



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY JAPAN  
UNIT 45005  
APO AP 96343-5005

APAJ-PE (690)

02 APR 2024

COMMAND POLICY MEMORANDUM 24-01

FOR SEE DISTRIBUTION

SUBJECT: Host Nation (HN) Employee Overtime Policy and Approval Authority

1. REFERENCES.

- a. Master Labor Contact, DA-92-557-FEC-28000, 1 October 1957.
- b. Mariner's Contract, DA-92-557-29000, 1 May 1958.
- c. Subsidiary Labor Agreement and Financial Arrangements Concerning Employment of Local National Personnel by the Government of Japan for Utilization by Article XV Organizations of the United States Forces Japan, 1 December 1961.
- d. Japanese Labor Standards Act, effective 1 April 2019.
- e. USARJ Regulation 37-2, Overtime Control, 2 May 1990.

2. RECORDS MANAGEMENT. All records created under this policy will be managed in accordance with AR 25-400-2, Army Records Management Program and the USARPAC Records Management Program Policy Memorandum #23-01.

3. PURPOSE. This U.S. Army Japan wide policy establishes rules and procedural guidance on assigning HN overtime and use of management flexibilities to meet mission requirements while controlling overtime hours to ensure compliance with Japanese law, negotiated labor contracts, and current agreements established with the Government of Japan (GOJ).

4. BACKGROUND. Under the Special Measures Agreement (SMA), GOJ may fund all or part of USARJ's labor cost. HN overtime (OT) is funded through the GOJ HN Cost Sharing Agreement up to an agreed upon ceiling amount. Once the OT cap is exceeded, U.S. Army funds are required to pay for HN overtime as a shortfall reimbursement. Effective 1 April 2019, the Japan Labor Standards Act was revised to address the increasing sickness and death due to overwork known as "karoshi". The revised law introduced a legal upper limit on overtime. The law mandated that overtime

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hours will not exceed 45 hours per month and 360 hours per Japanese fiscal year (1 April through 31 March). In response to the GOJ's request to follow this Japanese law, the United States Forces Japan (USFJ) agreed to observe the spirit and intent of this law.

5. **APPLICABILITY.** This policy applies to United States Army Japan (USARJ) staff directorates, subordinate commands, assigned, attached units, other units, and activities for which the USARJ is their Executive Agent, to include all Army activities within the USARJ area of responsibility employing HN employees.

6. **POLICY.** Commanders, Directors, and Supervisors of activities employing HN employees will practice OT controls and diligence in utilizing management flexibilities prior to authorizing OT as noted in paragraph 11 below. When all flexibilities had been applied and the supervisor determines that OT is inevitable to accomplish the mission, the supervisor will document a brief description of the work to be performed, justification as to why it must be performed using OT, and the potential impact to the mission should OT not be approved. This supporting documentation must be submitted together with an HQAJ FORM 3835 or equivalent forms utilized by each activity. An OT estimate for an entire month must be approved in advance by officials with authority in paragraph 9 below prior to the actual OT execution. Actual OT execution must also be approved prior to input in HN Automated Time and Attendance System (ATAS). Commands, tenants, staff offices, and other activities must maintain and track their own estimate and actual OT execution within their activity.

7. **DEFINITION OF OVERTIME.** Overtime pay is compensation for hours "actually worked" by the employee outside the regularly scheduled work hours. Normally, annual leave will not be authorized the same week the OT is to be performed. Prior to authorizing OT, management will review leave requests and determine if the employee's schedule can be adjusted to satisfy the upcoming work requirements without incurring overtime. The following are activities that do not meet the definition of "actually worked".

- a. Dinner and lunches with participants.
- b. Travel along with supervisors or superior.
- c. Travel time (HNs receive per diem only while traveling on official orders).
- d. Office parties, parties with counterparts, holiday parties, etc.
- e. Standing by at the office for possible work.

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f. Coming early or staying late without being directed by the supervisor or higher-level supervisor.

g. Working through lunch without being directed by the supervisor or higher-level supervisor.

h. Finishing up projects or working backlogs without being directed by the Supervisor or higher-level supervisor.

i. Self-development training or schooling. (should be handled through work schedule change)

j. Traffic delays, delayed flights, delayed train while on TDY.

8. BASIC LIMITS ON OVERTIME. The allowable OT work hours per individual is up to 45 hours per month and/or 200 hours per Japan Fiscal Year (JFY).

