

1-8. BUSINESS HOURS

a. Official Business Hours for DOT. The following business hours are in effect in the Washington D.C., Metropolitan Area for the respective organizational components of the Department:

<i>Organization</i>	<i>Hours of Duty</i>
United States Coast Guard	7:30 a.m. to 4:00 p.m.
Federal Highway Administration and National Highway Traffic Safety Administration	7:45 a.m. to 4:15 p.m.
Saint Lawrence Seaway Development Corporation	8:00 a.m. to 5:00 p.m.
Federal Aviation Administration, Federal Railroad Administration, Urban Mass Transportation Administration, Research and Special Programs Administration, Maritime Administration, and Office of Inspector General	8:30 a.m. to 5:00 p.m.
Office of the Secretary	9:00 a.m. to 5:30 p.m.

b. Exceptions. Employees may be granted exceptions regarding individual working hours under the provisions of any approved flexitime program.

c. Request to Change Business Hours. An office or operating administration may request that their organization's official business hours be changed. This request should be endorsed by the head of the operating administration and submitted to the Office of the Secretary, (OST), Director of Personnel, and specify the reason for the requested change, the proposed hours, and the number of employees covered. The OST Director of Personnel will promptly review and notify the requesting organization of the action taken relative to its proposal.