



Transportation Security Administration

# Office of Human Capital

## TSA MD 1100.61-5, Handbook

### Hours of Duty for Non-TSO Employees

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#### APPROVAL

*Signed*

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Transportation  
Security  
Administration

***NOTE:** This Handbook and all related Appendices and/or Attachments contain stipulations to implement the provisions of TSA MD 1100.61-5, Hours of Duty for Non-TSO Employees. Until such time as TSA MD 1100.61-5 is rescinded, the Management Directive, Handbook, Appendices, and any Attachments are considered TSA policy, and must be applied accordingly.*

**Before applying the provisions of this Handbook, please check the scope of [TSA MD 1100.61-2, Hours of Duty for Special Operational Needs](#), and [TSA MD 1100.61-5, Hours of Duty for Non-TSO Employees](#), to ensure this is the applicable policy.**

**Summary of Changes:**

- Section A, Definitions, was changed as follows:
  - A definition was added for Administrative Leave; the definition of Management Official now reflects the current position titles of Supervisory Air Marshal in Charge and Regional Director, and indicates that designees are subordinate managers and supervisors; the definition of Overtime Hours was changed to Overtime Work and now includes information on the eligibility of part-time employees to earn overtime when on an Alternative Work Schedule; and the definition of Part-Time (PT) Employment was revised for clarification.
  
- Section B, Establishing Work Schedules, was changed as follows:
  - Section B4 now includes a Note, which explains that some work schedule changes require a personnel action. TSA MD 1100.30-7, *Part-Time Employment*, is referenced for further information on documentation requirements;
  - Section B5: an example was added to further explain the Note, which states that premium pay will not be paid for tour of duty changes for this type of training; and
  - Section B6: language was added to explain that when an employee is on a period of administrative leave, his/her work schedule should be adjusted to a conventional schedule, Monday through Friday, 8:00 am to 4:30 pm. The designated officials who can approve administrative leave are also listed.
  
- Section E, Alternative Work Schedules, was changed to include information previously found in Section E-I.
  - Section E3, Determining Eligibility for AWS: the title of Performance Improvement Plan was changed to the current title of Improvement Period

Notice. Information was also added to the examples in this section, indicating that when an employee is eligible to begin AWS again, it must be at the beginning of a pay period.

- Section F, Administering Holidays, was changed as follows:
  - Section F1 now includes a Note, which explains that the official holiday for pay and leave purposes may not always correspond to the calendar date of the holiday;
  - Section F2(b): language was added to clarify that it refers to employees on a conventional work schedule; and
  - Section F2(c): language was added to clarify that it refers to employees on a compressed work schedule.
  
- Section G, Determining Holiday Pay, was changed as follows:
  - Section G now includes information previously found in Sections K and L.
  - Sections G2 (a)-(c): references to holiday leave pay and holiday premium pay were added for clarification; and
  - Section G2(d): language was added to clarify that a part-time employee working a flexible work schedule is entitled to holiday premium pay only for non-overtime work performed during his/her basic work requirement on a holiday (not to exceed 8 hours).