9. APPROVAL AUTHORITY. OT approvers with delegated authority, as noted in 9.a below, may judiciously approve individual OT request for up to 45 hours per month and/or up to 200 cumulative hours in a JFY. Anything beyond 45 hours per month and/or 200 hours per JFY must be approved by the USARJ Deputy Commander. The USARJ G8 will do a periodical audit of OT usage and notify the HQ USARJ Deputy Commander of any violations.

a. The USARJ Regulation 37-2 delegates authority to specific positions to approve/disapprove individual overtime work for HN employees within their respective organization/activity up to 45 hours per month and/or up to 200 total hours per JFY. These positions are as follows:

(1) Chief of Staff for HQ USARJ staff offices, subordinate and assigned units.

(2) Commanders of tenant activities, other units, and activities.

b. Approval authority may be further delegated to--

(1) Principal staff officers/directors of the USARJ subordinate commands.

(2) Deputy Commanders or principal assistants within the tenant, other units, and activities.

c. No further re-delegation is authorized.



10. PROCEDURES FOR OVERTIME BEYOND THE BASIC LIMITS. Prior to submitting a request for OT beyond limits, efforts will be made by Commanders to utilize management flexibilities in paragraph 11 and to the maximum extent possible to avoid utilizing OT beyond the basic limits. When all management flexibilities had been applied and use of OT is inevitable, the head of the employing unit/activity may submit a request to utilize OT beyond the limits of this policy with supporting documents necessary through the Commander of the requesting unit/activity. This request must be routed to both G1 and G8, and ultimately to the USARJ Deputy Commander for approval. Requests for exceptions must meet the following criteria to be considered.

- a. Monthly overtime work will not exceed 80 hours per month and will not exceed a total 360 hours in a JFY.
- b. Monthly overtime work exceeding 45 hours will not exceed six (6) times in a JFY.
- c. The total OT (to include exceptions granted) per individual will not exceed 360 cumulative hours in a JFY.

11. MANAGEMENT FLEXIBILITIES/RESPONSIBILITIES. Commanders and Supervisors are authorized to exercise the following authorities/flexibilities to limit and control OT usage within the basic limits as stated in paragraph 8 above.

- a. Advance Planning and Setting Appropriate Work Schedules. Management will plan and determine an appropriate work schedule for HN employees within their units to meet mission requirements. The administrative work week for HN employee is Sunday through Saturday. One day each week will be designated as a rest day referred to as designated rest day (DRD). However, when operations require, a minimum of four DRDs may be designated in a four-week period. Other days that an employee is not required to work other than the DRD is referred to as non-workday (NWD) as shown in the sample work schedules that may be found in Appendix A and B. Below are the types of work schedule.

- (1) Regular Work Schedule. Regularly scheduled workday will normally consist of eight hours, excluding lunch period. The regular duty time in a scheduled work week will be 40 hours. For an employee whose regular work week is from Monday through Friday, Saturday is the NWD and Sunday is the DRD. Management may establish other work schedules with DRD and NWD on other days based on mission needs.

- (2) Irregular Work Schedule. A work schedule that includes more than 8 hours on a particular day and more than 40 hours in a particular week may be established provided that the average weekly working hours for four weeks is an average of 40 hours. Changes from regular to irregular work schedule may be done by submitting a

USFJ Form 11 (Personnel Action Request) with a proposed work schedule to the servicing personnel office at least a month prior to the effective date of the change to allow for at least 15 calendar days for processing. Changes will take effect at the beginning of the following month the work schedule change is processed. Supervisors will inform the employee of the change to the work schedule at least 15 calendar days in advance.

(3) Temporary Work Schedule Change. Temporary changes in work schedule to accommodate predictable requirements such as yearly events, planned meetings, joint exercises or any other events that are known to supervisors ahead of time will be done through advance temporary changes to the employee's established work schedule. To temporarily change the work schedule, Supervisors will inform the employee of the requirement to change the work schedule as soon as it is known but no later than one (1) whole week prior to the start of the temporary work week schedule.

b. Utilization of Limited Term Employment (LTE). LTE may be utilized to temporarily augment the workforce, to cover for an employee who is on prolonged leave, or to meet mission task and requirements/projects that are non-permanent. Hiring is dependent upon availability of funds of the employing command/activity and the approval of the USARJ G8 Manpower Section. The length of LTE period may vary based on the reason. Periods of LTE are not to exceed (NTE) 4 months (extendable for an additional 2 months), NTE 2 years for temporary projects, extendable for another term. The Japanese Contract Law requires conversion of an LTE to an indefinite employment when subsequent LTE appointments will exceed 5 years in total. Thus, to comply with the law, total period of LTE will not exceed 5 years. Requests for LTE extension beyond 4 years will be reviewed by USARJ G8 for a determination as to whether a permanent position is necessary when mission requirements are expected to continue beyond 5 years. HN retirees known as Post Retired Employee (PRE) are exempt from the requirement of this law and maybe employed continuously as an LTE beyond 5 years.

