

HOURS OF DUTY

1. **PURPOSE:** To set forth the official business hours of operation which have been established for the Atlanta Regional Office.
2. **POLICY:** Official business hours of the Atlanta VARO are 7:30 a.m. to 4:00 p.m., Monday through Friday with a lunch period of 30 minutes. Individual tours of duty may vary in accordance with flexitour policies established by the agency. Tours of duty may start no earlier than 6:00 a.m. and end no later than 6:00 pm. The following guidelines apply:
 - a. Employees are responsible for being at their post of duty or work site during their scheduled duty hours unless on approved leave, excused absence, approved break or lunch period.
 - b. Break periods not to exceed 15 minutes will be allowed once during each four-hour work period. Breaks may be taken away from the immediate work site but not off VA premises unless specifically authorized. Rest periods may not be continuations of the lunch period nor may they be accumulated. Morning break periods may be taken by the employee starting no sooner than one (1) hour following the actual time of reporting to work, and ending no later than one hour before scheduled to depart for lunch. Afternoon breaks may not start prior to one hour after returning from lunch, nor end any later than one hour before departing at the end of the tour of duty. Employees may be excused from these restrictions when forced to work through their normal break period because of unavoidable work-related activities, such as training sessions, customer visits, or representational functions.
 - c. Irregular tours of duty may be established for individual employees to meet emergencies or when adherence to the normal tour is administratively impractical, will handicap operations, or will result in substantially increased cost. Requests will be submitted through the Human Resources Manager to the Director. Approved copies will be retained by the requesting division, the affected employee, Finance and Human Resources Management Divisions.
 - d. For the purposes of flexitime, overtime is defined as all hours of work officially ordered and approved in excess of 40 hours in an administrative workweek or in excess of 8 hours in a day. For the purposes of compressed work schedules, overtime hours refers to officially ordered or approved hours of work which are performed outside of, and in addition to, the employee's basic work requirement. Requests for overtime will be submitted through the Assistant

Director, using VA Form 1098, Requests for and Authorization of Overtime Work, for approval of the Director.

- e. A nonexempt employee may not be required to take compensatory time off instead of receiving payment for overtime work. Compensatory time off may be granted only upon request of an employee. Requests will be made using VA Form 4-1098 and forwarded through the Assistant Director. Compensatory time should be taken as soon as possible after earned to avoid forfeiture. If not taken within seven pay periods after being earned, the right to compensatory time off may be lost.
3. REFERENCES: VA Handbook 5011
 4. RESCISSION: VARO Circular No. 25-04-12, dated May 3, 2004

/s/
A.BOCCHICCHIO
Director

Distribution: All Employees
AFGE Local 517
NFFE Local 122