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**A. Definitions:**

1. Administrative Leave: The placement of an employee in a paid non-duty status when the employee's continued presence in the workplace may pose a threat to the employee or others, result in loss of or damage to Government property, or otherwise jeopardize legitimate Government interests. Generally, administrative leave is implemented (1) during the notice period for an employee whose removal or indefinite suspension has been proposed or (2) during the period of an official investigation or management inquiry. Administrative leave must be approved by a designated official. The duration of administrative leave must be kept to a minimum.
2. Administrative Workweek: Any period of seven consecutive days designated by the Assistant Secretary, or an appropriate designee. Generally, the administrative workweek begins on Sunday and ends on Saturday.
3. Alternative Work Schedule (AWS): A generic term that applies to either Flexible Work Schedules (FWS) or Compressed Work Schedules (CWS).
4. Approved Time Off Status (or Category): Any of a variety of approved categories used to account for time off from work, including all forms of approved leave, compensatory time off, excused absence, or a time-off award.
5. Basic Workweek: For full-time (FT) employees, this is a 40-hour workweek that does not extend over more than six of any seven consecutive days. For part-time (PT) employees it is a set number of hours, generally between 16 and 32, that does not extend beyond six consecutive days.
6. Basic Work Requirement: The number of hours employees are required to work or to account for by charging leave, excused absence, holiday hours, compensatory time off, or time off as an award. The basic work requirement does not include overtime.
7. Biweekly Pay Period: The 2-week period for which an employee is scheduled to perform work.
8. Compressed Work Schedule (CWS): A form of AWS. For FT positions, work schedules consisting of less than 10 days and no more than 80 hours per pay period. For PT positions, work schedules consisting of less than 10 days and no more than 64 hours per pay period.
9. Conventional Work Schedule (ConWS): For FT positions, work schedules consisting of 5 days per week, 8 hours per day, and 40 hours per week (80 hours per pay period). For PT positions, work schedules consisting of 5 days per week, no more than 32 hours per week, and no more than 64 hours per pay period. Unless otherwise established for an organization, the ConWS for TSA is 8:00 a.m. to 4:30 p.m.

10. Core Hours: The time periods - during the workday, workweek, or pay period that are within the tour of duty - during which all employees, including those working AWS, are required to be present for work or to be in an approved time off status. Generally, TSA's core hours are 9:30 a.m. to 3:30 p.m. However, an organization may establish alternative core hours with the written approval of the appropriate management official or designee.
11. Flexible Hours: The times - during the workday, workweek, or pay period, within the tour of duty - during which an employee working FWS may choose to vary his/her start and stop times, but within established limits. Flexible hours are also known as flexible time bands.
12. Flexible Work Schedule (FWS): A form of AWS. For FT employees, FWS means an 80-hour biweekly basic work requirement (8 hours per day) that allows employees to determine their work schedule (starting and stopping times) within established limits. For PT employees, FWS means a biweekly basic work requirement of less than 80 hours in a biweekly pay period that allows employees to determine their work schedule (starting and stopping times) within established limits.
13. Flexitour: A flexible work schedule that allows employees to select different starting and stopping times within the flexible hours. Once the work schedule is agreed upon by the employee and the approving official, it is fixed until revised by subsequent agreement.
14. Full-Time (FT) Employment: A work schedule of 80 hours per pay period.
15. Hours of Work: Hours worked by an employee both within and outside the normal tour of duty. Those hours falling outside the normal tour may require overtime compensation. Meal breaks are not hours of work.
16. Management Official: The Administrator, Deputy Administrator, Assistant Administrator (AA) or equivalent position, Regional Director (RD), Supervisory Air Marshal in Charge (SAC), Federal Security Director (FSD), or designee (subordinate managers and supervisors), responsible for scheduling the work of his/her employees to accomplish the mission of the organization.
17. Meal Break: A 30-minute period of unpaid time for any employee who works a daily tour of duty of at least 8 hours. This is an approved period of time, in a non-pay and non-work status, that interrupts a basic workday or a period of overtime work for the purpose of permitting employees to eat or engage in permitted personal activities. It may also be referred to as a lunch or meal period, lunch break, or bona fide meal break.
18. Organization, Office, or Program Office: An entity within TSA that is headed by a management official with the authority to establish work schedules.
19. Overtime Work: Any work in excess of 8 hours per day or 40 hours per week for employees assigned to ConWS. Any work in excess of 80 hours per pay period for a FT employee assigned to CWS. For a PT employee assigned to CWS, any work in excess of

the CWS for a day (must be more than 8 hours) or for a week (must be more than 40 hours). All overtime must be officially ordered and approved, by a TSA manager/supervisor with delegated authority to approve overtime, in advance of being incurred. For more information, see [TSA MD 1100.55-8, \*Premium Pay\*](#).