c. Detail. Detail is a temporary assignment of a permanent employee to a job or a set of duties equivalent to the same or lower grade, for a period of 30 calendar days or more but not to exceed one year. Detail assignment up to 30 calendar days maybe done through a memorandum to the employee. Detail assignment beyond 30 calendar days must be done by submitting a USFJ Form 11 to the servicing personnel office in advance to allow for at least 15 calendar days for processing.

d. Requirement to Offer Consultation (Health Check Up) with the Industrial Physician. Management will pay attention and review their monthly reports of OT. In accordance with the negotiated contracts and agreement, a HN employee who performed over 100 hours of OT in the previous month, an average of 80 hours of OT in

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the previous two months or over a six-month period will be offered to go through a consultation with the GOJ contracted Industrial Physician at their own will and will authorize up to two (2) hours of administrative leave.

12. This policy supersedes the previously issued memorandum on Approval Authority for MLC Overtime Request dated 27 November 2018. Proponents for this policy are the USARJ G8, Cost Sharing Division and USARJ G1, Civilian Personnel Management Division, Foreign Labor Office.

  
DAVID B. WOMACK  
MG, USA  
Commanding

DISTRIBUTION:

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## APPENDIX A SAMPLE OF REGULAR WORK SCHEDULE

### Regular Work Schedule (Without OT)

**Case 1: Regular work schedule, 8 hours a day, 40 hours a week, 45 minutes lunch, 5 workdays a week with Saturday as NWD and Sunday as DRD.**

1) 8 hrs, 0800-1645, Recess 1200-1245

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total of the week	TOTAL (4 w ks)
	1/1	1/2	1/3	1/4	1/5	1/6	1/7	40	160
1st Week	DRD	0800-1645	0800-1645	0800-1645	0800-1645	0800-1645	NWD		
Recess		1200-1245	1200-1245	1200-1245	1200-1245	1200-1245			
Working Hours		8	8	8	8	8			
	1/8	1/9	1/10	1/11	1/12	1/13	1/14	40	
2nd Week	DRD	0800-1645	0800-1645	0800-1645	0800-1645	0800-1645	NWD		
Recess		1200-1245	1200-1245	1200-1245	1200-1245	1200-1245			
Working Hours		8	8	8	8	8			
	1/15	1/16	1/17	1/18	1/19	1/20	1/21	40	
3rd Week	DRD	0800-1645	0800-1645	0800-1645	0800-1645	0800-1645	NWD		
Recess		1200-1245	1200-1245	1200-1245	1200-1245	1200-1245			
Working Hours		8	8	8	8	8			
	1/22	1/23	1/24	1/25	1/26	1/27	1/28	40	
4th Week	DRD	0800-1645	0800-1645	0800-1645	0800-1645	0800-1645	NWD		
Recess		1200-1245	1200-1245	1200-1245	1200-1245	1200-1245			
Working Hours		8	8	8	8	8			

**Case 2: Regular compressed work schedule, 40 hours a week, 9 hours on some days with 1 hour lunch, and 5 workdays a week. Note: Work schedule exceeding 8 hours requires a 1-hour lunch.**

1) 9 hrs, 0800-1800, Recess 1200-1300

2) 4 hrs, 0800-1200, NO Recess

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total of the week	TOTAL (4 wks)
	1/1	1/2	1/3	1/4	1/5	1/6	1/7	40	160
1st Week	DRD	0800-1800	0800-1800	0800-1200	0800-1800	0800-1800	NWD		
Recess		1200-1300	1200-1300	N/A	1200-1300	1200-1300			
Working Hours		9	9	4	9	9			
	1/8	1/9	1/10	1/11	1/12	1/13	1/14	40	
2nd Week	DRD	0800-1800	0800-1800	0800-1200	0800-1800	0800-1800	NWD		
Recess		1200-1300	1200-1300	N/A	1200-1300	1200-1300			
Working Hours		9	9	4	9	9			
	1/15	1/16	1/17	1/18	1/19	1/20	1/21	40	
3rd Week	DRD	0800-1800	0800-1800	0800-1200	0800-1800	0800-1800	NWD		
Recess		1200-1300	1200-1300	N/A	1200-1300	1200-1300			
Working Hours		9	9	4	9	9			
	1/22	1/23	1/24	1/25	1/26	1/27	1/28	40	
4th Week	DRD	0800-1800	0800-1800	0800-1200	0800-1800	0800-1800	NWD		
Recess		1200-1300	1200-1300	N/A	1200-1300	1200-1300			
Working Hours		9	9	4	9	9			

