

FAA AERONAUTICAL CENTER

ALTERNATIVE WORK SCHEDULES HANDBOOK



FEBRUARY 1995

Purpose

The Aeronautical Center Alternative Work Schedule (AWS) Handbook provides guidance to supervisors, managers, and employees on the procedures for AWS. If you have additional questions, please contact your servicing personnel specialist for further information.

This handbook cancels Order AC 3600.18, Alternative Work Schedules, dated 7/30/92; and the User's Guide for Alternative Work Schedules.

Participation

All supervisors are responsible for maintaining normal, uninterrupted service. Coverage during official business hours Monday through Friday is imperative, and supervisors are responsible for assuring that all offices are capable of transacting meaningful business during official business hours. AWS may be terminated or modified if it is determined not to be in the best interest of the public, the Government, or the employee. Management reserves the right to establish a different basic workweek or a regularly scheduled tour of duty other than described in this handbook for any employee or group of employees.

Each organization is responsible for determining the approval level for the establishment/modification of AWS schedules within their organization. Each organization is also responsible for determining the approval level for establishing and/or modifying tours of duty which are necessary to accomplish the work of the agency. It is recommended that these delegations be established at the lowest practical level within the organization. Any delegations should be made in writing.

Participation in an alternative work schedule is voluntary, and employees may not be required to work such schedules. Those employees not participating will work official business hours. To the extent practical, employees will be permitted to select an alternative schedule from among those approved for his/her organization. However, management retains the right to change any employee's work schedule, to require employees to work other than official business hours, and to discontinue participation in an alternative schedule in order to avoid adverse impact on operations. Supervisors may also alter or withdraw the option of an employee to participate in an alternative schedule due to employee abuse. Except in unusual or compelling circumstances, supervisors will provide employees as much advance notice as practical when operational priorities require a change in, or discontinuance of, the employee's alternative schedule.

Approving officials may exempt an organization from participation in alternative schedules if it is not practical for that organization due to the nature of the work.

Organizations may establish alternative work schedules for evening and night shift operations. AWS developed for evening and night shift operations must follow the basic guidelines contained in this handbook.

New employees should be allowed an AWS as soon as possible; however, supervisors may require a new employee to work a fixed schedule during official business hours until he/she becomes sufficiently oriented to work independently during an AWS.

Bargaining unit employees may be included in AWS only to the extent permitted by agreements reached with their exclusive representative.

AWS Plans

The following AWS options are available for use by Aeronautical Center and tenant organizations:

- Flexitour Schedule
- Gliding Schedule
- Variable Day Schedule
- Variable Week Schedule
- Maxiflex Schedule
- 4-Day Workweek
- 5-4/9 Plan

Credit hours are available for employees working flexible schedules.

Definitions

Administrative Workweek. A period of 7 consecutive calendar days, which in the FAA begins at 0000 hours Sunday and ends at 2400 hours (midnight) the following Saturday.

Alternative Work Schedule (AWS). A general term used to describe any schedule other than the traditional work schedule (8 hours per day, 5 days a week) such as compressed and flexible work schedules.

Basic Work Requirement. The numbers of hours, excluding overtime and credit hours, which an employee is required to work or is required to account for by leave or other approved absences.

Compressed Work Schedule (CWS). A schedule that enables an employee to work 80 hours per pay period in less than 10 workdays, scheduled during Monday through Friday each week of the pay period. CWS's covered in this handbook are the 4-Day Workweek and the 5-4/9 Plan.

Core Time. That portion of the day during which all employees on a flexible work schedule must be present for work or in an approved leave status.

Credit Hours. An employee who works a flexible schedule may request to work credit hours. They are not considered overtime hours but are credited to the employee's credit hour account. They may be applied to another workday, workweek, or biweekly pay period as time off in place of annual leave, sick leave, or leave without pay.

Flexible Time. That portion of the workday during which an employee on a flexible work schedule may choose to vary his or her times of arrival to and departure from the worksite.

Flexible Work Schedule (FWS). Any schedule that enables an employee to either preselect or vary arrival and departure times or vary the length of the workday or workweek, or both. FWS's covered in this handbook are Flexitour, Gliding Schedule, Variable Day Schedule, Variable Week Schedule, and the Maxiflex Schedule.

