



JOINT TASK FORCE
NATIONAL CAPITAL REGION MEDICAL
8901 WISCONSIN AVENUE, BUILDING 27
BETHESDA, MD 20889-5605

JTF CAPMEDINST 12600 CH-1
J-8

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JTF CAPMED INSTRUCTION 12600 CHANGE TRANSMITTAL 1

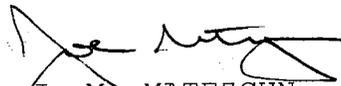
From: Commander, Joint Task Force National Capital Region
Medical Center (JTF CapMed)

Subj: TIMEKEEPING POLICY AND PROCEDURES FOR CIVILIAN EMPLOYEES
OF HEADQUARTERS

Encl: (1) Revised page 11

1. Purpose. To transmit new page 11, which revises procedures
for religious leave.

2. Action. Remove page 11 of the basic instruction and insert
enclosure (1).


J. M. MATEZCUN
Commander



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MAR 31 2009

JTF CAPMED INSTRUCTION 12600

From: Commander, Joint Task Force National Capital Region
Medical Center (JTF CapMed)

Subj: TIMEKEEPING POLICY AND PROCEDURES FOR CIVILIAN EMPLOYEES
OF HEADQUARTERS

Ref: (a) OPM Handbook on Alternative Work Schedules
(b) DOD Directive 7000.14-R, Vol 8, Civilian Pay Policy
and Procedures
(c) 5 C.F.R. 550.112(g)
(d) 5 C.F.R. Part 550 Subpart N
(e) 5 U.S.C. 6121(4)
(f) 5 U.S.C. 6327
(g) 5 U.S.C. 6323
(h) 31 U.S.O. 3528
(i) DOD Directive 1400.25-M, DOD Civilian Personnel
Management System

Encl: (1) Civilian Work Schedule Form
(2) NAVCOMPT Form 2282 (Overtime/Compensatory Time)

1. Purpose. To issue timekeeping policies and procedures for
civilian employees of JTF CapMed.

2. Cancellation. JTF CapMed memo Commander's Policy Statement
on Civilian Personnel Alternate Work Schedules.

3. Policy. JTF-CAPMED core hours are 0900 to 1500. This is
the designated, period of each workday when all personnel must
either be on duty or on leave. For purposes of this
instruction, workdays shall be Monday through Friday. Flexible
windows are provided from 0630 to 0900 and 1500 to 1800. In the
establishment of work schedules and arrival and departure times
for civilian employees, supervisors shall consider the
maintenance of a balanced work force to ensure efficient conduct
of the Command's business, including effective response to
emergency situations.

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Supervisors are responsible for the administration and authorization of overtime and leave, and the timely and accurate preparation, certification, and submission of time and attendance. The input of time and attendance may be assigned and certification authority may be delegated. However, the assignment and delegation of these duties does not relieve the employees or the supervisor of the responsibility for the accuracy of the time and attendance or the approval and administration of leave and overtime.

a. Work Schedules

(1) Alternative work schedules (AWS) and Compressed Work Schedules (CWS) are authorized. Per reference (a), JTF CapMed's Alternative Work Schedules and Office of Personnel Management (OPM) Flexible Work Schedules are synonymous. The AWS and CWS request form is shown in (enclosure (1)).

(a) Flexitour - (AWS 1). Flexitour (AWS 1) is a fixed work schedule. The full time employee adheres to the same start/stop times each day (8 hours per day and 40 hours per week). For a part-time employee, the basic work requirement is the number of hours the employee is scheduled to work in the administrative workweek and the number of hours the employee is scheduled to work in the biweekly pay period.

(b) Gliding - (AWS 2). Gliding (AWS 2) is a flexible schedule, where start times may vary daily without notification within the established flexible hours (8 hours per day and 40 hours per week). For a part-time employee, the basic work requirement is the number of hours the employee is scheduled to work in the administrative workweek and the number of hours the employee is scheduled to work in the biweekly pay period.

(c) Compressed Work Schedule. This work schedule is available upon supervisor's approval. This is a fixed work schedule. The full time employee adheres to the same start/stop times each day for eight of the ten workdays (nine hours per day) during a biweekly pay period and the same start/stop times for one eight hour day during the same biweekly pay period. A full-time employee is required to work 80 hours in a biweekly pay period. A part-time employee works fewer than 80 hours in a biweekly pay period.

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(2) Supervisors shall approve and monitor employee work schedules and arrival/departure times. An employee's regularly scheduled workday shall not begin before 0630 and may not end after 1800.