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**Case 3: Regular compressed work schedule, 40 hours a week, 6 workdays a week, no NWD and DRD on Sunday.**

1) 8 hrs, 0800-1645, Recess 1200-1245

2) 4 hrs, 0800-1200, NO Recess

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total of the week	TOTAL (4 wks)
	1/1	1/2	1/3	1/4	1/5	1/6	1/7		
1st Week		0800-1645	0800-1645	0800-1645	0800-1200	0800-1200	0800-1645		
Recess	DRD	1200-1245	1200-1245	1200-1245	N/A	N/A	1200-1245	40	
Working Hours		8	8	8	4	4	8		
	1/8	1/9	1/10	1/11	1/12	1/13	1/14		
2nd Week		0800-1645	0800-1645	0800-1645	0800-1200	0800-1200	0800-1645		
Recess	DRD	1200-1245	1200-1245	1200-1245	N/A	N/A	1200-1245	40	160
Working Hours		8	8	8	4	4	8		
	1/15	1/16	1/17	1/18	1/19	1/20	1/21		
3rd Week		0800-1645	0800-1645	0800-1645	0800-1200	0800-1200	0800-1645		
Recess	DRD	1200-1245	1200-1245	1200-1245	N/A	N/A	1200-1245	40	
Working Hours		8	8	8	4	4	8		
	1/22	1/23	1/24	1/25	1/26	1/27	1/28		
4th Week		0800-1645	0800-1645	0800-1645	0800-1200	0800-1200	0800-1645		
Recess	DRD	1200-1245	1200-1245	1200-1245	N/A	N/A	1200-1245	40	
Working Hours		8	8	8	4	4	8		



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**Case 1: 32 hours OT (within basic OT limit of 45 hours per month)**

**3) 10 hrs, 0800-1700 + 1700-1900, Recess 1200-1300**

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total of the week  40 4	TOTAL (4 wks)   OT Hours 32
	1/1	1/2	1/3	1/4	1/5	1/6	1/7		
1st Week	DRD	0800-1645	0800-1645	0800-1900	0800-1800	0800-1800	NWD		
Recess		1200-1245	1200-1245	1200-1300	1200-1300	1200-1300			
Working Hours		8	8	8	8	8			
OT				2	1	1			
	1/8	1/9	1/10	1/11	1/12	1/13	1/14	40 12	
2nd Week	DRD	0800-1645	0800-1645	0800-1900	0800-1800	0800-1800	NWD		
Recess		1200-1245	1200-1245	1200-1300	1200-1300	1200-1300			
Working Hours		8	8	8	8	8			
OT				2	1	1			
	1/15	1/16	1/17	1/18	1/19	1/20	1/21	40 12	
3rd Week	DRD	0800-1645	0800-1645	0800-1900	0800-1800	0800-1800	NWD		
Recess		1200-1245	1200-1245	1200-1300	1200-1300	1200-1300			
Working Hours		8	8	8	8	8			
OT				2	1	1			
	1/22	1/23	1/24	1/25	1/26	1/27	1/28	40 4	
4th Week	DRD	0800-1645	0800-1645	0800-1900	0800-1800	0800-1800	NWD		
Recess		1200-1245	1200-1245	1200-1300	1200-1300	1200-1300			
Working Hours		8	8	8	8	8			
OT				2	1	1			

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**Case 2: 56 hours of OT (beyond basic OT limit of 45 hours per month)**  
**Overtime beyond 45 hours in a month requires an approval.**