Official Business Hours. The hours which have been established and publicized as the time when the Mike Monroney Aeronautical Center is open for business. The official business hours are 8:00 a.m. to 4:30 p.m., Monday through Friday, with the exception of the Office of Aviation System Standards (AVN), who maintains business hours from 7:30 a.m. to 4:00 p.m., Monday through Friday.

Overtime Hours. All hours which are officially ordered in advance by management and are in excess of the employee's basic work requirement. Exempt and nonexempt employees will be authorized overtime pay for hours in excess of their basic work requirement only if such work is officially ordered and approved in advance.

General Procedures for all Alternative Work Schedules

Existing procedures for timekeeping apply. Organizations participating in an AWS program must establish a time accounting method that provides the supervisor with "affirmative" or personal knowledge of each employee's entitlement to pay by showing the number of hours of duty, attendance, and the nature and length of absences. Under fixed work schedules, including compressed work schedules, it is assumed that the supervisor can make such a certification, since the work schedule for the pay period is fixed hours.

When a supervisor cannot certify from personal knowledge the entitlement to pay for an employee on a flexible work schedule, there are a number of time accounting options available that may be used to ensure adequate controls.

a) Many organizations already use a work reporting system requiring each employee to maintain a report covering a biweekly pay period and record the time allotted to various projects or activities. A portion of this form may be set aside to record arrival and departure times, as well as any other exceptions to the normal workday.

b) Organizations who do not use a work reporting system may want to utilize a time log system. A sample time log form is shown in Appendix A and may be used for recording employee's time. Procedures for handling and maintaining time logs will be in accordance with Privacy Act criteria. The T&A clerk will use these time logs to post Time and Attendance Reports for each employee.

Each supervisor is responsible for ensuring that all employees complete a full tour, and that their employees' work schedules are properly documented on their time and attendance records.

Supervisors must ensure that sufficient personnel will be present on any workday to conduct business as normal and be able to respond to unforeseen circumstances. It will be the supervisor's responsibility to establish regular days off for AWS employees to ensure a balanced workforce.

Current requirements regarding leave approval are not affected.

Employees in a temporary duty or training status must work the administrative hours or training hours dictated by the particular locations to which they are assigned. When TDY or training assignments require a change in work schedule, the change may be required for the entire pay period. An organization may leave an employee on a particular AWS option while in a temporary duty or

training status if the selected option does not interfere with the work of the agency.

FLEXIBLE WORK SCHEDULES (FWS)

General Provisions for all Flexible Work Schedules

Schedule of Hours

The flexible time band, including flexible work hours, is 6:00 a.m. to 6:00 p.m., Monday through Friday.

The morning flexible work hours are 6:00 a.m. to 9:30 a.m., Monday through Friday. The midday flexible work hours are 11:00 a.m. to 1:00 p.m., Monday through Friday. The afternoon flexible work hours are 2:30 p.m. to 6:00 p.m., Monday through Friday.

Core hours are 9:30 a.m. to 11:00 a.m. and 1:00 p.m. to 2:30 p.m.

Employees participating in FWS are required to take a duty-free, noncompensable lunch period of at least 30 minutes during the midday flexible work hours.

Credit Hours

An employee who works a flexible schedule may request to work credit hours. Credit hours are worked at the employee's option. They are not considered overtime hours, but are credited to the employee's credit hour account. They may be applied to another workday, workweek, or biweekly pay period, and are considered part of the basic work requirement to which they are applied.

Supervisory approval must be obtained before credit hours are worked. Supervisory approval is also required before earned credit hours are used, as with any other form of time off.

A full-time employee working an FWS may request authorization from his/her supervisor to earn up to a maximum of 24 credit hours, provided there is regular work available for the employee which the supervisor determines can be appropriately performed at the requested time.

The maximum number of credit hours a part-time employee may earn is equal to one-fourth of the number of hours in the employee's regular tour of duty in the pay period.

Credit hours are earned and used in one-half hour (30 minutes) increments. Credit hours may be earned only on a day the organization is officially open for business.

An employee no longer subject to FWS shall be paid for accumulated credit hours at his/her current rate of pay. Payment for accumulated credit hours is limited to not more than 24 hours. There is no entitlement for payment of accumulated credit hours at the overtime, Sunday pay, or holiday pay rates.

Compensatory Time Off. An employee may request compensatory time off in lieu of overtime pay. Compensatory time off may be requested for regularly

scheduled overtime work as well as for irregular or occasional overtime work. This applies to exempt and nonexempt General Schedule employees.