(3) A minimum 30-minute lunch break must be added to each work schedule. However, supervisors may authorize up to one hour for a lunch break. It may not be taken at the beginning or end of the workday.

(4) Participation in AWS & CWS is on a voluntary basis and no individual shall be required to participate. However, all requests to participate will be consistent with the mission requirements and workload demand. In some cases, a supervisor may find it necessary to require certain individuals or organizational components to remain on the same work schedule or to adjust employees' work hours (arrival and departure times) to accommodate the needs of the organization. Further, a supervisor may temporarily suspend or change the day off, or permanently terminate participation in AWS & CWS within his/her organizational components for operational reasons.

(5) A supervisor who denies requested participation in AWS must notify the employee(s) in writing.

(6) Generally, work schedules shall be in effect for a minimum of one-year. However, the work schedule of an individual or an organizational component may be changed more frequently by the supervisor if necessary to effectively meet work requirements or at an employee's request, as in the case of personal hardship.

(7) The use of compensatory time off for travel shall be approved in advance by supervisors, and may be charged in six-minute increments (1/10th of an hour).

(8) The AWS program should not result in the establishment of additional supervisory positions, or require any supervisor to extend his or her workday beyond the scheduled hours of work.

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In situations where the presence of a supervisor is required, line management will coordinate schedules of supervisory and non-supervisory personnel to ensure office coverage.

(9) Employees utilizing AWS/CWS must ensure that their time (regular, overtime, compensatory, credit, and telework hours, etc.), and attendance (i.e., any leave usage) is properly and accurately recorded on their timesheet on a daily basis. Failure to have the time up to date at certification may result in the employee being charged with leave and potentially leave without pay. Additionally, continued failure to comply will result in removal from AWS/CWS.

(10) Supervisors will forward a copy of their employees' approved AWS/CWS to the J1, Personnel Services Division.

b. Annual Leave

(1) Annual leave shall be approved in advance by supervisors, except in an emergency, and may be charged in six-minute increments (1/10th of an hour). Emergency annual leave shall be requested within two hours of the employee's normally scheduled arrival time.

(2) Advanced Annual Leave. The current leave year accrual of annual leave may be advanced if approved by the supervisor, and if there is reasonable assurance the employee will be in a duty status long enough to earn the advanced leave. Doubtful cases shall be disapproved. Subsequent lack of accrual may result in an indebt situation. Individuals subject to a letter of caution, letter of reprimand, or other more severe disciplinary action for leave abuse will not be advanced annual leave other than for extreme emergencies, such as serious illness or death of an immediate family member.

(3) Approval Procedures. Annual leave and advanced annual leave may be requested and approved via SLDCADA. Supervisors who deny a request for annual leave will work with the employee to ensure there is ample opportunity to reschedule such annual leave. In rare situations where a supervisor must deny properly requested annual leave or cancel previously scheduled and approved annual leave because of a "necessity of the public business." The supervisor must seek a determination

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or concurrence from the Chief of Staff on the decision for denial or cancellation.

(4) Restoration of Annual Leave. Annual leave will be scheduled and used throughout the year. Excess annual leave (use or lose), which is not taken by the end of the leave year is subject to forfeiture. However, in circumstances where there is cancelled annual leave based on clear mission needs, there may be restoration of the forfeited annual leave. These circumstances include situations where there is a "necessity of the public business" (work related projects of emergency proportions), or the sickness of an employee interferes with the use of previously scheduled and approved annual leave and there is not ample time to reschedule and use the annual leave prior to the end of the leave year. If annual leave was cancelled because of a necessity of the public business, provide documentation that the necessity determination was made and concurred by CoS prior to cancellation, and give specific details of the necessity and provide beginning and ending dates. Procedures for restoration of forfeited annual leave are provided below.

(a) Memorandum to CoS via chain-of-command submitted within 60 days from the date of forfeiture (end of leave year) which clearly states the reason for the request and includes all required documentation.

(b) Other Documentation Required:

1. Documentation, in writing, that the leave was scheduled before the start of the third pay period prior to the end of the leave year and in advance of the exigency, sickness or injury that occurred late in the leave year or was of such duration that the excess annual leave could not be rescheduled for use by the end of the leave year. Such documentation must include a request for leave (SLACADA), which show the date of the leave request, start and end dates of the leave, numbers of hours, and approval or disapproval with reason(s).

a. Supervisory documentation that scheduled and approved annual leave was cancelled, and specific reason(s) for cancellation. If cancelled because of sickness of the employee, provide required medical documentation.