1) 8 hrs, 0800-1645, Recess 1200-1245

2) 10 hrs, 0800-1700 + 1700-1900, Recess 1200-1300

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total of the week	TOTAL (4 wks)
	1/1	1/2	1/3	1/4	1/5	1/6	1/7		
1st Week	DRD	0800-1645	0800-1645	0800-1900	0800-1900	0800-1900	NWD	40	OT Hours 56
Recess		1200-1245	1200-1245	1200-1300	1200-1300	1200-1300		14	
Working Hours		8	8	8	8	8			
OT				2	2	2			
	1/8	1/9	1/10	1/11	1/12	1/13	1/14		
2nd Week	DRD	0800-1645	0800-1645	0800-1900	0800-1900	0800-1900	NWD	40	
Recess		1200-1245	1200-1245	1200-1300	1200-1300	1200-1300		14	
Working Hours		8	8	8	8	8			
OT				2	2	2			
	1/15	1/16	1/17	1/18	1/19	1/20	1/21		
3rd Week	DRD	0800-1645	0800-1645	0800-1900	0800-1900	0800-1900	NWD	40	
Recess		1200-1245	1200-1245	1200-1300	1200-1300	1200-1300		14	
Working Hours		8	8	8	8	8			
OT				2	2	2			
	1/22	1/23	1/24	1/25	1/26	1/27	1/28		
4th Week	DRD	0800-1645	0800-1645	0800-1900	0800-1900	0800-1900	NWD	40	
Recess		1200-1245	1200-1245	1200-1300	1200-1300	1200-1300		14	
Working Hours		8	8	8	8	8			
OT				2	2	2			

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## **APPENDIX B SAMPLE OF IRREGULAR WORK SCHEDULE**

### **Irregular Work Schedule (Without OT) - Staggered work schedule, average 40 hours each week for every 4 weeks**

**Case 1: Employee must work longer towards the end and the beginning of the following month with Saturday as NWD and Sunday as DRD.**

**1) 8 hrs, 0800-1700, Recess 1200-1300**

**2) 10 hrs, 0800-1900, Recess 1200-1300**

**3) 6 hrs, 0800-1500, Recess 1200-1300**

**4) 4 hrs, 0800-1200, No Recess**

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1/1	1/2	1/3	1/4	1/5	1/6	1/7
1st Week	DRD	0800-1700	0800-1900	0800-1900	0800-1900	0800-1900	NWD
Recess		1200-1300	1200-1300	1200-1300	1200-1300	1200-1300	
Working Hours		8	10	10	10	10	
	1/8	1/9	1/10	1/11	1/12	1/13	1/14
2nd Week	DRD	0800-1700	0800-1700	0800-1700	0800-1500	0800-1500	NWD
Recess		1200-1300	1200-1300	1200-1300	1200-1300	1200-1300	
Working Hours		8	8	8	6	6	
	1/15	1/16	1/17	1/18	1/19	1/20	1/21
3rd Week	DRD	0800-1700	0800-1700	0800-1700	0800-1500	0800-1500	NWD
Recess		1200-1300	1200-1300	1200-1300	1200-1300	1200-1300	
Working Hours		8	8	8	6	6	
	1/22	1/23	1/24	1/25	1/26	1/27	1/28
4th Week	DRD	0800-1700	0800-1700	0800-1700	0800-1700	0800-1700	NWD
Recess		1200-1300	1200-1300	1200-1300	1200-1300	1200-1300	
Working Hours		8	8	8	8	8	

Total of the week	TOTAL (4 wks)
48	Scheduled Work Hours for 4 Weeks  <b>160</b>
36	
36	
40	

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	2/29	1/30	1/31	2/1	2/2	2/3	2/4
1st Week	DRD	0800-1900	0800-1900	0800-1900	0800-1900	0800-1900	NWD
Recess		1200-1300	1200-1300	1200-1300	1200-1300	1200-1300	
Working Hours		10	10	10	10	10	
	2/5	2/6	2/7	2/8	2/9	2/10	2/11
2nd Week	DRD	0800-1700	0800-1700	0800-1700	0800-1500	0800-1500	NWD
Recess		1200-1300	1200-1300	1200-1300	1200-1300	1200-1300	
Working Hours		8	8	8	6	6	
	2/12	2/13	2/14	2/15	2/16	2/17	2/18
3rd Week	DRD	0800-1700	0800-1700	0800-1700	0800-1500	0800-1500	NWD
Recess		1200-1300	1200-1300	1200-1300	1200-1300	1200-1300	
Working Hours		8	8	8	6	6	
	2/19	2/20	2/21	2/22	2/23	2/24	2/25
4th Week	DRD	0800-1500	0800-1700	0800-1700	0800-1700	0800-1700	NWD
Recess		1200-1300	1200-1300	1200-1300	1200-1300	1200-1300	
Working Hours		6	8	8	8	8	

