



**United States
Department of
Agriculture**

Frequently Asked Questions

Administrative Notice 23-01

Length of Workday

March 2023

WHY WAS THIS POLICY IMPLEMENTED?

This policy was implemented because of the importance that APHIS management places on your health and safety on-the-job. It promotes work-life balance, on-the-job safety, and employee well-being. These values are critical to APHIS' success.

WHO HAS THE DELEGATED AUTHORITY TO APPROVE WORKDAYS LONGER THAN 12-HOURS?

The first SES in the employee's chain of command is delegated the authority to approve workdays greater than 12-hours and may re-delegate this authority, in writing, to the employee's second level supervisor. However, this authority may not be further re-delegated. Programs may also choose to retain approval at a higher level.

WHAT INFORMATION MUST BE INCLUDED IN A WRITTEN REQUEST TO EXCEED A 12-HOUR WORKDAY?

A template has been developed for supervisors to use when requesting approval for workdays greater than 12-hours. That template provides for the following information to be collected which will support future policy evaluations.

- Employee's name,
- Position title, series, and grade,
- Official duty station,
- Name of project/mission critical work,
- Requested timeframe for the request,
- Length of expected workdays including specifically identifying the base and overtime hours to be worked,
- Reason(s) (justification) for the request, and
- Supporting documentation, if any.

WHO SUBMITS A REQUEST FOR A WORKDAY LONGER THAN 12-HOURS?

The impacted employee's supervisor is responsible for developing the written justification and submitting the request to the appropriate approving official.

UNDER WHAT CIRCUMSTANCES CAN A BLANKET WAIVER BE GRANTED TO EXCEED 12-HOUR WORKDAYS?

Supervisors (or other appropriate management official) may request a blanket waiver when there is a mission-critical project/need or seasonal work that must occur impacting multiple employees or staffs.

WHAT INFORMATION MUST BE INCLUDED IN A BLANKET WAIVER REQUEST?

The developed template outlines the needed information which indicates that the following information must be included:

- The name of the mission critical work/project and, if applicable, identify the season,
- A written justification outlining the reasons why a particular group of employees is needed to work more than 12-hours per day,
- The timeframe for the request,
- The name(s) of the impacted employee(s), and each employee's position title(s), series, and grade,
- The specific days and hours to be work, e.g., base and overtime hours, and
- Any other supporting documentation.

MAY A BLANKET WAIVER BE EXTENDED?

Yes. If the approval for a blanket waiver expires and an extension is needed, then the supervisor (or other appropriate management official) may submit a written request for an extension. The template also provides for such requests. It indicates that the request must include:

- A justification, including any supporting documentation, for the extension request,
- Identification if current or additional employees will be needed. If additional employees are needed then the specifics, as indicated in the previous question, on each employee must be included, and
- The length of time for the extension.

HOW ARE WAIVER REQUESTS TO BE MAINTAINED?

Programs are responsible for developing a process to maintain the data in case of pay or other claims and for future data requests for policy evaluations. This includes securely maintaining a copy of the approved (or denied) request, any extensions, and any supporting documentation for six (6) years. The information may be maintained in hardcopy or electronically.

DOES THIS POLICY APPLY IF I AM A FOREIGN SERVICE (FS) EMPLOYEE ROTATING TO THE U.S.?

Yes, this policy applies to you if you are in the FS rotating to a tour in the U.S.

WHEN DOES THIS POLICY NOT APPLY FS EMPLOYEES

This policy does not apply to FS personnel when they are stationed overseas.

LEAVE CONTACTS:

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