

TSA Handbook 1100.61-2

Hours of Duty for Operational Needs

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**Transportation
Security
Administration**

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**TSA HANDBOOK 1100.61-2
HOURS OF DUTY FOR OPERATIONAL NEEDS**

NOTE: This Handbook and all related Attachments and/or Appendices contain stipulations to implement the provisions of TSA MD 1100.61-2, Hours of Duty for Operational Needs. Until such time as TSA MD 1100.61-2 is rescinded, the Management Directive, Handbook, and any Attachments or Appendices are considered TSA policy, and must be applied accordingly.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 Operational Needs](#), and [TSA MD 1100.61-5, Hours of Duty for MAP Employees](#), to ensure this is the applicable policy.

Summary of Changes

- Updated title from “Hours of Duty for Special Operational Needs”; Updated Section A, Definitions; Updated Section C, Establishing Work Schedules; Added Section D, Conventional Work Schedules; Removed outdated references; Removed sections on Excused Absence, Compensatory Time Off in Lieu of Overtime Pay, Pay for Sunday Work, and Paid Time Off as topics are now covered in other directives; Administrative changes throughout.

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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:

- (a) During the notice period for an employee whose removal or indefinite suspension has been proposed; or
- (b) During the period of an official investigation or management inquiry.

Administrative leave must be approved by a management official in accordance with [TSA MD 1100.63-1, *Absence and Leave*](#).

- (2) Administrative Workweek: Any period of seven consecutive calendar days designated by the Administrator or an appropriate designee. Generally, the administrative workweek begins on Sunday and ends on Saturday.
- (3) Basic Workweek for Full-Time (FT) Employees: A 40-hour workweek that does not extend over more than six of any seven consecutive days within the established administrative workweek.
- (4) Basic Workweek for Part-Time (PT) Employees: Work schedules consisting of 32 hours or less per administrative workweek (64 hours or less per pay period).
- (5) Basic Work Requirement: The number of hours employees are required to work or to account for by charging leave, administrative leave, excused absence, holiday hours, compensatory time off, or time off as an award. The basic work requirement does not include overtime hours.
- (6) Biweekly Pay Period: The two-week period for which an employee is scheduled to perform work. Also referred to as pay periods.
- (7) Compressed Work Schedule (CWS): 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.
- (8) Conventional Work Schedule (ConWS): For FT positions, work schedules consisting of five days per week, eight hours per day, 40 hours per week, and 80 hours per pay period. For PT positions, work schedules consisting of five days per week, no more than 32 hours per week, and no more than 64 hours per pay period.

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- (9) Employees: For the purposes of this handbook, individuals occupying positions identified in section 2, Scope, of the accompanying Management Directive (MD).
- (10) Excused Absence: Administratively authorized absence from duty, without loss of pay or charge to an employee's personal leave accounts, which may be granted under specific circumstances by an authorized management official. Authority to grant excused absence is limited. Excused absence is not authorized for use as an award or reward for any circumstances, including superior performance or perfect attendance.
- (11) Flexible Specialized Work Schedule (FSWS): CWS and variable work schedules, created for the employees assigned to positions covered by the scope of the accompanying MD, that help to facilitate a balance between the critical security needs of TSA and the work-life situations of our employees.
- (12) Full-Time (FT) Employment: A work schedule consisting of 80 hours per pay period.
- (13) Management Official: The Administrator, Deputy Administrator, Executive Assistant Administrators, Assistant Administrator (AA) or equivalent position, Regional Director (RD), Supervisory Air Marshal in Charge (SAC), Federal Security Director (FSD), Executive Directors, Office Directors or designees (i.e., subordinate managers and supervisors), responsible for scheduling the work of his/her organization.
- (14) Meal Break: A minimum of 30 minutes of unpaid time set aside for eating. Generally, a meal break may be 30 to 60 minutes in length and extends the employee's workday by an equivalent amount. A meal break is not considered to be part of the basic workweek/work requirement, except in those situations when the supervisor requires the employee to perform his or her regular duties while eating. It may also be referred to as a lunch or meal period, lunch break, or bona fide meal break.
- (15) Organization, Office, or Program Office: An entity within TSA that is headed by a management official with the authority to establish work schedules.
- (16) Overtime Work: Any work in excess of eight hours per day or 40 hours per week for employees assigned to a ConWS. Any work in excess of 80 hours per pay period for a FT employee assigned to a CWS or to a variable work schedule (VWS). For a PT employee assigned to a CWS or a VWS, any work in excess of the CWS or the VWS for a day (must be more than eight 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](#), and the associated [Handbook](#).
- (17) Part-Time (PT) Employment: A work schedule consisting of 32 hours or less per week and no more than 64 hours per pay period.