Total of the week	TOTAL (4 wks)
50	Scheduled Work Hours for 4 Weeks  <b>160</b>
36	
36	
38	



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**Case 1 Cont'd**

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total of the week	TOTAL (4 wks)
	2/26	2/27	2/28	3/1	3/2	3/3	3/4		
1st Week	DRD	0800-1900	0800-1900	0800-1900	0800-1900	0800-1900	NWD	50	Scheduled Work Hours for 4 Weeks  <b>160</b>
Recess		1200-1300	1200-1300	1200-1300	1200-1300	1200-1300			
Working Hours		10	10	10	10	10			
	3/5	3/6	3/7	3/8	3/9	3/10	3/11		
2nd Week	DRD	0800-1700	0800-1700	0800-1700	0800-1500	0800-1500	NWD	36	
Recess		1200-1300	1200-1300	1200-1300	1200-1300	1200-1300			
Working Hours		8	8	8	6	6			
	3/12	3/13	3/14	3/15	3/16	3/17	3/18		
3rd Week	DRD	0800-1700	0800-1700	0800-1700	0800-1500	0800-1500	NWD	36	
Recess		1200-1300	1200-1300	1200-1300	1200-1300	1200-1300			
Working Hours		8	8	8	6	6			
	3/19	3/20	3/21	3/22	3/23	3/24	3/25		
4th Week	DRD	0800-1500	0800-1700	0800-1700	0800-1700	0800-1700	NWD	38	
Recess		1200-1300	1200-1300	1200-1300	1200-1300	1200-1300			
Working Hours		6	8	8	8	8			

  

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total of the week	TOTAL (4 wks)
	3/26	3/27	3/28	3/29	3/30	3/31	4/1		
1st Week	DRD	0800-1700	0800-1700	0800-1900	0800-1900	0800-1900	NWD	46	Scheduled Work Hours for 4 Weeks  <b>160</b>
Recess		1200-1300	1200-1300	1200-1300	1200-1300	1200-1300			
Working Hours		8	8	10	10	10			
	4/2	4/3	4/4	4/5	4/6	4/7	4/8		
2nd Week	DRD	0800-1900	0800-1900	0800-1700	0800-1700	0800-1500	NWD	42	
Recess		1200-1300	1200-1300	1200-1300	1200-1300	1200-1300			
Working Hours		10	10	8	8	6			
	4/9	4/10	4/11	4/12	4/13	4/14	4/15		
3rd Week	DRD	0800-1700	0800-1700	0800-1700	0800-1500	0800-1500	NWD	36	
Recess		1200-1300	1200-1300	1200-1300	1200-1300	1200-1300			
Working Hours		8	8	8	6	6			
	4/16	4/17	4/18	4/19	4/20	4/21	4/22		
4th Week	DRD	0800-1700	0800-1700	0800-1700	0800-1500	0800-1500	NWD	36	
Recess		1200-1300	1200-1300	1200-1300	1200-1300	1200-1300			
Working Hours		8	8	8	6	6			

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SUBJECT: Local National (LN) Overtime Policy and Approval Authority

### Irregular Work Schedule (Without OT)

**Case 2: Employee must work 6 days (no NWD) in some weeks and longer hours towards the end and the beginning of the following month with Sunday as DRD.**

1) 8 hrs, 0800-1700, Recess 1200-1300

2) 9 hrs, 0800-1800, Recess 1200-1300

3) 6 hrs, 0800-1500, Recess 1200-1300

4) 5 hrs, 0800-1300, No Recess

5) 4 hrs, 0800-1200, No Recess

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1/1	1/2	1/3	1/4	1/5	1/6	1/7
1st Week	DRD	0800-1800	0800-1800	0800-1800	0800-1800	0800-1800	0800-1200
Recess		1200-1300	1200-1300	1200-1300	1200-1300	1200-1300	N/A
Working Hours		9	9	9	9	9	4
	1/8	1/9	1/10	1/11	1/12	1/13	1/14
2nd Week	DRD	0800-1700	0800-1700	0800-1500	0800-1500	0800-1300	NWD
Recess		1200-1300	1200-1300	1200-1300	1200-1300	N/A	
Working Hours		8	8	6	6	5	
	1/15	1/16	1/17	1/18	1/19	1/20	1/21
3rd Week	DRD	0800-1700	0800-1700	0800-1500	0800-1500	0800-1500	NWD
Recess		1200-1300	1200-1300	1200-1300	1200-1300	1200-1300	
Working Hours		8	8	6	6	6	
	1/22	1/23	1/24	1/25	1/26	1/27	1/28
4th Week	DRD	0800-1700	0800-1700	0800-1700	0800-1700	0800-1700	0800-1200
Recess		1200-1300	1200-1300	1200-1300	1200-1300	1200-1300	N/A
Working Hours		8	8	8	8	8	4