20. Part-Time (PT) Employment: A work schedule consisting of 32 hours or less per week (64 hours or less per pay period).
21. Regularly Scheduled Administrative Workweek: For FT employees, the established period - within an administrative workweek - during which employees are regularly scheduled to work. For PT employees, it is the officially prescribed days and hours within the administrative workweek during which employees are regularly scheduled to work.
22. Regularly Scheduled Work: Work that is scheduled in advance of the beginning of the administrative workweek.
23. Regular Working Hours: The days and hours of an employee's regularly scheduled administrative workweek.
24. Tour of Duty: The hours of a day (a daily tour of duty) and days of an administrative workweek (a weekly tour of duty), which constitute an employee's regularly scheduled administrative workweek. Under FWS, tour of duty means the limits set by the appropriate management official within which an employee must complete his/her basic work requirement. Under CWS or other fixed schedules, tour of duty is synonymous with basic work requirement.
25. Travel: Officially authorized travel (i.e., travel for work purposes) that is approved by an authorized agency official.
26. Workday: Hours of the day that constitute an employee's daily tour of duty. A workday includes a day on which employees may be excused from duty by Federal statute, executive order, or administrative action.

## **B. Establishing Work Schedules:**

1. The appropriate management official shall schedule the work of his/her employees to accomplish the mission of the organization, and shall schedule an employee's regularly scheduled administrative workweek so that it corresponds with the employee's actual work requirements.
2. The appropriate management official shall determine to what extent Alternative Work Schedules (AWS) should be implemented in his/her office.
3. The appropriate management official shall provide that, when possible:

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- (a) Assignments to tours of duty are scheduled in advance of the administrative workweek for periods of not less than 1 week unless doing so would hinder the mission of the organization;
  - (b) The basic 40-hour workweek is scheduled on 5 days, Monday through Friday. The 2 days outside the basic workweek are consecutive;
  - (c) The working hours in each day in the basic workweek are the same;
  - (d) The basic non-overtime workday may not exceed 8 hours, unless the employee is working AWS;
  - (e) The occurrence of holidays may not affect the designation of the basic workweek (i.e., work schedules may not be established for the purpose of avoiding or ensuring payment of holiday premium pay);
  - (f) Breaks in the workday of more than one hour may not be scheduled in a basic workday, unless a split shift has been established or the employee is on a Flexible Work Schedule (FWS). See [Section E](#), below; and
  - (g) The basic workweek for Part-Time (PT) employees is a set number of hours, generally from 16 to 32, scheduled on 5 days or less, Monday through Friday.
4. When the appropriate management official knows in advance of an administrative workweek that required work hours/days will differ from the regularly scheduled work hours/days, he/she shall change the employee's regularly scheduled administrative workweek to correspond with the changed requirements. The employee shall be advised of the change as soon as practicable, and it shall be recorded as a change on the employee's Time and Attendance (T&A) records. However, such schedule changes may not be made for the purpose of avoiding or ensuring payment of holiday premium pay.

**NOTE:** For some work schedule changes, the management official must ensure that a personnel action is processed. Please refer to [TSA MD 1100.30-7, Part-Time Employment](#), for guidance on documentation requirements.

5. The appropriate management official may authorize a special tour of duty of not less than a 40-hour basic workweek to permit an employee to take one or more courses in a college, university, or other educational institution when he/she determines that:
- (a) The courses the employee takes are not training directly related to his/her position;
  - (b) The rearrangement of the employee's tour of duty will not appreciably interfere with the accomplishment of the work required to be performed;
  - (c) Additional personal costs will not be incurred; and



- (d) Completion of the courses will equip the employee for more effective work in TSA.

**NOTE:** TSA will not pay an employee any premium pay solely because the special tour of duty authorized under this section causes the employee to work on a day, or at a time during the day, for which premium pay otherwise would be payable.

