

Employee: _____

Tour of Duty Requested: (Please check the box beside 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

1. State your non-duty day: _____

Indicate which week of pay period: 1st week 2nd week

2. State your eight-hour day: _____

Indicate which week of pay period: 1st week 2nd week

Start and end times entered below should reflect a nine-hour day.

Flexitour - 10 eight-hour days per pay period and the ability to earn credit leave,
in accordance with General Manual, Title 360, Part 427, Hours of Duty.

Requested Hours of Duty:

Starting time _____ AM

Ending time _____ PM

Lunch period _____ AM or PM to _____ AM or PM

Approval Signature

Date