Total of the week	TOTAL (4 wks)
49	Scheduled Work Hours for 4 Weeks <b>160</b>
33	
34	
44	

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1/29	1/30	1/31	2/1	2/2	2/3	2/4
1st Week	DRD	0800-1800	0800-1800	0800-1800	0800-1800	0800-1800	0800-1200
Recess		1200-1300	1200-1300	1200-1300	1200-1300	1200-1300	N/A
Working Hours		9	9	9	9	9	4
	2/5	2/6	2/7	2/8	2/9	2/10	2/11
2nd Week	DRD	0800-1700	0800-1700	0800-1500	0800-1500	0800-1300	NWD
Recess		1200-1300	1200-1300	1200-1300	1200-1300	N/A	
Working Hours		8	8	6	6	5	
	2/12	2/13	2/14	2/15	2/16	2/17	2/18
3rd Week	DRD	0800-1700	0800-1700	0800-1500	0800-1500	0800-1500	NWD
Recess		1200-1300	1200-1300	1200-1300	1200-1300	1200-1300	
Working Hours		8	8	6	6	6	
	2/19	2/20	2/21	2/22	2/23	2/24	2/25
4th Week	DRD	0800-1700	0800-1700	0800-1700	0800-1700	0800-1700	0800-1200
Recess		1200-1300	1200-1300	1200-1300	1200-1300	1200-1300	N/A
Working Hours		8	8	8	8	8	4

Total of the week	TOTAL (4 wks)
49	Scheduled Work Hours for 4 Weeks <b>160</b>
33	
34	
44	

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**Case 2 Cont'd**

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	2/26	2/27	2/28	3/1	3/2	3/3	3/4
1st Week	DRD	0800-1800	0800-1800	0800-1800	0800-1800	0800-1800	0800-1200
Recess		1200-1300	1200-1300	1200-1300	1200-1300	1200-1300	N/A
Working Hours		9	9	9	9	9	4
	3/5	3/6	3/7	3/8	3/9	3/10	3/11
2nd Week	DRD	0800-1700	0800-1700	0800-1500	0800-1500	0800-1300	NWD
Recess		1200-1300	1200-1300	1200-1300	1200-1300	N/A	
Working Hours		8	8	6	6	5	
	3/12	3/13	3/14	3/15	3/16	3/17	3/18
3rd Week	DRD	0800-1700	0800-1700	0800-1500	0800-1500	0800-1500	NWD
Recess		1200-1300	1200-1300	1200-1300	1200-1300	1200-1300	
Working Hours		8	8	6	6	6	
	3/19	3/20	3/21	3/22	3/23	3/24	3/25
4th Week	DRD	0800-1700	0800-1700	0800-1700	0800-1700	0800-1700	0800-1200
Recess		1200-1300	1200-1300	1200-1300	1200-1300	1200-1300	N/A
Working Hours		8	8	8	8	8	4

Total of the week	TOTAL (4 wks)
49	Scheduled Work Hours for 4 Weeks <b>160</b>
33	
34	
44	

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	3/26	3/27	3/28	3/29	3/30	3/31	4/1
1st Week	DRD	0800-1800	0800-1800	0800-1800	0800-1800	0800-1800	0800-1200
Recess		1200-1300	1200-1300	1200-1300	1200-1300	1200-1300	N/A
Working Hours		9	9	9	9	9	4
	4/2	4/3	4/4	4/5	4/6	4/7	4/8
2nd Week	DRD	0800-1700	0800-1700	0800-1500	0800-1500	0800-1300	NWD
Recess		1200-1300	1200-1300	1200-1300	1200-1300	N/A	
Working Hours		8	8	6	6	5	
	4/9	4/10	4/11	4/12	4/13	4/14	4/15
3rd Week	DRD	0800-1700	0800-1700	0800-1500	0800-1500	0800-1500	NWD
Recess		1200-1300	1200-1300	1200-1300	1200-1300	1200-1300	
Working Hours		8	8	6	6	6	
	4/16	4/17	4/18	4/19	4/20	4/21	4/22
4th Week	DRD	0800-1700	0800-1700	0800-1700	0800-1700	0800-1700	0800-1200
Recess		1200-1300	1200-1300	1200-1300	1200-1300	1200-1300	N/A
Working Hours		8	8	8	8	8	4