Example: An employee requests a tour of duty change so he/she may take a class at a local college that is not related directly related to his/her job. The management official approves a change in the tour of duty, so that on Tuesday and Wednesday, the employee works 6 hours instead of 8 hours. The employee makes up the other 4 hours on Monday, Wednesday, or Friday. Even though the employee's day(s) may be lengthened, he/she is not eligible for premium pay for those additional hours.

6. When an appropriate management official places an employee on administrative leave, the employee's work schedule should be adjusted to a conventional schedule occurring Monday through Friday, 8:00 am to 4:30 pm. Please refer to [TSA MD 1100.63-1](#), [Absence and Leave](#) and the accompanying Handbook for additional information concerning administrative leave. AAs or equivalent positions, RDs, FSDs, SACs, and higher level management officials have the authority to approve administrative leave in accordance with the provisions of TSA MD 1100.63-1, and the accompanying Handbook, related policies, and published TSA guidelines. The authority to approve administrative leave may not be delegated.

### **C. Establishing the Workweek:**

1. The appropriate management official shall establish the administrative workweek, specifying the days and hours that constitute the basic workweek.
2. If the basic workweek contains regularly scheduled overtime hours, the appropriate management official must specify, by days and hours of each day, the periods included in the regularly scheduled administrative workweek that do not constitute a part of the basic workweek.

### **D. Establishing Hours of Work:**

1. The appropriate management official shall provide that work hours are determined in accordance with the program office's needs, operational requirements, efficiency, and economy. This includes, but is not limited to, setting starting and stopping work times, establishing and/or altering core hours and flexible bands, and assigning overtime and holiday work.
2. The flexible bands and core hours are:
  - (a) 6:30 a.m. to 9:30 a.m. Flexible Band for scheduling starting times
  - (b) 9:30 a.m. to 11:30 a.m. Core Hours

- (c) 11:30 a.m. to 1:30 p.m. Flexible Band for scheduling mid-day meal break
  - (d) 1:30 p.m. to 3:30 p.m. Core Hours
  - (e) 3:30 p.m. to 6:00 p.m. Flexible Band for scheduling stopping times
3. Generally, TSA core hours will be Monday through Friday: 9:30 a.m. to 3:30 p.m. An employee may request a starting time as early as 6:30 a.m., only if the employee schedules a mid-day meal break of at least 1 hour so his/her ending time will be 3:30 p.m.
  4. Official TSA work hours for Conventional Work Schedules (ConWS) are 8:00 a.m. to 4:30 p.m.
  5. Employees working AWS will be treated the same as employees working ConWS for purposes of office closures, early dismissals, or absences due to hazardous weather or emergency situations.
  6. Overtime work must be ordered and approved in writing, by the appropriate authorizing official, in advance of being worked. Please refer to [TSA MD 1100.55-8, Premium Pay](#) for specific information.
  7. All employees are required to account for their time through the use of TSA's designated timekeeping system.
  8. Absences during an employee's basic work requirement must be charged to the correct, approved time off category for the number of hours the employee is absent. Please refer to [TSA MD 1100.63-1, Absence and Leave](#).

### **E. Alternative Work Schedules (AWS):**

AWS is a generic term that applies to compressed or flexible work schedules. Employees may elect AWS with management's approval.

1. Types of AWS. The two types of AWS available in TSA are compressed and flexible work schedules:
  - (a) Compressed Work Schedules (CWS). On CWS, an employee's basic work requirement for each pay period is scheduled for less than 10 workdays. FT employees have a basic work requirement of no more than 80 hours per pay period, and PT employees have a basic work requirement of no more than 64 hours per pay period. Overtime and compensatory time 'in lieu of' overtime pay can only be earned for those hours worked in excess of 80 hours in a pay period that are officially ordered and approved, in advance of being worked, in writing by the appropriate authorizing official in accordance with [TSA MD 1100.55-8, Premium Pay](#). The employee and supervisor agree to a fixed daily starting and stopping time within the flexible hours. Once approved, the schedule is fixed and the employee

can only change the schedule by submitting a new CWS request. There are two types of CWS:

- (i) **5/4-9 Model.** A fixed work schedule in which, during an 80-hour biweekly pay period, a FT employee works eight 9-hour workdays, one 8-hour workday, and has 1 day off – often called the Regular Day Off (RDO), flex, or AWS day. A sample schedule is as follows: in the first week of the pay period, the employee works 9 hours per day on Monday through Thursday and 8 hours on Friday. In the second week of the pay period, the employee works 9 hours per day on Monday through Thursday, and does not work on Friday. For a PT employee on this schedule, the supervisor determines the number of hours that must be worked in a 9-day biweekly pay period.
- (ii) **4/10 Model.** A fixed schedule in which a FT employee works four 10-hour workdays per week during an 80-hour biweekly pay period. For a PT employee on this schedule, the supervisor determines the number of hours that must be worked in a 4-day workweek, and the number of hours in a biweekly pay period.

**NOTE:** The RDO in a CWS is often scheduled on Monday or Friday to create a 3-day weekend. However, this is not required and the option to use other days for the RDO should be considered when establishing organizational work schedules. The designated RDO must be approved by management and can be changed by the manager at any time based on operational needs. When management makes a change in the RDO, the employee should generally be notified in advance of the start of the administrative workweek.

- (b) **Flexible Work Schedules (FWS).** Employees are allowed to determine their work schedule for each workday in the 10 days of a biweekly pay period, but within established limits. Employees must be at work or take approved time off for each workday in the 10 days of each biweekly pay period. The biweekly basic work requirement is 80 hours (8 hours per day) for FT employees and less than 80 hours for PT employees (generally 32 – 64 hours per pay period). The FWS available to non-TSO employees is described below:
  - (i) **Flexitour.** Employees are permitted to select different starting and stopping times for each workday within the flexible bands. Once the employee and the appropriate approving official agree on the employee's work schedule, it is fixed until revised by subsequent agreement. Daily schedule changes to the starting or stopping times in excess of one-half hour must receive prior supervisory approval. For example, an employee could elect to work 7 a.m. to 3:30 p.m. on Mondays, Wednesdays, and Fridays, and to work 9 a.m. to 5:30 p.m. on Tuesdays and Thursdays. However, once this schedule is set and agreed upon, the employee is expected to arrive and depart at these times.

2. Electing and Administering AWS.

- (a) CWS and FWS will be available in all organizations unless a management official makes a written determination that one or more of the available AWS programs is temporarily or permanently not available to specific employees or groups of employees because it will adversely impact the organization, or it is not compatible with certain positions and/or the specific program office. Adverse organizational impact means a reduction in the organization's productivity; a diminished level of services furnished to the public; and/or an increase in the cost of organizational operations (other than an administrative cost associated with establishing and running the AWS program).
- (b) AWS schedules must be within schedule limitations; the requirements imposed by this Handbook; and must be consistent with organizational work needs. Thus, where this Handbook states that an employee may set or vary his/her schedule, it means these actions may be taken within the boundaries of the approved schedule, the limitations imposed by this directive/Handbook, and based on organizational needs.
- (c) The appropriate management official may modify or withdraw, temporarily or permanently, an approved AWS schedule based on organizational needs. Examples of these changes include, but are not limited to, changing work assignments, reorganization/realignment, temporary duty, travel, and training. See Section E4 for additional details. To the extent feasible, employee needs and preferences will be considered in making schedule changes, but ultimately, the final determinations are subject solely to management discretion.
- (d) Supervisors will identify any employees on AWS whose conduct and performance makes them ineligible to participate in AWS and will notify them that their AWS privileges have been withdrawn until such time as they demonstrate their conduct or performance problems have been corrected. See [Section E3](#) below for additional details.
- (e) Participation in AWS is strictly voluntary. Employees requesting participation in AWS should complete [TSA Form 1160-1, AWS Request](#), and submit it to their supervisor. Participation in AWS is not an entitlement and approval is subject to the operational needs of the program office.
- (f) All employee requests for AWS must be approved or disapproved, in writing, by the appropriate management official who is responsible for ensuring adequate office coverage and determining individual AWS assignments within a work unit.
- (g) A CWS election includes the schedule for each workday and declaring which day(s) will be the non-work day(s).