- (18) Premium Pay: Compensation in the form of overtime pay, compensatory time off in lieu of overtime pay, holiday pay, night pay differential, split-shift differential, Sunday pay, and Law Enforcement Availability Pay.
- (19) 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.
- (20) Regularly Scheduled Work: Work that is scheduled in advance of the administrative workweek.
- (21) Regular Working Hours: The days and hours of an employee's regularly scheduled administrative workweek.
- (22) Split-Shift: Any two shifts, lasting at least two hours each, in one 24-hour period with a break of at least two hours between shifts. More than two shifts may be scheduled if needed to support morning, midday, and afternoon or evening operations (with a break of at least two hours between each shift). Except in exigent circumstances, the time between the beginning of the first split-shift and the end of the last split-shift in a 24-hour period will not exceed 12 hours. In an exigent circumstance (e.g., hurricane), the time between the beginning of the first split-shift and the end of the last split-shift in a 24-hour period will not exceed 18 hours.
- (23) 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 employees' regularly scheduled administrative workweek. Under FWS, tour of duty means the limits set by the 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.
- (24) Travel: Officially authorized travel (i.e. travel for work purposes) that is approved by a management official.
- (25) 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 statutes, executive order, or administrative action.
- (26) Variable Work Schedule (VWS): An established work schedule that allows management officials to vary the number of hours in the workday and the number of days in the workweek based on TSA's mission requirements.

B. Establishing the Basic Workweek

- (1) Management Officials must establish basic workweeks that identify specific days, hours, or bands of hours. Basic workweeks are scheduled on no more than six of seven consecutive days (the administrative workweek).

- (2) Employees' basic workweeks may include regular overtime hours. In these instances, the days and hours outside the basic work requirement, i.e., the regular overtime hours, must be specifically identified in advance of the administrative workweek.
- (3) In rare cases, management officials may establish the first 40 hours of duty as the basic workweek. This type of schedule would be used when it is impracticable to prescribe a regular schedule of definite hours of duty for each workday. A first 40-hour work schedule requires employees to work 40 hours within a 6-day period without the requirement for specific days and hours. These hours are all considered regularly scheduled work for premium pay and hours of duty purposes. Any additional hours of officially ordered or approved work beyond the first 40 hours within the administrative workweek are considered overtime work for premium pay purposes.

C. Establishing Work Schedules

- (1) Management officials must schedule the work of employees to accomplish the mission of the organization using the ConWS or FSWS. TSA does not have a standardized workweek or work schedule for all employees.
- (2) Management officials must provide that:
 - (a) Assignments to tours of duty are scheduled in advance of the administrative workweek over periods of not less than one week, unless doing so would hinder the mission of the airport and/or TSA;
 - (b) Working hours in each day in the basic workweek are generally the same but may vary when combined with overtime;
 - (c) Starting and stopping times in the workday are not flexed to avoid the payment of premium pay; and
 - (d) Occurrences of holidays may not affect the designation of the basic workweek.
- (3) A minimum 30-minute meal break shall be scheduled for any employee who works a daily tour of duty of at least eight hours. A meal break may be 30 to 60 minutes in length, which is determined in advance by the appropriate management official, and extends the employee's workday by an equivalent amount. (See [TSA MD 1100.63-1, *Absence and Leave*](#), the associated Handbook, and for Bargaining Unit Employees (BUEs), any Collective Bargaining Agreement [\[CBA\]](#) in effect.)
- (4) Extended meal breaks in excess of 60 minutes, but no more than 120 minutes, may be authorized by the appropriate management official for employees only when the extended workday (i.e., the total number of hours – scheduled tour of duty and the meal break) can be accommodated effectively within organizational needs.

- (5) Breaks in working hours of more than one hour may not be scheduled in a basic workday, unless a split-shift has been established at a transportation terminal or TSA facility, in which case a break between shifts may be no less than two hours.
- (6) When it is known in advance of an administrative workweek that the specific days and/or hours of a day actually required of employees will differ from the current to the subsequent administrative workweek(s), the appropriate management official shall reschedule the employees' regularly scheduled administrative workweeks to correspond with the change(s). Affected employees shall be advised of the change(s) in advance of the administrative workweek, and the change(s) shall be officially documented, in accordance with TSA policy, and recorded in TSA's timekeeping system.

