

## Office of Personnel Management

## § 610.406

period of 90 days under one or more appointments without a break in service.

[33 FR 12474, Sept. 4, 1968, as amended at 34 FR 2479, Feb. 21, 1969; 60 FR 67287, Dec. 29, 1995]

### § 610.304 Coverage.

This subpart applies to regular employees of the Federal Government paid at daily, hourly, or piecework rates. This subpart does not apply to experts and consultants.

### § 610.305 Standards.

An administrative order may be issued under this subpart when:

(a) Normal operations of an establishment are interrupted by events beyond the control of management or employees;

(b) For managerial reasons, the closing of an establishment or portions thereof is required for short periods; or

(c) It is in the public interest to relieve employees from work to participate in civil activities which the Government is interested in encouraging.

(d) The circumstances are such that an administrative order under paragraph (a), (b), or (c) of this section is not appropriate and the agency under its regulations excuses, or is authorized to excuse, without charge to leave or loss of pay, employees paid on an annual basis.

[33 FR 12474, Sept. 4, 1968, as amended at 34 FR 2479, Feb. 21, 1969]

### § 610.306 Supplemental regulations.

Each agency is authorized to issue supplemental regulations not inconsistent with this subpart.

[33 FR 12474, Sept. 4, 1968, as amended at 34 FR 2479, Feb. 21, 1969]

## Subpart D—Flexible and Compressed Work Schedules

AUTHORITY: 5 U.S.C. 6133(a).

SOURCE: 48 FR 44060, Sept. 27, 1983, unless otherwise noted.

### § 610.401 General.

This subpart contains regulatory requirements prescribed by the Office of Personnel Management to implement certain provisions of subchapter 11 of

chapter 61 of title 5, United States Code. These regulations supplement that subchapter and must be read together with it.

### § 610.402 Coverage.

The regulations contained in this subpart apply only to flexible work schedules and compressed work schedules established under subchapter 11 of chapter 61 of title 5, United States Code.

### § 610.403 Definitions.

In this subpart, *Agency*, *Credit Hours*, and *Employee* have the meaning given these terms in section 6121 of title 5, United States Code.

[58 FR 58262, Nov. 1, 1993]

### § 610.404 Requirement for time-accounting method.

An agency that authorizes a flexible work schedule or a compressed work schedule under this subpart shall establish a time-accounting method that will provide affirmative evidence that each employee subject to the schedule has worked the proper number of hours in a biweekly pay period.

### § 610.405 Holiday for part-time employees on flexible work schedules.

If a part-time employee is relieved or prevented from working on a day within the employee's scheduled tour of duty that is designated as a holiday by Federal statute or Executive order, the employee is entitled to basic pay with respect to the holiday for the number of hours the employee is scheduled to work on that day, not to exceed 8 hours. When a holiday falls on a non-workday of a part-time employee, he or she is not entitled to an in-lieu-of day for that holiday.

### § 610.406 Holiday for employees on compressed work schedules.

(a) If a full-time employee is relieved or prevented from working on a day designated as a holiday by Federal statute or Executive order, the employee is entitled to basic pay for the number of hours of the compressed work schedule on that day.

(b) If a part-time employee is relieved or prevented from working on a day within the employee's scheduled

## § 610.407

tour of duty that is designated as a holiday by Federal statute or Executive order, the employee is entitled to basic pay for the number of hours of the compressed work schedule on that day. When a holiday falls on a non-workday of a part-time employee, he or she is not entitled to an in-lieu-of day for that holiday.

### § 610.407 Premium pay for holiday work for employees on compressed work schedules.

(a) An employee on a compressed schedule who performs work on a holiday is entitled to basic pay, plus premium pay at a rate equal to basic pay, for the work that is not in excess of the employee's compressed work schedule for that day. For hours worked on a holiday in excess of the compressed work schedule, a full-time employee is entitled to overtime pay under applicable provisions of law and a part-time employee is entitled to straight time pay or overtime pay, depending on whether the excess hours are non-overtime hours or overtime hours.

(b) An employee on a compressed work schedule is not entitled to holiday premium pay while engaged in training, except as provided in § 410.402 of this chapter.

[48 FR 44060, Sept. 27, 1983, as amended at 64 FR 69182, Dec. 10, 1999]

## § 610.408 Use of credit hours.

Members of the Senior Executive Service (SES) may not accumulate credit hours under an alternative work schedule. Any credit hours accumulated in the SES prior to December 1, 1993, must be used within 6 months of that date.

[58 FR 58262, Nov. 1, 1993]

## PART 630—ABSENCE AND LEAVE

### Subpart A—General Provisions

Sec.

630.101 Responsibility for administration.

### Subpart B—Definitions and General Provisions for Annual and Sick Leave

630.201 Definitions.

630.202 Full biweekly pay period; leave earnings.

630.203 Pay periods other than biweekly.

## 5 CFR Ch. I (1–1–13 Edition)

630.204 Fractional pay periods.

630.205 Credit for prior work experience and experience in a uniformed service for determining annual leave accrual rate.

630.206 Minimum charge.

630.207 Travel time.

630.208 Reduction in leave credits.

630.209 Refund for unearned leave.

630.210 Uncommon tours of duty.

630.211 Exclusion of Presidential appointees.

630.212 Use of annual leave to establish initial eligibility for retirement or continuation of health benefits.

### Subpart C—Annual Leave

630.301 Annual leave accrual and accumulation—Senior Executive Service, Senior Level, and Scientific and Professional Employees.

630.302 Maximum annual leave accumulation—forty-five day limitation.

630.303 Part-time employees; earnings.

630.304 Accumulation limitation for part-time employees.

630.305 Designating agency official to approve exigencies.

630.306 Time limit for use of restored annual leave.

630.307 Time limit for use of restored annual leave—former missing employees.

630.308 Scheduling of annual leave.

630.309 Time limit for use of restored annual leave—extended exigency of the public business.

630.310 Scheduling of annual leave by employees determined necessary for Year 2000 computer conversion efforts.

630.311 Scheduling of annual leave by employees determined necessary to respond to the "National Emergency by Reason of Certain Terrorist Attacks."

### Subpart D—Sick Leave

630.401 Granting sick leave.

630.402 Advanced sick leave.

630.403 Substitution of sick leave for unpaid family and medical leave to care for a covered servicemember.

630.404 Requesting sick leave.

630.405 Supporting evidence for the use of sick leave.

630.406 Use of sick leave during annual leave.

630.407 Sick leave used in the computation of an annuity.

630.408 Records on the use of sick leave.

### Subpart E—Recredit of Leave

630.501 Annual leave recredit.

630.502 Sick leave recredit.

630.503 Leave from former leave systems.

630.504 Reestablishment of leave account after military service.

630.505 Restoration after appeal.

630.506 Minimum unit.