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b. The date(s) the cancelled leave was rescheduled, start and end dates, and number of hours (SLACADA) or other supervisory documentation as to why the cancelled leave could not be rescheduled for use prior to the end of the leave year.

c. Compensatory Time Off for Travel. Compensatory time off for travel allows employees to be credited with time off for uncompensated periods of official travel that occur during non-work hours. There is no limit on the amount of compensatory time off for travel an employee may earn.

(1) Compensatory time off for travel outside normal duty hours must be authorized and used in accordance with references (c) and (d).

(2) An employee must use his or her accrued compensatory time off for travel by the end of the 26th pay period after the pay period in which it was earned or the employee will forfeit such compensatory time off, except in certain circumstances.

(3) When an employee voluntarily transfers to another agency, the employee will forfeit all of his or her unused compensatory time off for travel.

(4) The use of compensatory time off for travel shall be approved in advance by supervisors, except in an emergency, and may be charged in six-minute increments (1/10th of an hour).

d. Sick Leave

(1) Sick leave may be charged in six-minute increments (1/10th of an hour). For absences in excess of three days or for a lesser period when determined necessary by the supervisor, the supervisor should require a medical certificate or other administratively acceptable evidence to support the employee's request for sick leave. Sick leave may be used when an employee:

(a) Receives medical, dental, or optical examination or treatment;

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(b) Is incapacitated by physical or mental illness, injury, pregnancy, or childbirth;

(c) Would, because of exposure to a communicable disease, jeopardize the health of the others by his/her presence on the job.

e. Family Care and Bereavement

(1) An employee may use a limited amount of sick leave for family care and bereavement purposes to:

(a) Provide care for a family member as the result of physical or mental illness, injury, pregnancy, childbirth, or medical, dental, or optical examination or treatment.

(b) Make arrangements necessitated by the death of a family member or attend the funeral of a family member.

(c) Family member of the employee is defined as follows:

1. Spouse and parents thereof;
2. Children, including adopted children and spouses thereof;
3. Parents;
4. Brother and sisters and spouses thereof; or
5. Any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

(2) Full-time employees may use up to 40 hours of sick leave each leave year for family care and bereavement purposes. An additional 64 hours may be used as long as the employee maintains a balance of at least 80 hours of sick leave in his/her sick leave account.

(3) Part-time employees are also covered and the amount of sick leave they may use for these purposes is prorated.

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(4) Up to 40 hours of sick leave may be advanced for family care.

(5) Supervisors are responsible for ensuring that the use of sick leave for family care does not exceed the above limitations.

f. Advanced Sick Leave. With the exception of employees serving under a limited appointment or with a specified termination date, supervisors may approve the advancement of up to 240 hours of sick leave to an employee with a medical emergency, serious disability or serious health condition; or for purposes related to the adoption of a child. A medical emergency is defined as a medical condition of an employee or a family member of such employee that is likely to require an employee's absence from duty for a prolonged period of time and to result in a substantial loss of income to the employee because of the unavailability of paid leave. A serious health condition does not include routine physical, eye or dental treatment. Ordinarily, unless complications arise, the common cold, the flu, earaches, upset stomach, minor ulcers; headaches (other than migraines), routine dental or orthodontic problems, and periodontal disease are not serious health conditions. A maximum of 40 hours of sick leave may be advance for family care or bereavement purposes. The employee must provide medical certification that the sick leave is required for the dates the leave is requested and included a brief diagnosis and prognosis in his/her request. Advanced sick leave should not be granted if it appears likely that the employee will not return to duty long enough to earn the leave. Advance sick leave cannot be used until the employee's sick leave balance is exhausted. Upon separation, employees must repay advance sick leave not earned unless the separation is caused by death, disability retirement, or a disability, which prevents the employee from returning to duty.

g. Approved Procedures. Sick and advanced sick leave may be requested and approved via SLDCADA. Employees and supervisors are responsible for ensuring that any sick leave (including advanced sick leave) taken during a pay period is recorded accurately on the employee's automated time sheet for that pay period.

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h. Family and Medical Leave

(1) Under the Family and Medical Leave Act of 1993 (FMLA), covered employees are entitled to a total of 12 administrative workweeks of Leave without Pay (LWOP) during any 12 month period for:

(a) The birth of a son or daughter and care of the newborn;

(b) The placement of a son or daughter with the employee for adoption or foster care;

(c) The care of a spouse, son, daughter, or parent with a serious health condition; or

(d) Employee's own serious health conditions that make the employee unable to perform the duties of his or her position.