D. Conventional Work Schedules (ConWS)

- (1) Management officials have the authority to direct employees to work specific schedules, including ConWS that are other than Monday – Friday.
- (2) ConWS are fixed schedules. FT employees working a ConWS are required to work five days per week, eight hours per day, 40 hours per week, and 80 hours per pay period.
- (3) PT employees working a ConWS are required to work five days per week, no more than 32 hours per week, and no more than 64 hours per pay period.
- (4) Management officials may establish procedures for employees to request specific shifts or work hours. (See [TSA MD 1100.61-4, *Seniority and Scheduling*](#); and for BUEs, the [CBA](#).)
- (5) Employees' work schedules must incorporate meal periods and rest breaks, as appropriate. (See [TSA MD 1100.63-1, *Absence and Leave*](#), and the associated [Handbook](#); for Security Operations (SO) employees, [TSA OD-400-30-5, *Screeener Meal and Rest Breaks*](#); and for BUEs, the [CBA](#).)

E. Procedures for Establishing Flexible Specialized Work Schedules (FSWS)

- (1) FSWS shall be tailored to specific staffing needs. CWS and VWS are types of FSWS used in TSA. (See [attachment](#) for sample work schedules.) Management officials are responsible for implementing an appropriate FSWS for their respective airport/field and/or headquarters locations to meet mission requirements. Management officials have the authority to direct employees to work specific schedules and participate in an FSWS when TSA mission requirements dictate.
- (2) Management officials may establish procedures for employees to request specific shifts or work hours. (See [TSA MD 1100.61-4, *Seniority and Scheduling*](#); for SO employees, [TSA OD-400-30-5, *Screeener Meal and Rest Breaks*](#) and the [CBA](#).)

- (3) Employees' work schedules must incorporate meal periods and rest breaks, as appropriate. (See [TSA MD 1100.63-1, *Absence and Leave*](#), and the associated [Handbook](#); for SO employees, [TSA OD-400-30-5, *Screener Meal and Rest Breaks*](#); and the [CBA](#).)

F. Types of FSWS

(1) CWS:

- (a) CWS are fixed schedules. FT employees are required to work 80 hours per biweekly pay period. When on a CWS, the work must be scheduled for fewer than 10 workdays.
- (b) PT employees are scheduled to work no more than 64 hours per pay period; the work must be scheduled for fewer than 10 workdays.
- (c) As with other work schedules, employees' schedules and/or scheduled days off may be changed for operational reasons. Schedule changes must be documented and should be communicated to employees in advance of the start of the administrative workweek.
- (d) Management officials may change or stagger the arrival and departure times for employees on CWS. Employees must adhere to the established arrival and departure times and have no flexibility to unilaterally adjust their starting or stopping times under a CWS program.
- (e) Employees working a CWS may be required to work more than eight hours per day.

(2) VWS:

- (a) Under VWS, employees' basic work requirements must be completed within a designated band of hours each day. The scheduled hours of each workday may vary based on the work needs.
- (b) As with other work schedules, employees' schedules and/or scheduled days off may be changed for operational reasons. Schedule changes must be documented and should be communicated to employees in advance of the start of the administrative workweek.
- (c) Employee starting and stopping times are not flexed to avoid compensation for overtime work. An employee required to work beyond the scheduled workday will receive appropriate compensation for the additional hours.

Example: John is a FT Transportation Security Manager who works a VWS. On Tuesday, John is required to stay four hours beyond his normal stopping time to resolve an issue. John will receive compensatory time off in lieu of overtime pay for the additional four hours. John's work schedule cannot be adjusted to a shorter workday on another day in the pay period to avoid the payment of compensatory time off in lieu of overtime pay.

- (d) FT employees working a VWS are required to work 80 hours per pay period. Employees may work up to six days in an administrative workweek and the workday may be more than eight hours in duration.
 - (e) PT employees working a VWS have a work requirement of no more than 64 hours per pay period. The basic work requirement and administrative workweek may be up to six days in an administrative workweek.
 - (f) Employees working a VWS may be required to work more than eight hours in a day.
- (3) FT and PT split-shift work schedules may also be used, if applicable. PT TSOs who wish to voluntarily request FT split-shifts must complete [TSA Form 1174, TSO Split-Shift Election](#).

