Part 427 – Hours of Duty

Subpart E – Exhibits

427.40 Tour of Duty Request

EMPLOYEE_____

TOUR OF DUTY REQUESTED: (Circle your choice):

Basic Tour -10 eight hour days per pay period
Compressed Tour (5-4/9) – 8 nine hour days and 1 eight hour day per pay period
Four Day Tour - 8 ten hour days per pay period (Not commonly used by NHQ. However, may be used on a case by case basis upon approval of the appropriate Deputy Chief).
Flexitour – 10 eight hour days per pay period and the ability to earn credit leave

REQUESTED HOURS OF DUTY:

Starting time_____AM

Ending time_____PM

Lunch Period_____AM or PM to _____AM or PM
(Circle AM or PM as applicable)

For the flexitour tour:
The hours of duty for a requested Flexitour schedule must reflect an eight hour day. Work time in excess of eight hours will be earned credit leave and must be recorded on the time sheet accordingly. Credit leave cannot exceed two hours per day.

For the compressed tour:
(1) State your non-duty day:_____
Indicate which week of pay period:_____1st wk _____2nd wk
(2) State your 8-hour day:_____
Indicate which week of pay period:_____1st wk _____2nd wk
Start and end time entered above should reflect your nine hour day.

Approved:_____ Date:_____