(2) Upon the return from LWOP, the employee must be returned to the same or equivalent position. While on FMLA leave, the employee is entitled to maintain health benefits coverage. If the employee receives LWOP under the FMLA, the employee is responsible for paying his or her share of the health benefits premium.

(3) The employee may choose to substitute annual leave for unpaid leave under the FMLA and may also substitute sick leave in those situations in which the use of sick leave is permitted.

(4) For information regarding Family-Friendly Leave policies please refer to the following web-site:
<http://www.opm.gov/oca/leave/html/levbro.htm>

i. Organ Donor Leave

(1) Employees who donate organs for transplants are authorized up to 30 days paid leave, in an addition to annual leave, for organ donation. The amount of leave for bone marrow donation is restricted to seven days each calendar year under reference (f).

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(2) For medical procedures and recuperation requiring absences longer than 30 days, employees may be granted additional time off in the form of sick and/or annual leave, advanced sick and/or annual leave, donated annual leave or leave without pay.

(3) The leave request must be accompanied by a certificate and signed by the health care provider. Employees may use the U.S. Department of Labor Form WH-380, Certification of Health Care Provider, to indicate organ donation or provide the information by letter, which must include the medical facts, of incapacity. Medical re-certification may be required when the period of incapacity extends past the originally approved leave date.

j. Religious Leave

(1) To the extent that modifications in work schedules do not interfere with the efficient accomplishment of an agency's mission, an employee whose personal religious beliefs require alternative work hours may do so in order to meet his/her religious obligations.

(2) The employee must notify his/her supervisor of his/her religious obligation and request alternative hours in order to earn religious leave to cover the observance(s). Unless the mission of the Agency would be impacted by the employee's absence, the supervisor must approve the religious leave earned and may determine whether the alternative work hours will be scheduled before or after the religious observance. An employee's request for time off should not be granted without simultaneously scheduling the hours during which the employee will work to make up the time. This provides a clear record of the employee's adjusted work schedule. An employee should be allowed to accumulate only the number of hours of work needed to make up for previous or anticipated absences from work for religious observances in that year.

(3) The religious leave earned and taken shall be requested and approved via SLDCADA.

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(4) The alternative hours or days worked to earn religious leave do not create entitlement to premium pay, including overtime. Overtime pay provisions of Title 5 United States Code (USC) for non-exempt employees and the Fair Labor Standards Act (FLSA) for non-exempt employees do not apply regardless of the number of hours, or days the employee works in excess of his/her normal work schedule.

(5) Religious leave earned is exempt from maximum pay limitations.

(6) Alternative hours worked must be recorded in the employee's SLDCADA timesheet as religious time earned. When the employee uses the religious time earned for religious observance, it will be recorded as religious time taken on the employee's automated timesheet. Employees and supervisors are responsible for ensuring that any religious time earned and used during a pay period is recorded accurately on the employee's SLDCADA time sheet for that pay period.

(7) Religious leave earned may only be used for religious observances. If an employee is separated or transferred before using his or her religious leave earned, it will be transferred, or if separated, it will be paid at the employee's rate of basic pay in effect when the hours or worked were performed.

(8) In lieu of earning religious leave to cover religious observances, employees may request annual leave.

k. Court Leave and Jury/Witness Fees

(1) Employees are authorized court leave with pay when summoned to serve as a juror, or when summoned as a witness in a non-official capacity on behalf of any party in connection with any judicial proceeding in which the United States, the District of Columbia, or as a state or local government is a party.

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The General Accounting Office has further clarified this provision, and has held that where the employee is a party (e.g., plaintiff or defendant) to a judicial proceeding in which the federal, state or local government is also a party, the granting of court leave with pay is discretionary. In these instances, the employee may request annual leave. For more information see Matter of Pasake, 59 Comp.Gen.290 (1980) and Matter of Sweeny, B-201602, April 1, 1981.

(2) An employee who is under proper summons from a court to serve on a jury shall be granted court leave for each day that he or she serves on a jury or is required to remain on the premises of the court waiting for a call to jury duty. The employee is not entitled to court leave when he or she is excused or discharged by the court, either for an indefinite period, subject to call by the court, or for a definite period in excess of one day. Therefore, an employee may be required to return to duty or be charged annual leave. However, the supervisor may make the determination that the employee may not be required to return to duty if it would cause hardship for him or her.