G. Holidays

(1) Holidays

- (a) For purposes of pay and leave, the day to be treated as the official holiday is the observed day. The observed day of the holiday 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. The following are legal public holidays:

- New Year’s Day, January 1;
- Birthday of Martin Luther King, Jr., 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.

- (b) Employees may be required to work on a holiday or on the day designated as an “in lieu of holiday” because of operational needs. FT and PT employees will receive holiday premium pay if they are required to work and perform non-overtime work on a holiday. Only FT employees will receive holiday premium pay if they are required to perform non-overtime work on an “in lieu of holiday.”

(2) Determining “In Lieu of” Holidays when Holidays Fall on Non-Workdays

- (a) For FT employees whose basic workweek is Monday through Friday, when a holiday falls on a Saturday, the Friday immediately before is a legal holiday. When the holiday falls on a Sunday, the Monday immediately following is a legal holiday.

- (b) For FT employees whose basic workweek is other than Monday through Friday, when a holiday falls on a regularly scheduled non-workday, the workday immediately before that regularly non-workday is a holiday.

Example 1: John's regular days off are Tuesday and Wednesday. If the holiday falls on Tuesday, Monday will be John's "in lieu of" holiday.

Example 2: Jane's regular days off are Wednesday and Thursday. If the holiday falls on Thursday, the preceding Tuesday will serve as Jane's "in lieu of" holiday.

- (c) For FT employees, management officials may select a workday for the "in lieu of" holiday that preferably is in the previous, same, or following biweekly pay period as the date of the actual designated holiday.
- (d) PT employees are not entitled to an "in lieu of" holiday when a holiday falls on a non-workday for the employee.

Example: Mary's basic work requirement includes nine hours on Monday, Wednesday and Friday. If the holiday falls on Tuesday, Mary is not entitled to an "in lieu of holiday" because she does not work on Tuesdays.

(3) Holiday Pay (When No Work is Performed)

- (a) Under an FSWS program, FT employees who are relieved (excused from duty) or prevented from working on days designated as a holiday (or an "in lieu of holiday") are entitled to their adjusted rate of pay on that day for the number of hours designated in a CWS or VWS.
- (b) If an observed day of the holiday occurs on a day during PT FSWS employees' tours of duty and the employees are relieved (excused from duty) or prevented from working on the holiday, the employees are entitled to their adjusted rate of pay (holiday leave pay) for the typical, average, or scheduled number of non-overtime hours the employees would have worked for the holiday (not to exceed eight hours). If PT FSWS employees have maintained reasonably consistent schedules for several pay periods, the employees may be paid (holiday leave pay) for the number of non-overtime hours they would have worked had the holiday not relieved or prevented the employees from working. The holiday leave pay may not exceed the number of non-overtime scheduled hours or the average number of non-overtime hours worked in prior weeks on days corresponding to the holiday to determine employees' pay entitlements for that holiday.

Example: Alice is a PT FSWS employee who was scheduled to work six hours on the observed holiday but the airport is shut down due to a snow storm. All employees on duty or scheduled to work that day were excused from duty. Because Alice was scheduled to work that day, she is entitled to her adjusted rate of pay (holiday leave pay) for the six hours she would have worked had the airport not been shut down.

(c) Work schedules submitted in advance of the administrative workweek also may be used as the basis for determining the number of hours to pay PT employees on a holiday. However, management officials should ensure that there is no abuse of entitlement. For example, an employee should not schedule or be scheduled for more non-overtime hours of work on a holiday than he or she has worked in prior weeks on days corresponding to the holiday.

(4) Holiday Pay (When Work is Performed)

(a) FT employees under an FSWS program who perform non-overtime work on a holiday (or a day designated as the “in lieu of” holiday) are entitled to their adjusted rate of pay plus premium pay equal to their rate of basic pay for the holiday work. This does not include overtime hours.

(b) Holiday premium pay for employees on FSWS is paid for the total number of non-overtime hours worked in the employee’s regular workday.

(c) Employees will receive holiday pay for their entire daily tours of duty, even if only part of the daily tours of duty is performed on the holiday. (See [TSA Handbook 1100.55-8, Premium Pay](#)).

(d) PT employees under an FSWS program are entitled to holiday premium pay only for work performed during their basic work requirement on a holiday. This does not include overtime hours.

(e) PT employees, scheduled to work on a day designated as an “in lieu of” holiday for FT employees, are not entitled to and do not receive holiday premium pay for work performed on that day.

