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# NASA Procedural Requirements

**COMPLIANCE IS MANDATORY**

**NPR 3600.1A**

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Request Notification of Change (NASA Only)

**Subject: Attendance and Leave, (Revalidated with Change 2,  
09/11/2013)**

**Responsible Office: Office of Human Capital Management**

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## CHAPTER 2. Hours of Duty

### 2.1 Establishment of Workweeks

2.1.1 Administrative Workweek. NASA's administrative workweek begins at 12:01 a.m. Sunday and ends at 12 midnight the following Saturday. Each pay period consists of two administrative workweeks.

#### 2.1.2 Basic Workweek

2.1.2.1 Except when an authorized official establishes a different workweek, the basic workweek for full-time employees is fixed at 40 hours, which covers five days, Monday through Friday, eight hours each day. The hours of duty (beginning and ending times) within the basic workweek(s) will be established by each Center. The basic workweek(s) for each Center, including the hours of duty, calendar days, and the number of hours of employment for each calendar day in the workweek, will be published and communicated to employees.

#### 2.1.3 Regularly Scheduled Administrative Workweek

2.1.3.1 The regularly scheduled administrative workweek can be one of the following:

- a. The same as the basic workweek for full-time employees who do not have regularly scheduled overtime.
- c. The officially prescribed days and hours part-time employees are required to be on duty regularly.

2.1.3.2 For each group of full-time employees, Centers must establish, in writing, the regularly scheduled administrative workweek, which consists of the 40-hour basic workweek and the periods of overtime work, if any, regularly required. Centers must specify, by calendar days and number of hours a day, those periods included in the regularly scheduled administrative workweek that do not constitute a part of the basic workweek.

2.1.3.3. Standby Time -- When standby duty (see 5 C.F.R Part 610, Subpart A) covers a

period of 24 consecutive hours, except in cases of emergencies, eight of the 24 hours will be allowed for sleeping and eating, and these eight hours are not hours of work.

## **2.2 Establishment of Work Schedules**

2.2.1 Work schedule, regularly scheduled administrative workweek, and "basic workweek" are the same for full-time employees who do not have regularly scheduled overtime. Example: 8 a.m. to 4:30 p.m., including .5 hour for lunch, Monday through Friday.

2.2.2. In order to control "split shifts," Centers may not establish a daily tour of duty with a break of more than one hour. For example, a shift from 8 a.m. to noon and 4 p.m. to 8 p.m. may not be established.

2.2.3. Variations for Educational Purposes. Centers shall maintain central records of special tours authorized for educational purposes. Records shall include the name and position classification of the employee, the type of training (e.g., course title), and the duration of the tour.

2.2.4. Variations for Personal Reasons. Variations in an employee's work schedule may be authorized for personal reasons provided all of the following criteria apply:

- a. Rearrangement of the employee's tour will not appreciably interfere with accomplishment of the work to be performed.
- b. Additional costs to the Government will not be incurred.
- c. The employee will not be paid premium pay solely because of the tour.

2.2.5. Notification. Employees will be advised of any change to their work schedule at least three days before the beginning of the administrative workweek when the change is to be effective. Exceptions to this requirement may be made when the hours of work cannot be determined in advance due to the nature of the employee's duties. Center CFOs or designees will be notified in writing of an employee's established tour of duty or of any authorized changes to the tour.

## **2.3 Alternate Work Schedules**

2.3.1 Centers are authorized to establish compressed and flexible work schedules in accordance with the provisions of 5 U.S.C. Chapter 61, Subchapter II.

## **2.4 Special Considerations in Establishing Work Schedules**

2.4.1 Although state and local labor laws are not binding upon Federal agencies, Centers shall comply with these laws to the fullest extent practicable with regard to the hours of employment of minors.

## **2.5 Holidays for Part-Time Employees**

2.5.1 See Chapter 3, paragraph 3.7.4.

## **2.6 Significant Change in Hours of Duty**

2.6.1 A significant change is one that is expected to impact the following:

- a. A large number of NASA Center employees and/or employees of other agencies or centers.
- b. The work of other agencies or centers.
- c. Communications between NASA Centers.
- d. Contractors.

## e. Dealings with the public.

2.6.2 The Center Director shall notify the Assistant Administrator for Human Capital Management, in advance, when one of the following occurs:

- a. A significant change in hours of duty is planned.
- b. The Center, or a major portion of the Center, is to be closed for a brief period.
- c. Groups of employees (e.g., generally 50 or more) are to be excused without charge to leave or loss of pay.
- d. An exception to providing advance notification is reasonable when emergency or severe inclement weather conditions would preclude doing so. However, notice is to be provided at the earliest time possible.

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