(3) If an employee is on annual leave when called for jury duty or witness service, court leave shall be substituted. No charge shall be made to annual leave for court service.

(4) The following information pertaining to jury duty or witness service shall be forwarded to Resource Management (J8).

(a) A copy of the court summons shall be forwarded prior to the date of the employee is to report to court.

(b) When the employee has completed jury duty or witness services, the court issued Certificate(s) of Attendance shall be forwarded. The Certificate of Attendance shall indicate the inclusive dates of service.

(c) Fees received for jury or witness services on an employee's scheduled workday must be refunded to the government, by personal check or money order.

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The personal check or money order should be made payable to the Defense Finance and Accounting Service (DFAS) and mailed to: DFAS Cleveland Center; ATTN: FTBCB, RM 2848; 1240 East 9th Street; Cleveland, OH 44199. Fees not submitted within 45 days after completion of jury duty or witness services are subject to payroll deduction. Fees received for jury duty or witness services on a scheduled non-workday need not be refunded to the government.

(d) Allowances for, or reimbursement of, expense paid to an employee for jury duty or witness services need not be refunded to the government. If there is any question as to whether a payment is for fees or expenses, the employee shall request a court official to provide a statement that identifies and separates the amounts paid for allowance and reimbursements.

1. Military Leave

(1) Eligible employees are entitled to military leave as set forth in reference (g).

(2) When military leave is recorded, a copy of the orders directing the employee to active military duty, and certified verification of attendance indicating completion of training duty, must be forwarded to J8 when the employee returns to duty.

(3) Military leave is charged on a workday basis. No charge is made to non-workdays. For more information see *Butterbaugh v. United States Department of Justice*, 336 F.3d 1332 (Fed. Cir. 2003). If an employee has separate sets of orders or orders which cover separate periods of time, with return to civilian status between the periods covered in the orders, military leave shall not be charged for the time the employee is returned to civilian status.

(4) Military leave may be taken intermittently, a day at a time, or all at one time, regardless of the number of training sessions. Employees and supervisors are responsible for ensuring that any military leave taken during a pay period is recorded accurately on the employee's automated time sheet at the end of that pay period.

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m. Continuation of pay (COP) is an entitlement under the Federal Employees' Compensation Act (FECA) for traumatic on-the-job injuries and disease sustained while in the performance of duty. When practical, employees shall notify their supervisors immediately whenever they have a work related injury. Supervisors shall direct employees to contact the J-1 for information and assistance in applying for COP.

(1) When an employee sustains a disabling job-related traumatic injury while on the job, he or she may be entitled to COP for up to forty-five calendar days.

(2) The period charged to the forty-five day entitlement begins with the first day of disability or medical treatment following the date of injury, provided that the absence began within 45 days after the injury.

(3) If the employee is unable to return to work following an injury, COP shall be charged against the forty-five day entitlement for the day the medical documentation shows the employee was disabled, including holidays, weekends, and regular days off. For example, if the physician indicates that disability shall continue through Saturday for an individual who has Saturday and Sunday off, COP shall be charge through Saturday.

(4) If the employee is partially disabled following the injury, and continues to work several hours each workday, each day or partial day of absence from work is chargeable as a full day of COP against the forty-five day entitlement.

(5) If the employee has returned to work, but must receive medical attention related to the injury for a portion of a workday, a full day of COP will be counted against the forty-five day entitlement, even though the employee is not entitled to be absent for the entire day. For example, if an employee must use three hours in order to receive physical therapy for the effects of the injury, he or she is entitled to only three hours of COP even though one full calendar day will be charged against the forty-five day entitlement.

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If an employee is absent for all or part of the remaining workday, the time loss should be covered by leave, leave without pay, absence without leave, etc.

n. Administrative Leave

(1) Administrative leave is authorized by the Commander in situations where it is necessary to close all or part of the Command and administratively excuse the non-emergency civilian workforce. This includes unanticipated curtailment of operations based on extreme weather, natural disasters, and unforeseen interruptions of transportation or building services that are potential health or safety risks. This authority is not intended to cover extended periods of interrupted or suspended operations that can be anticipated sufficiently in advance.