- (h) Employees are expected to be available for meetings during official business hours regardless of AWS. If reasonable, meeting times, training times, etc., may be scheduled around AWS schedules and during core hours. However, such scheduling is at the discretion of management. Supervisors are not obligated to rearrange meetings, training, etc., to match AWS schedules and will make relevant decisions based on operational needs.
  - (i) A new employee entering on duty at the beginning of a pay period may elect AWS, unless the appropriate approving official has determined that AWS is not available for his/her position or is not immediately available. Employees who enter on duty in the middle of a pay period, and whose AWS request is approved, must wait until the next full pay period to begin their AWS.
  - (j) Employees can request changes to an existing AWS at any time.
  - (k) Managers and supervisors will establish timekeeping procedures so that employees' T & A records can be approved based on personal knowledge of each employee's entitlement to pay by showing scheduled hours of duty, actual attendance, and nature and length of any absences. Supervisors are officially responsible for keeping track of employee attendance and for the accuracy of employees' T & A records. They are also responsible for investigating time-reporting discrepancies and initiating disciplinary actions when violations or abuses are evident.
  - (l) Employees are responsible for accounting for their time through the use of a designated timekeeping system.
3. Determining Eligibility for AWS. FT and PT employees, including those who are telecommuting, may participate in any of the AWS programs approved by their organization unless the employee:
- (a) Has been issued a disciplinary/adverse action within the last 12 months;
  - (b) Is on a current, Improvement Period Notice (IPN);
  - (c) Is under a current Letter of Counseling, or a Letter of Guidance and Direction, regarding attendance issues; or
  - (d) Is under a leave restriction.

**Note:** Employees affected by Section E3(a) – (d) are not permanently barred from participating in AWS. Rather, they must complete a waiting period in which none of the matters listed in this section recur. The waiting period is one year from the end of the disciplinary/adverse actions identified in Section E3(a) & (b); and 90 calendar days from the end of the matters identified in Section E3(c) & (d).

Example 1: An employee served a 3-day suspension that ended on August 1, 2011. Assuming no further issues occur, this employee will become eligible to participate in AWS one year later, at the beginning of the next full pay period, which begins August 17, 2012.

Example 2: An employee with a Letter of Counseling or a Letter of Guidance and Direction, regarding attendance, fulfills the requirements and it is lifted on March 31, 2012. Assuming no further issues occur, this employee will become eligible to participate in AWS beginning June 29, 2012, at the start of the next full pay period, which begins July 1, 2012.

4. Making Temporary Changes to an Approved AWS. Travel, Training, or other Temporary Duty: Supervisors should consider changing an employee from AWS to ConWS for the pay period(s) if the employee will be in training or travel status for a week or longer or while on special assignment. Also, if an employee is assigned to a temporary duty station which is on a different work schedule, the supervisor may permit the employee to continue his/her AWS schedule or may temporarily change the employee's schedule to conform to that of the temporary duty station.
5. Terminating AWS. If a management official finds that a particular AWS schedule is having an adverse impact on the organization, he or she shall promptly terminate the AWS schedule with a written explanation to the employee(s) or unit impacted. The termination will become effective at the beginning of the next pay period. Employees may also cancel their AWS election at any time. The notice of cancellation should be in writing to the supervisor. The cancellation will become effective at the beginning of the pay period following receipt of the written notice.

