



Current as of: 16 Feb 2011

CIVILIAN HR FLIGHT FACT SHEET

HOURS OF WORK

The **administrative work week**, within which an employee's work must be scheduled, begins at 0001 hours Sunday morning and ends Saturday night at 2400 hours. The basic work week is those days and hours within the administrative work week which include the regularly scheduled work.

BASIC WORK WEEK

The basic workweek is scheduled on 5 days, Monday through Friday when possible, and the 2 days outside the basic workweek are consecutive. The working hours in each day in the basic work week are normally the same. HQ USAFE and Ramstein ABW's basic workweek revolve around "core hours", which are those period of time during the day an employee must be at work (or in an approved leave or other approved status).

- HQ USAFE and Numbered AF organizational core hours are 0800-1600.
- 86 AW and Tenant organizational core hours are 0900-1500.

UNCOMMON TOUR OF DUTY

Organization Commanders have the authority to establish an uncommon tour of duty, which is any 40 hour basic workweek which includes Saturday and/or Sunday or fewer than 5 days but not more than 6 days of the administrative workweek. Of course, mission requirements and customer needs are a Commander's first consideration when determining a tour of duty, although employee morale is certainly an important factor.

SUPERVISOR'S RESONSIBILITIES

Supervisors should provide each employee a regularly scheduled tour of duty in which the hours and days of work are scheduled and known to the employee in advance of the administrative workweek. Management should give employees at least 7 calendar days notice before the effective date of the change, unless shorter notice is necessary to prevent the agency from being handicapped in the exercise of its functions or to forestall a substantial increase in operational costs. Civilian Pay must be given notice of changes in the basic workweek.

ALTERNATE WORK SCHEDULES

HQ USAFE has approved an Alternative Work Schedule (AWS) at Ramstein: Flexible Work Schedule. The flexible schedule requires that employees work during "core hours"; however, the starting and ending times may be selected by the employees, within limits established by management. A flexible schedule can be useful to both the organization and the employees.

LUNCH PERIODS

All full-time employees **are required** to take a lunch break. Lunch Periods are normally 30 – 60 minutes, during which the employee is entirely free of the duties of his or her position. The lunch period is unpaid. Employees **cannot** combine the lunch period with breaks to take an extended lunch period, nor may an employee skip a lunch period to shorten the scheduled duty day.