



DEPARTMENT OF THE ARMY  
HEADQUARTERS UNITED STATES ARMY SIGNAL CENTER OF EXCELLENCE  
AND FORT GORDON  
506 CHAMBERLAIN AVENUE  
FORT GORDON GEORGIA 30905-5735

ATZH-DC

31 January 2012

MEMORANDUM FOR US Army Signal Center of Excellence Personnel

SUBJECT: Hours of Duty, Work Schedules, and Compensation

1. References

- a. U.S. Army Training and Doctrine Command, Supervisory Guide, dated June 2009.
- b. United States Army Signal Center and American Federation of Government Employees Local 2017, Fort Gordon, Georgia, Labor-Management Agreement, dated 29 September 2004
- c. U.S. Army Signal Center and Fort Gordon Regulation 690-21, dated 20 March 1996, subject: Absence and Leave

2. The supervisor sets an employees' tour of duty. A basic workweek consists of 40 hours for full time employees. The regular tour of duty is five - 8 hour days, with a 30 minute lunch break. This can be modified as described in the Signal Center of Excellence's Alternative Work Schedules Policy Letter, dated 30 September 2011. Employees are also authorized a scheduled rest period not to exceed 15 minutes during the first half and again during the second half of their tour of duty, except where work requirements dictate otherwise. Rest periods will not be added to the beginning or the end of the lunch period or the beginning or end of the work shift. Overtime work (as a general rule) is each hour of work in excess of eight hours in a day. Supervisors will obtain approval in writing from the Chief of Staff prior to appointing overtime. If there is no time, verbal approval by the Chief of Staff will suffice, but will be followed up with a written request. General Schedule (GS) employees designated as nonexempt are entitled to overtime pay at 1.5 times their regular pay for all hours of work over 8 in a day or 40 hours in a workweek. Approved overtime pay for exempt GS employees is capped at 1.5 times the GS-10 step 1 pay rate.

3. Compensatory time off is time off with pay in lieu of overtime pay for irregular or occasional overtime work. There is no limit on the maximum number of hours of compensatory time an employee may accumulate. However, it must be used by the end of the 26<sup>th</sup> pay period after it is earned or it will be paid to the employee at the overtime rate at which it was earned. Compensatory time should be taken prior to approving annual leave. Supervisors are responsible for ensuring compensatory time is used.

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4. Travel compensatory time is authorized if you are on orders for temporary duty and the necessity for traveling has occurred outside your normal tour of duty. Note: every effort will be made to schedule travel time during normal duty hours. See enclosure for an example.

5. Excused absences are occasional, brief absences from duty, when the reasons are justifiable, administratively authorized by a supervisor without loss of pay, and without charge to leave. Supervisors must exercise this authority judiciously, consistently, and fairly for all employees. Supervisors may approve occasional tardiness or brief absences. Supervisors may authorize early releases of less than one hour on infrequent occasions (the 59 minute rule). This rule is not to be used to replace time off awards or other types of recognition. These absences cannot be taken in conjunction with leave or as a substitution for other time off. See Reference a & b for further details.

6. Annual Leave – Employees earn annual leave which allows them to take paid time off for vacation and personal matters. However, it is subject to supervisor's approval and can be canceled at the supervisor's discretion. Request for annual leave for emergency reasons will be considered on an individual basis and granted when conditions warrant. The employee is responsible for notifying his/her immediate supervisor or designated representative of a request for emergency leave as soon as possible and normally not later than two hours after the start of his/her work shift. The employee will state the reason for the request and the approximate time he/she anticipates being absent from work. At the end of the calendar year, if an employee has an excess balance of the maximum 240 hours of annual leave, and has been denied the opportunity to use this leave, he/she may request to "carry over" the balance to the following year. This will require the director's or Brigade Commander's approval then will be processed through the Customer Service Representative. This leave should be used prior to regularly accrued annual leave.

7. Sick Leave – Employees earn sick leave which allows them to take paid time off for illnesses and medical appointments. In cases of prolonged absences due to illness, medical certificates may be required at reasonable intervals to avoid overpayments which can result when sick leave is granted without supportable basis. Except for emergencies, sick leave requests should be made on or before the first day of absence by written or verbal message or be supported by a medical certificate to be filed within seven calendar days after returning to duty. In individual cases, a medical certificate may be required for less than five consecutive workdays when there is reason to believe that the employee is abusing sick leave privileges.



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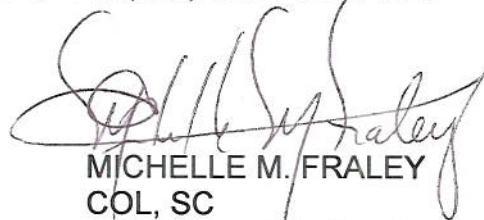
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8. Although, it is the overall responsibility of the employee to manage the utilization and balance of their leave, the supervisor has final approval authority subject to mission requirement, and may recommend leave usage order as follows:

- a. comp time/ travel comp time
- b. award time
- c. use or lose
- d. annual

9. Further information on all the above leave topics can be found at <http://www.gordon.army.mil/cpac/mer.htm>

10. The proponent for this action is the G-1 at (706) 791-0139/8162.



MICHELLE M. FRALEY  
COL, SC  
Acting Deputy to the Commanding General

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Per Office of Personnel Management memorandum dated Jan 27, 2005 Subject: Compensatory Time Off for Travel, employees entitled under the regulations who perform official authorized travel are entitled to compensatory time for travel.

**COMPENSATORY TIME FOR TRAVEL**

Employee name: \_\_\_\_\_

SSAN: \_\_\_\_\_

Normal Tour of Duty Hours \_\_\_\_\_

Departure Date \_\_\_\_\_

Return Date \_\_\_\_\_

Departure Time \_\_\_\_\_

Return Time \_\_\_\_\_

Arrival Time \_\_\_\_\_

Arrival Time \_\_\_\_\_

Total hours \_\_\_\_\_

Total hours \_\_\_\_\_

**Total travel time hours** \_\_\_\_\_

**Adjust for time not allowed:**

Travel time within regular working hours \_\_\_\_\_

Normal commuting time from home-to-work/work-to-home \_\_\_\_\_

Meal periods \_\_\_\_\_

Time used for personal purposes  
(sleeping, shopping, sightseeing, etc) \_\_\_\_\_

**Compensatory time off for travel allowed** \_\_\_\_\_

Employee signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approver Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Directorate of Resource Management does not need to maintain a copy of this document. It should be maintained with the time and attendance files.

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