

APPLICATION FOR TOUR OF DUTY

Name:

Date: (mm/dd/yyyy)

**CURRENT
TOUR OF
DUTY**



From: _____ a.m.
Format: 0800 for 8am
To: _____ p.m.
Format: 1700 for 5pm

**REQUESTED
TOUR OF
DUTY**



From: _____ a.m.
Format: 0800 for 8am
To: _____ p.m.
Format: 1700 for 5pm

	COMPRESSED	FLEXIBLE		COMPRESSED	FLEXIBLE
<input type="checkbox"/> Standard Schedule	<input type="checkbox"/> 4/10 - (Day(s) Off): _____ _____	<input type="checkbox"/> Flexitour <input type="checkbox"/> Modified Flexitour <input type="checkbox"/> Gliding	<input type="checkbox"/> Standard Schedule	<input type="checkbox"/> 4/10 - (Day(s) Off): _____ _____	<input type="checkbox"/> Flexitour <input type="checkbox"/> Modified Flexitour <input type="checkbox"/> Gliding
<input type="checkbox"/> Part-time	<input type="checkbox"/> 5-4/9 (Select Days Below): Scheduled Day Off (SDO): _____	<input type="checkbox"/> Flexible Midday <input type="checkbox"/> Variable Day <input type="checkbox"/> Maxiflex	<input type="checkbox"/> Part-time	<input type="checkbox"/> 5-4/9 (Select Days Below): Scheduled Day Off (SDO): _____	<input type="checkbox"/> Flexible Midday <input type="checkbox"/> Variable Day <input type="checkbox"/> Maxiflex
<input type="checkbox"/> Full-time	8 Hour Workday: _____	<input type="checkbox"/> N/A	<input type="checkbox"/> Full-time	8 Hour Workday: _____	<input type="checkbox"/> N/A

Comments:

Requested Effective Date: (mm/dd/yyyy)	Name of Work Unit:
Job Title:	Employee Signature:

OFFICIAL ACTION ON APPLICATION

☐ Approved ☐ Disapproved (Please Explain) _____

Approved Effective Date: (mm/dd/yyyy)

Supervisor Signature:

Note: The requested tour of duty must be one that has been approved for use by your work unit.

Standard Schedule is a fixed work schedule in which the employee works 8 hours per workday, 5 days per workweek for a total of 40 hours.

4/10 is a type of compressed work schedule in which an employee works 4 days of 10 hours each in both weeks of the pay period.

5 - 4/9 is a compressed work schedule in which an employee works 8 days of 9 hours and 1 day of 8 hours for a total of 80 hours in the pay period.

Flexitour is a type of flexible work schedule in which an employee is allowed to select starting and stopping times within the flexible hours. Once selected, the hours are fixed until the next selection period (quarterly).

Modified Flexitour is a flexible work schedule in which an employee is allowed to "flex" up to 30 minutes either before or after the fixed starting and stopping time. Missed time must be made up by the end of the same workday since employees are bound by either an 8 or 9 hour daily work requirement.

Gliding Schedule is a type of flexible work schedule in which an employee may select a starting and stopping time each day within the established flexible hours, and may change starting and stopping times daily.

Flexible Midday is a flexible work schedule that allows an employee to expand the lunch period and take a longer midday break than the authorized 30 minutes so long as the time is made up in the same day either before or after the fixed work schedule.

Variable-day schedule is a type of flexible work schedule containing core hours on each workday in the week and in which a full-time employee has a basic work requirement of 40 hours in each week of the biweekly pay period, but in which an employee may vary the number of hours worked on a given workday within the week within the limits established for the organization.

Maxiflex schedule is a type of flexible work schedule that contains core hours on fewer than 10 workdays in the biweekly pay period and in which a full-time employee has a basic work requirement of 80 hours for the biweekly pay period, but in which an employee may vary the number of hours worked on a given workday or the number of hours each week within the limits established for the organization. It permits an employee to earn credit hours for voluntary work performed in excess of 80 hours.