## **F. Administering Holidays:**

1. Legal Public Holidays. The following are legal public holidays:
  - New Year's Day, January 1;
  - Martin Luther King, Jr.'s Birthday (the third Monday in January);
  - Washington's Birthday (the third Monday in February);
  - Memorial Day (the last Monday in May);
  - Independence Day, July 4;
  - Labor Day (the first Monday in September);
  - Columbus Day (the second Monday in October);
  - Veterans' Day, November 11;
  - Thanksgiving Day (the fourth Thursday in November); and
  - Christmas Day, December 25

**NOTE:** The official holiday for pay and leave purposes may not always correspond to the calendar date of the holiday. When the calendar date of a holiday occurs on a Saturday or Sunday, the official holiday for pay and leave purposes will be Friday or Monday, respectively.

2. Determining the holiday for pay and leave purposes. For purposes of pay and leave, the day to be treated as a holiday is determined as follows:
  - (a) An employee's holiday is generally the date designated in Section F1 above, when the observed day falls on a regularly scheduled workday during the employee's basic workweek or basic work requirement.
  - (b) For employees working a ConWS, when the calendar date of a holiday falls on a Saturday, the Friday immediately before is the legal holiday. If the employee's regularly scheduled non-workday falls on that Friday, then Thursday is the holiday. When the calendar date of a holiday falls on a Sunday, the Monday immediately following is the legal holiday. If the employee's regularly scheduled non-workday falls on that Monday, then the Tuesday immediately following the Monday is the holiday.
  - (c) For employees working a CWS, when a holiday falls on a regularly scheduled non-workday, the workday immediately before the regular non-workday is the holiday.
3. 'In Lieu of' Holiday Designations. The appropriate management official may designate a different 'in lieu of' holiday for employees on CWS if it is determined that a different 'in lieu of' holiday is necessary to prevent an adverse impact on TSA or one of its organizations. The 'in lieu of' holiday may be designated in the preceding, current, or following pay period.

**NOTE:** PT employees are not entitled to an 'in lieu of' holiday when a holiday falls on a non-workday for the employee.

### **G. Determining Holiday Pay:**

1. No Work Performed. The following applies when no work is performed on the holiday:
  - (a) A FT employee working ConWS or CWS who is not required to perform work on a day designated as a holiday (or an 'in lieu of' holiday) by Federal statute, Executive Order, or administrative action is entitled to his or her rate of basic pay for the number of non-overtime work hours scheduled for that day. For example, if an employee working CWS is regularly scheduled to work a 10-hour day that falls on a holiday, the employee is entitled to 10 hours of pay for that holiday.
  - (b) A FT employee working FWS, who is not required to perform work on a day designated as a holiday (or an 'in lieu of' holiday) by Federal statute, Executive Order or administrative action, is entitled to 8 hours of pay for the holiday when the day is part of the employee's regular tour of duty.
  - (c) If a holiday falls on a day during a PT employee's scheduled tour of duty and the employee is relieved or prevented from working on that day, the employee is

entitled to his/her rate of basic pay for the number of non-overtime hours he/she normally would have been scheduled to work that day.

Please refer to [TSA MD 1100.63-1, \*Absence and Leave\*](#), and the accompanying Handbook for additional information regarding the treatment of a period when the employee does not perform work on a holiday.