(2) During activity closure due to inclement weather, non-emergency full time employees are authorized eight hours Administrative Leave. If the closure occurs on the day that is the employee's typical day-off, he/she has no entitlement to an additional day off per reference(h).

o. Excused Absence. Excused absence refers to an authorized absence from duty without loss of pay and without charge of paid leave. Periods of excused absence are considered part of an employee's basic workday even though the employee does not perform his or her regular duties, and the absence need not be recorded on the employee's timesheet. When appropriate, supervisors may authorize up to fifty-nine minutes for an excused absence. Authorization in excess of fifty-nine minutes may not be used to create or extend a holiday.

p. Leave without Pay (LWOP)

(1) LWOP is a temporary non-pay status and absence from duty granted at the employee's request. LWOP will be approved in advance by the supervisor. Approved annual and sick leave may be converted to LWOP by the payroll system if the employee's leave balances are insufficient.

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(2) Accumulation of LWOP impacts a full time employee's annual and sick leave accrual in increments of 80 hours as indicated below:

(a) If 80 hours of LWOP is recorded for a pay period, the employee will not receive his/her annual and sick leave accrual for that pay period.

(b) If LWOP is recorded over multiple pay periods, the employee will lose one pay period of annual sick leave accrual each time he/she accumulates 80 hours of LWOP during the leave year.

(3) Accumulation of LWOP does not impact a part-time employee's annual and sick leave accrual. A part-time employee's leave accruals are calculated based on the number of hours worked.

(3) LWOP may be requested and approved via Application for Leave or Approval Absence.

q. Holidays. When a holiday designated by Federal stature or Executive Order falls on a non-workday of the employee on CWS, the employee may select the workday to be the designated "in lieu of" holiday.

r. Overtime and Compensatory Time

(1) Overtime work will be limited to headquarters operations of an emergency nature (i.e., urgent readiness matters, emergencies or safeguarding life and property). It may only be approved when essential work cannot be performed within regular working hours. Overtime and compensatory time earned shall be approved in advance by CoS except in an emergency, and may be charge in six-minute increments (1/10th of an hour). The request can be submitted via email to CoS, and once approved, it must be put into SLDCADA. The Overtime and compensatory time form is found in (enclosure (1)).

(2) Supervisors are responsible for reviewing overtime usage and will ensure that the use of overtime to accomplish work requirements is minimized through adequate planning, establishments of proper lead times, and proper scheduling of leave.

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(3) Overtime and compensatory time are authorized for approved work performed in excess of the employee's normal work schedule hours. Descriptions of the different types of overtime are provided below:

(a) Regular Overtime. Overtime work that is officially scheduled and authorized for prescribed days and hours on a continuing basis, and has become a regular part of the employee's worksheet.

(b) Irregular Overtime. Overtime work requested and approved on an individual case basis to meet specific work requirements that cannot be accomplished within the normal workday.

(c) Callback Overtime. Irregular overtime occurs when it is necessary to return an employee to his or her workplace after an interval of at least one non-duty hour after the close of the regular workday.

(d) Compensatory Time. Compensation time is time off from an employee's workweek that is accrued in lieu of payment for an equal amount of overtime work. Compensatory time off shall be approved in advance by supervisors via the CoS (except in an emergency), and may be charge in six-minute increments (1/10th of an hour).

(4) Authorization of Overtime and Compensatory time

(a) Authorization for overtime or compensatory time shall be in writing and include a justification of why the work is required.

(b) The authorization must be in advance of the performance of work, except when the exigency precludes prior approval, overtime and compensatory time must be approved and documented as soon as possible after the work has been performed.

(c) SLDCADA overtime request will be used to document the request and approval of overtime and compensatory time, and to provide supporting documentation.

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(d) Employees with basic pay rates below GS-10, Step 10, are allowed to choose between overtime pay and compensatory time-off.

(e) Compensatory time cannot be earned for holiday work. However, employees who are required to work on a holiday will receive holiday premium pay.

(f) Overtime or compensatory time will be authorized for exempt employees performing work at home under an approved telework arrangement, at quarters during temporary duty (TDY), or while attending training. Compensation for travel outside normal duty hours must be reported as compensatory time off for travel and must be authorized.

(g) Under the provisions of the Fair Labor Standards Act (FLSA), non-exempt employees must be compensated for any overtime work performed for the benefit of the command, whether authorized or not, provided the employee's supervisor knew or had reason to believe the work was being performed and had the opportunity to prevent it. This includes while on travel, on the weekends, and non-duty hours. Non-exempt employees may not be required to earn compensatory time instead of being paid overtime unless they request it.

(h) If an employee in TDY status is required to perform work on his or her scheduled regular day off, the employee and supervisor may request and approve a temporary change in work schedule in lieu of authorizing overtime or compensatory time.

(i) Generally, overtime and compensatory time should not be authorized in the same week that an employee is scheduled for annual leave.

