

## 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: \_\_\_\_\_ 1<sup>st</sup> wk \_\_\_\_\_ 2<sup>nd</sup> wk

(2) State your 8-hour day: \_\_\_\_\_

Indicate which week of pay period: \_\_\_\_\_ 1<sup>st</sup> wk \_\_\_\_\_ 2<sup>nd</sup> wk

Start and end time entered above should reflect your nine hour day.

Approved: \_\_\_\_\_ Date: \_\_\_\_\_