(f) FT and PT employees may receive holiday premium pay for hours spent in training on a holiday, as long as they are regularly scheduled and required to work on that holiday.

(g) Only FT employees may receive holiday premium pay for hours spent in training on an in lieu of holiday, as long as they are regularly scheduled and required to work on that holiday.

NOTE: See [TSA MD 1100.55-8, Premium Pay](#), and the associated [Handbook](#) for additional information concerning pay for holiday work.

H. Overtime Work Determination

(1) For FT employees, hours of work in excess of eight per day, or 40 per week are not eligible for overtime compensation under the FSWS program. For FT employees under an FSWS, overtime hours are all hours of work in excess of 80 hours in a biweekly pay period which are officially ordered and approved, in advance of being worked, by managers with delegated approval authority.

- (2) For PT employees under an FSWS, overtime hours are all hours of work in excess of the FSWS for a day (must be more than eight hours) or for a week (must be more than 40 hours).
- (3) Overtime pay and compensatory time off are earned in accordance with the TSA's premium pay policy provided in [TSA MD 1100.55-8, *Premium Pay*](#), and the associated [Handbook](#).
- (4) Managers may order employees to work hours that are in excess of the basic work requirement.
- (5) Overtime under a ConWS for FT and PT employees is work in excess of 8 hours per day or 40 hours per week.

I. Scheduling of Overtime

- (1) There is no right to work overtime. All overtime must be ordered and approved in advance of the shift in which the overtime is to be worked.
- (2) Generally, employees who take sick leave may not work overtime during the same 24-hour period that employees are claiming sick leave, unless the sick leave was approved in advance of the start of the shift.
- (3) Employees charged as AWOL during a biweekly pay period may not be scheduled to work overtime during the same biweekly pay period.

J. Night Pay Differential

- (1) Night work includes regularly scheduled work, including regularly scheduled overtime between the hours of 6 p.m. and 6 a.m.
- (2) Employees receive night pay differential in accordance with [TSA MD 1100.55-8, *Premium Pay*](#), and the associated [Handbook](#).

K. Temporary Duty (Travel and Training)

- (1) When an employee is assigned to a temporary duty station (i.e., airports or other temporary work sites) that use different work schedules, the management official for the temporary duty station will be responsible for deciding whether the employee will continue their work schedule or conform to the schedules of the temporary work site.
- (2) Employees on a FSWS may be required to convert to a ConWS (eight hours per day, 40 hours per week and 80 hours per biweekly pay period) during any pay periods that involve travel or training. Schedules must be adjusted to match the travel and training schedules.

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ATTACHMENT**

Sample Work Schedules

<i>4/10 Compressed Schedule</i>	<i>5/4-9 Compressed Schedule</i>	<i>Variable Schedule</i>
<p>Basic Work Requirement</p> <p>A FT employee must work 10 hours per day, 40 hours per week, and 80 hours per biweekly pay period.</p> <p>The manager determines the number of hours a PT employee must work in a 4-day workweek and the number of hours in a biweekly pay period.</p>	<p>Basic Work Requirement</p> <p>A FT employee must work eight 9-hour days and one 8 hour day for a total of 80 hours per biweekly pay period.</p> <p>The manager determines the number of hours a PT employee must work in a 9-day biweekly pay period.</p>	<p>Basic Work Requirement</p> <p>A FT employee must work 80 hours per pay period. The manager determines the number of hours to be worked per day and the number of days to be worked per week, based on the staffing needs of the work location.</p> <p>The manager also determines the number of hours a PT employee will work per pay period.</p>
<p style="text-align: center;">Tour of Duty</p> <p>The tour of duty established by TSA (generally the EAA, AA, FSD or SAC) is limited to four 10-hour days.</p>	<p style="text-align: center;">Tour of Duty</p> <p>The tour of duty is established by TSA (generally the EAA, AA, FSD or SAC) and is less than 10 days per biweekly pay period.</p>	<p style="text-align: center;">Tour of Duty</p> <p>The tour of duty is established by TSA (generally the EAA, AA, FSD or SAC), based on staffing needs at the airport or other location. There may be no more than 6 days worked per week.</p>
<p style="text-align: center;">FSWS Overtime Work</p> <p>For full-time employees, overtime work is hours of work ordered and approved in advance by management that is in excess of 80 hours worked in a biweekly pay period.</p> <p>For part-time employees, overtime hours are all hours of work in excess of the FSWS for a day (must be more than 8 hours) or for a week (must be more than 40 hours).</p>		