(j) Certain General Schedule employees are also excluded since premium pay may be paid only to the extent that payment does not cause aggregate pay to exceed the pay rate for a GS-15 Step 10.

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(5) Guidelines for Payment of Overtime and Compensatory Time

(a) Nonexempt employee. Nonexempt employees are covered by the minimum wage and overtime provisions of the FLSA. FLSA requires that nonexempt employees be compensated for hours worked in excess of the standard workweek at a rate not less than one and one-half times the employee's regular rate of pay.

(b) Exempt Employees. Exempt employees are excluded from FLSA provisions and are covered by overtime and compensatory time provisions of Title 5 USC. Overtime is paid in an amount equal to the greater of 1.5 times the GS-10, step 1, pay or the individual's hourly rate basic pay.

(c) Demonstration Project. Supervisory positions are exempt from FLSA.

(d) The employee's exempt or nonexempt status is recorded in block 10 of his or her Leave and Earnings statement and Block 35 of his or her SF 50, Notification of Personnel Action.

(e) There is no limitation on the number of hours of compensatory time an employee may accumulate, but compensatory time will automatically be paid at the overtime rate at which it was earned if it is not used by the end of the 26th pay period after it was earned.

(f) Compensatory time earned is not automatically paid when an employee changes activities or Unit Identification Code (UIC). Compensatory time will be automatically paid if an employee separated or transfers to another Department of Defense Agency.

(g) Aggregate compensation (night pay, compensatory pay, overtime pay, premium pay, pay for Sunday work, holiday work and basic pay) for any pay period may not exceed the maximum rate payable for a GS 15, step 10 (Demonstration Project NH-IV pay range).

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s. Certification of Time and Attendance

(1) The certification of time and attendance is an authorization for the expenditure of government funds. At the end of each pay period, each employee's time and attendance shall be certified correct by the employee's supervisor, acting supervisor, or other designated representative authorized to act as a certifying official. Supervisors must have a DD577 form on file with DFAS. FEDEX original to: Defense Finance & Accounting Service Center, Indianapolis Distributing Operations, System Division (Col 142c), 8899 E 56th Street, Indianapolis, IN 56249.

(2) Certifications must be based on knowledge and appropriate internal controls to ensure that accurate and timely data is recorded for all employees.

(3) Certifying officials shall ensure that the appropriate supporting documentation is in place prior to certifying time and attendance.

(4) Employees may not certify their own time and attendance.

t. Protection of Records. Time and attendance data and supporting documentation contain information that is protected by the Privacy Act, and should be stored in an appropriate secure container or password protected automated application when not being used for official purposes. Official purposes are:

(1) To record time and attendance and to maintain leave records for civilian employees.

(2) To provide Time and attendance information to individual employees and management; to provide audit trails for Department of Defense Inspector General, Navy Audit Service, and internal audit procedures; and to provide federal, state, and city tax information to appropriate authorities.

u. Retention of Records

(1) Certified time and attendance reports shall be retained for six years in accordance with reference (i).

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(2) Retention of other time and attendance support documents in accordance with reference (i):

(a) Overtime Authorization Requests - Destroy when four years old.

(b) Alternative Work Schedule Records - Destroy when two years old.

(c) Absence and Leave Records - Destroy when three years old.

v. Responsibilities

(1) Directories. Designate supervisors and certifying officials who will be responsible for the administration of timekeeping functions within their organizations;

(a) Hold supervisors and certifying officials accountable for proper leave administration and the accurate recording and reporting of time and attendance for employees;

(b) Ensure that the AWS program is managed equitably and within their organizations;

(c) Ensure that overtime and compensatory time is limited to cases of necessity, is properly approved in accordance with references (a) and (j), and is performed within budget constraints;

(d) Designate personnel to provide timekeeping oversight, staff support and training to supervisors and certifying officials within their organizations, and ensure that accurate and complete time and attendance data is recorded, approved, and retained;

(e) Ensure that a current list of oversight personnel and certifying officials for each organization is maintained.

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(2) Supervisors and Certifying Officials as delegated shall:

(a) Receive appropriate training;

(b) Approve or disapprove work schedules and employee arrival and departure times;

(c) Approve or disapprove employees leave in accordance with references (a) and (b) and this instruction;

(d) Ensure that employee's overtime or compensatory time is worked only when properly authorized and approved.

(e) Ensure that employees record time and attendance data, and protect and retain all supporting documentation in accordance with references (a) and (b) and this instruction;

(f) Review and certify biweekly, corrected, and supplemental time and attendance information;

(g) Ensure those employees injured on the job are directed to J-1 or respective Administrative Assistant for guidance and procedures on how to apply for COP.

