



**United States  
Department of  
Agriculture**

## Frequently Asked Questions

Administrative Notice 23-01

### *Length of Workday*

March 2023

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## **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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