

**DEPARTMENT OF THE INTERIOR  
BUREAU OF OCEAN ENERGY MANAGEMENT**

**TRANSMITTAL SHEET**

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Version No. 001

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SUBJECT:   Administrative Series  
              Part 370.610: Hours of Duty and Work Schedules  
              Chapter 4: Credit Hours

EXPLANATION OF MATERIAL TRANSMITTED:

This Chapter replaced the IPD on credit hours and establishes the policy and procedures that govern credit hours for employees on flexible work schedules.



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Deputy Director

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FILING INSTRUCTIONS:

REMOVE:

| <u>Part</u> | <u>Chapter</u> | <u>Pages</u> | <u>Release</u> |
|-------------|----------------|--------------|----------------|
| IPD 2010-04 | 4              |              | 8/31/2010      |

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| <u>Part</u> | <u>Chapter</u> | <u>Pages</u> | <u>Version</u> |
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| 370.610     | 4              | 2            | 001            |

**Department of the Interior**  
**Bureau of Ocean Energy Management Manual**

**Effective Date: JUL 06 2015**

**Series:** Administrative

**Part 370.610:** Hours of Duty

**Chapter 4:** Credit Hours

Originating Office: Office of Budget and Program Coordination

**1. Purpose and Scope.** All BOEM employees as defined in Title 5 U.S.C. 5541 (2), without regard to whether the employee is exempt from or covered by the overtime pay provisions of the Fair Labor Standards Act of 1938, as amended, with the exception of Senior Executive Service members.

**2. Authority.**

A. Title 5, United States Code (U.S.C.), Chapter 61, Subchapter II, Section 6121;

B. Title 5, U.S.C., Chapter 61, Subchapter II, Section 6126; and

C. Title 5, U.S.C., Code of Federal Regulations, Part 610, Subpart D.

**3. Policy.** This chapter addresses the procedures for accruing and using credit hours. It also addresses the recording/coding of credit hour accrual and usage in the QuickTime system. Credit hours are the hours within a flexible work schedule established under Title 5 United States Code (U.S.C.) Section 6122 which are in excess of an employee's basic work requirement and which the employee elects to work with supervisory approval so as to vary the length of a work week or a workday and allow for time off for additional time worked.

**4. Responsibilities.**

A. The BOEM Director is responsible for establishing credit hours in accordance with applicable laws and regulations.

B. The first level supervisor has the authority to approve credit hours and is responsible for ensuring that an employee properly requests the earning and use of credit hours. The earning or use of credit hours may be restricted to any group of employees if the work unit is substantially disrupted in carrying out its functions.

C. The employee must request permission from the supervisor to work additional hours beyond 80 hour in a pay period. The employee must also request permission to use any earned credit hours.

**5. Procedures.**

A. Earning credit hours. Credit hours will be accrued in 15 minute intervals and must be earned within the time period established for the length of the workday, i.e., 5:30 a.m. and 7:00 p.m. Hours that

count towards the employee's basic work requirement may not be considered credit hours. One credit hour is earned for each hour of voluntary work in excess of the basic work requirement. Supervisory approval must be obtained prior to working any extra time. Credit hours may be worked no more than 4 hours on a regular workday, 8 hours per day on Saturday and Sunday, and no more than 8 hours per day on an employee's Regular Day Off. Credit hours may not be worked on holidays.

Part-time employees may accumulate a maximum of one-fourth of the hours in their biweekly basic work requirement as credit hours for carryover to the next biweekly pay period.

(1) **Saturday and Sunday:** The hours included in the tour of duty as flexible workdays and flexible band with no regularly scheduled work hours. Employees may earn credit hours on Saturday and Sunday, only with prior supervisory approval.

(2) **Sunday Premium Pay:** The credit hours worked on a Sunday, with prior supervisory approval, will not be eligible for Sunday premium pay.

**B. Using credit hours.** Credit hours cannot be used in advance of earning them. Once credit hours have been earned, they may be used with supervisory approval on subsequent days, weeks, or pay periods. Full-time employees may only carry over 24 credit hours from one pay period to another. Part-time employees may carry over one-fourth of their regular be-weekly hours. Senior Executive Service employees cannot qualify for credit hours.

**6. Prohibitions.** Credit hours cannot be earned for training hours, on a holiday, or during travel time. Credit hours cannot be earned if the employee is working a Compressed Work Schedule.

**7. Forfeiture of Credit Hours.** Credit hours in excess of 24 hours from one pay period to another will be forfeited with no entitlement to basic pay or overtime pay. Upon transfer from the agency or separation from federal government credit hours will be paid out.

**8. Tracking of Credit Hours.** Credit hours must be tracked and managed in QuickTime separately from other timekeeping codes. Pay codes 230 (credit hours earned) and 231 (credit hours used) are used for this purpose.