Total of the week	TOTAL (4 wks)
49	Scheduled Work Hours for 4 Weeks <b>160</b>
33	
34	
44	



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SUBJECT: Local National (LN) Overtime Policy and Approval Authority

### Irregular Work Schedule (With OT)

**Case 1: Employee is on a one-week TDY to support an event. Average 40 hours per week exceeded by 7 hours which is considered OT. Although no DRD the 3<sup>rd</sup> week, there are 4 DRDs in a 4-week schedule, thus, acceptable.**

1) 8 hrs, 0800-1645, Recess 1200-1245

2) 6 hrs, 0800-1445, Recess 1200-1245

3) 4 hrs, 0800-1200, No Recess

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total of the week	TOTAL (4 wks)
	1/1	1/2	1/3	1/4	1/5	1/6	1/7		
1st Week	DRD	0800-1645	0800-1445	0800-1445	0800-1445	0800-1200	DRD	30	Scheduled Work Hours for 4 Weeks <b>160</b>  OT Hours <b>7</b>
Recess		1200-1245	1200-1245	1200-1245	1200-1245	N/A		0	
Working Hours		8	6	6	6	4			
Overtime									
	1/8	1/9	1/10	1/11	1/12	1/13	1/14		
2nd Week	DRD	0800-1445	0800-1645	0800-1645	0800-1645	0800-1200	0800-1645	42	
Recess		1200-1245	1200-1245		1200-1245	N/A	1200-1245	2	
Working Hours		6	8	8	8	4	8		
Overtime							2		
	1/15	1/16	1/17	1/18	1/19	1/20	1/21		
3rd Week	0800-1645	1000-1900	1100-2000	0800-1645	0800-1645	0800-1645	0800-1645	56	
Recess	1200-1245	1 hr	1 hr	1200-1245	1200-1245	1200-1245	1200-1245	5	
Working Hours	8	8	8	8	8	8	8		
Overtime	3						2		
	1/22	1/23	1/24	1/25	1/26	1/27	1/28		
4th Week	DRD	0800-1645	0800-1645	0800-1445	0800-1445	0800-1200	NWD	32	
Recess		1200-1245	1200-1245	1200-1245	1200-1245	N/A		0	
Working Hours		8	8	6	6	4			
Overtime									

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**Case 2: Employee is on TDY to support an exercise. Average 40 hours per week is exceeded by 8 hours OT.**

1) 8 hrs, 0800-1700, Recess 1200-1300

2) 10 hrs, (a) 0600-1700, Recess 1200-1300 (b) 0800-1900, Reces 1200-1300

3) 7 hrs, 0800-1600, Recess 1200-1300

4) 4 hrs, 0800-1200, No Recess

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total of the week	TOTAL (4 wks)
	10/2	10/3	10/4	10/5	10/6	10/7	10/8		
1st Week		0800-1600	0800-1600	0800-1600	0800-1600	0800-1600			
Recess	DRD	1200-1300	1200-1300	1200-1300	1200-1300	1200-1300	NWD	35	
Working Hours		7	7	7	7	7		0	
Overtime									
	10/9	10/10	10/11	10/12	10/13	10/14	10/15		
2nd Week	0800-1200	0800-1700	0800-1700	0800-1600	0800-1600	0800-1900	6000-1700	50	Scheduled Work
Recess	DRD	1200-1300	1200-1300	1200-1300	1200-1300	1200-1300	1200-1300	4	Hours for 4 Weeks
Working Hours	4	8	8	7	7	10	10		160
Overtime	4	Holiday pay							(8 hours holiday pay)
	10/16	10/17	10/18	10/19	10/20	10/21	10/22		
3rd Week	0600-1700	6000-1700	6000-1700	6000-1700				40	OT Hours
Recess	1200-1300	1200-1300	1200-1300	1200-1300	Birthday Holiday	DRD	NWD	0	8
Working Hours	10	10	10	10					
Overtime					Travel Day				
	10/23	10/24	10/25	10/26	10/27	10/28	10/29		
4th Week		0800-1600	0800-1600	0800-1600	0800-1600	0800-1600	0800-1200	35	
Recess	DRD	1200-1300	1200-1300	1200-1300	1200-1300	1200-1300	NWA	4	
Working Hours		7	7	7	7	7	4		
Overtime							4		