative workweek, and days may be defined as other than calendar days (i.e., may be defined as 24-hour periods). Variations in the administrative workweek must be documented, with a copy provided to the Employment Policy Branch, MRP Human Resources.

Basic Work Requirement means the number of hours, excluding overtime hours, that an employee is required to work or is required to account for by leave or otherwise.

Basic Workweek for full-time employees means the 40-hour workweek during which they are regularly scheduled to be on duty.

Compensatory Time is time off **in lieu of overtime pay** for irregular or occasional overtime work in excess of 8 hours in a day or 40 hours in a week that is ordered and approved by management in advance of the work being performed. When compensatory time is granted, it is substituted on an hour for hour basis for the amount of irregular and occasional overtime hours worked.

Compensatory time off in lieu of overtime pay may be granted to employees under flexible work schedules for irregular or occasional and regular overtime work.

Compensatory time may be earned and used in the same pay period.

Compensatory time off in lieu of overtime pay is distinguished from credit hours in that compensatory time derives from entitlement to pay for overtime work (i.e., work in excess of 8 hours in a day or 40 hours in a week, **ordered in advance by management**). Entitlement to compensation in the form of credit hours derives from work performed at the option of the employee that is in excess of the employee's basic work requirement of 80 hours in the biweekly pay period.

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