

Part IN427 – Hours of Duty

Subpart B – Work Schedules

IN427.12(b)

(1) Requests for permanent changes in tour of duty must be in writing to the approving official. In Indiana, this authority is delegated to District Conservationists, RC&D Coordinators, Technical Support Team Leaders, Soil Survey Project Leaders and appropriate principal state staff, who will retain the requests (IN-PERS-5) in respective offices.

(2) Requests for temporary changes in tour of duty for emergency or special situations or events, including travel, detail, or training must be communicated to the approving official. In Indiana, this authority is delegated to (same as above list). Temporary changes in tour of duty should be noted on the FNM-320 for the pay period the change occurs.

(IN360-GM, Amend. IN22, November 1999)

IN427-6 (1)