2. Work Performed. The following applies when work is performed on the holiday:
  - (a) A FT employee working ConWS or CWS who performs non-overtime work on a holiday (or a day designated as the 'in lieu of' holiday) is entitled to his or her rate of basic pay for the day plus holiday premium pay equal to his or her rate of basic pay for the number of non-overtime hours worked on the holiday that are up to, but not in excess of, the employee's scheduled work hours for that day. For example, an employee working CWS is scheduled for a 10-hour workday on a holiday. The employee is ordered to work 8 hours that day. The employee is entitled to receive 18 hours of pay for the holiday; 10 hours for his/her regularly scheduled workday (holiday leave pay) and eight hours for those worked on the holiday (holiday premium pay).
  - (b) A FT employee working FWS who is ordered to perform non-overtime work on a holiday (or a day designated as the 'in lieu of' holiday) is entitled to his or her rate of basic pay for the number of non-overtime hours scheduled to be worked that day plus premium pay equal to his or her rate of basic pay for any hours worked that day up to but not to exceed 8 hours. For example, an employee scheduled to work 8 hours on the holiday, who is ordered to work six hours on the holiday will receive 14 hours of pay for the holiday; 8 hours for his/her regularly scheduled workday (holiday leave pay) and 6 hours for those worked on the holiday (holiday premium pay).
  - (c) A PT employee working CWS is entitled to holiday premium pay for work ordered to be performed on the holiday. For example, a PT employee regularly scheduled to work 6 hours on a holiday, who is ordered to perform non-overtime work is entitled to 12 hours of pay for the holiday; 6 hours for his/her regularly scheduled workday (holiday leave pay) and 6 hours for those worked on the holiday (holiday premium pay).
  - (d) A PT employee working FWS is entitled to holiday premium pay only for non-overtime work performed during his/her basic work requirement on a holiday (not to exceed eight hours).
  - (e) A PT employee, working FWS or CWS, scheduled to work on a day designated as an 'in lieu of' holiday for full-time employees is not entitled to holiday premium pay for work performed on that day, since PT employees are not entitled to 'in lieu of' holidays.



Please refer to [TSA MD 1100.55-8, \*Premium Pay\*](#), and the accompanying Handbook, for additional information regarding the treatment of a period when the employee does perform work on a holiday.

## **H. Establishing Eligibility for Travel on Official Time:**

Travel during non-duty hours should not be required of an employee unless absolutely necessary. When it is essential for travel away from the duty station to take place during non-duty hours, the employee may only receive overtime pay or compensatory time off in lieu of overtime pay for this period if certain provisions are met. When time spent in a travel status away from the duty station is not compensable, the employee may be eligible to receive compensatory time off for official travel. For more information, please refer to [TSA MD 1100.55-8, \*Premium Pay\*](#).

## **I. Establishing Meal Breaks:**

1. Meal breaks are 30 minutes in length for any employee who works a daily tour of at least 8 hours. Thus, employees with a conventional workday will have a 30-minute meal break and an 8 ½-hour workday.
2. The workday is extended by the length of the meal period. For example, an employee working an 8 ½-hour workday may take a 60-minute lunch and extend his/her workday by 30 minutes. However, employees must receive prior approval from their supervisor before extending their normal workday for a lunch break that exceeds 30 minutes.

**NOTE:** The selection of a meal break longer than 30 minutes may not create an entitlement to premium pay (e.g., night differential or Sunday premium pay) that did not exist with a 30-minute meal break.

3. Employees working ConWS or CWS may schedule meal breaks of between 30 to 60 minutes as part of their fixed schedule, if approved by their supervisor. Once selected, the schedule is fixed unless changed through the normal work scheduling process. Thus, an employee working CWS who typically would have a 10-hour workday, and who schedules a 60-minute lunch will have a workday of 11 hours, and an employee with a typical 8-hour workday and a 60-minute lunch will have a 9-hour workday, etc.
4. Employees working FWS may use an extended meal break to accommodate regular and recurring mid-day activities such as participating in physical fitness programs as long as the workday is extended to make up the extra time.
5. Extended meal breaks in excess of 60 minutes, but no more than 120 minutes, may be authorized only for employees working FWS, and only when the extended workday (i.e., the total number of hours – scheduled tour and the meal break) can be accommodated effectively within organizational needs.

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6. Meal breaks must be taken during the workday; they cannot be moved to the beginning or end of the workday to shorten it. Further, 'on-the-job' meal breaks (eating while on paid time for the purpose of freeing up the meal break for other personal business) are prohibited.
  
7. A meal break is usually not provided if an employee is scheduled to work five or fewer hours in a day. However, management has the discretion to grant a meal break to an employee scheduled to work less than eight hours in a day. The workday would then be extended by the length of the meal break.

Please refer to [TSA MD 1100.63-1, \*Absence and Leave\*](#), for additional information on meal breaks.