(h) Ensure that employees are familiar with the requirements of this instruction and that they input their time and attendance into the automated system prior to certification; and

(i) Promptly report to an employee any changes(s) made to his/her timesheet during certification that is not supported by documentation.

(3) Employee shall:

(a) Comply with the provisions of this instruction;

(b) Review or record time and attendance entries in the SLDCADA; correct errors prior to the end of the pay period;

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(c) Obtain approval from supervisors prior to using non-emergency leave, and report use of emergency leave to supervisors or certifying officials;

(d) Work overtime or compensatory time and credit hours only after receiving proper approval;

(e) Request the supervisor approve or disapprove participation in an AWS/CWS.

(f) Submit personal payroll changes, such as changes to tax deductions, bonds, allotments, direct deposit, or home address through the J8 or submit electronic changes through MyPay. See <https://mypay.dfas.mil>

(g) Forward appropriate court leave documents and jury or witness fees instruction; and forward military leave documentation to supervisor as required by this instruction.

(4) J-8 Director or Resources:

(a) Provide staff support and service as the principal points of contact for time and attendance matters within their department or staff office;

(b) Train new certifying officials;

(c) Ensure that Work Schedule/Change Forms for new employees and change to existing employees work schedules are input to the SLACADA;

(d) Review the following automated time and attendance reports on the morning after the close of the pay period: Incorrect Hours Report and the Non-Certified Report. Ensure corrections/certification are/is made NLT 1400 on that day;

(e) Ensure that prior pay corrections are cleared up promptly and entered into the SLACADA;

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(f) Ensure that a card copy of the Certification Listing for Manually Certified Employees is printed and signed by the certifying supervisor when time and attendance is NOT certified prior to submission to DCPS (the listing must be retained for six years); and

(g) Ensure that all documents pertaining to time and attendance are protected and retained in accordance with references (a) and (b) and this instruction.

(h) Maintain this instruction on a current basis;

(i) Provide general guidance and respond to inquiries concerning timekeeping procedures;

(j) Designate personnel to provide payroll support and training as needed;

(k) Ensure resolution of payroll problems relating to time and attendance inputs and employee information;

(l) Provide trained payroll Customer Service Representatives (CSR);

(m) Biweekly, review the automated time and attendance Incorrect Hours Report and Non-Certified Report prior to the transmission of employee timekeeping information to DCPS; and

(n) Be the Office of Primary Responsibility (OPR) for timekeeping audits and employee payroll problems.

4. Forms and Formats

a. The NAVCOMPT Form 2282 Overtime Compensatory Time Worksheet is available in electronic format at: JTF Staff Shared Documents, JTF CapMed Timekeeping Policy, and then clicking on NavCompt Form 2282.

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b. The Civilian Work Schedule Form is available in electronic format at: JTF Staff Shared Documents, JTF CapMed Timekeeping Policy, and then clicking on Civilian Work Schedule Form.

5. Action. All JTF-CAPMED personnel assigned will fully discharge their respective responsibilities under this instruction.



J. M. MATECZUN
Commander

CIVILIAN WORK SCHEDULE FORM

MEMORANDUM FOR _____
 (Supervisor)

1. I, _____, _____ request the following
 (Print Name) (Last four of SSN)
 work schedule under the JTF CapMed Headquarters Civilian Work Schedule or the Personnel
 Alternative Work Schedule Program:

10/8 workday may begin as early as 0600 or end as late as 1800 (to include 1 hour for lunch). This schedule is 10 eight hour days for a total of eighty hours. Schedule must include the core hours 0800-1500.

4/4/9 and 1/8 workday may begin as early as 0600 or end as late as 1800. This schedule is 8 nine hour days, 1 eight hour day, and one designated day off per pay period for a total of eighty hours. Schedule must include the core hours 0800-1500.

4/10 workday may begin as early as 0600 or end as late as 1800. This schedule is eight ten hour days, and two designated day off per pay period for a total of eighty hours. Schedule must include the hours 0800-1500.

Proposed Work Schedule:

	Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri
Arrival Time										
Departure Time										
Total Hours										

Note: It may be necessary for management to adjust the approved Schedule to meet specific operational requirements. The effective date must be at the beginning of the pay period.

 Signature and Date of Employee

2. Directors certification of employee's work schedule:

Approved

Disapproved

 (Approving Official signature and date)

Enclosure (1)