Leave. Time off during an employee's basic work requirement must be charged to the appropriate leave category unless the employee is authorized compensatory time off, the use of credit hours, or an excused absence.

Flexitour Flexible Work Schedule

6:00 a.m.	9:30 a.m.	11:00 a.m.	1:00 p.m.	2:30 p.m.	6:00 p.m.
Flexible Time	Core Time	Flexible Time (includes lunch break)	Core Time	Flexible Time	

Basic Work Requirement

A full-time employee has an 8-hour daily basic work requirement, a 40-hour weekly basic work requirement, and an 80-hour biweekly basic work requirement. For a part-time employee, the basic work requirement is the number of hours the employee must work each day, the number of hours the employee must work in the administrative workweek, and the number of hours the employee must work in a biweekly pay period.

Tour of Duty

An employee shall request his/her arrival time during the flexible time band. The arrival time and lunch period shall be a fixed schedule until a new schedule is selected and approved (at least one pay period). During the core time bands, the employee must be present or otherwise accounted for by leave or other approved absences.

Overtime Work

Hours of work officially ordered in advance **and** in excess of 8 hours in a day or 40 hours in a week.

Holidays

A full-time employee who performs nonovertime work on a holiday is entitled to basic pay plus premium pay equal to basic pay for that holiday work. A part-time employee is entitled to holiday pay only for work performed during his/her basic work requirement on a holiday.

A full-time employee who is relieved or prevented from working on a day designated as a holiday is entitled to pay with respect to that holiday for 8 hours. For a part-time employee, if a holiday falls on a day during his/her tour of duty, the employee is entitled to the appropriate portion of his/her biweekly basic work requirement for that day.

An employee working any of the flexible work schedules is only entitled to a maximum of 8 hours of pay for any holiday.

Excused Absence

The amount of excused absence to be granted shall be based on the employee's established flexitour in effect for the period covered by the excused leave.

Gliding Schedule Flexible Work Schedule

6:00 a.m.	9:30 a.m.	11:00 a.m.	1:00 p.m.	2:30 p.m.	6:00 p.m.
Flexible Time	Core Time	Flexible Time (includes lunch break)	Core Time	Flexible Time	

Basic Work Requirement

A full-time employee has an 8-hour daily basic work requirement, a 40-hour weekly basic work requirement, and an 80-hour biweekly basic work requirement. For a part-time employee, the basic work requirement is the number of hours the employee must work each day, the number of hours the employee must work in the administrative workweek, and the number of hours the employee must work in a biweekly pay period.

Tour of Duty

An employee may vary arrival and departure times daily within the flexible time bands. During the core time bands, the employee shall be present or otherwise accounted for by leave or other approved absences.

Overtime Work

Hours of work officially ordered in advance **and** in excess of 8 hours in a day or 40 hours in a week.

Holidays

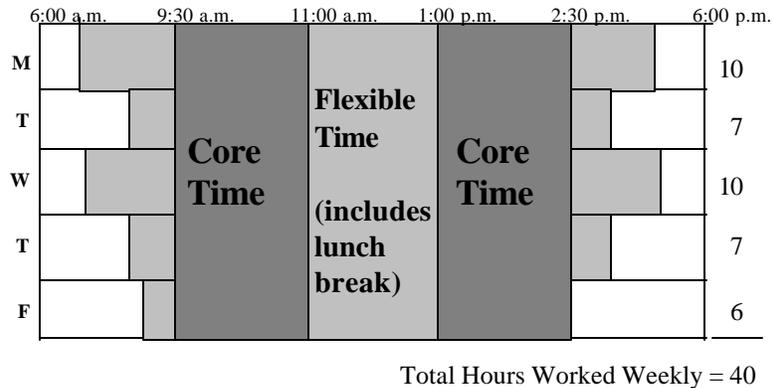
A full-time employee who performs nonovertime work on a holiday is entitled to basic pay plus premium pay equal to basic pay for that holiday work. A part-time employee is entitled to holiday pay only for work performed during his/her basic work requirement on a holiday.

A full-time employee who is relieved or prevented from working on a day designated as a holiday is entitled to pay with respect to that holiday for 8 hours. For a part-time employee, if a holiday falls on a day during his/her tour of duty, the employee is entitled to the appropriate portion of his/her biweekly basic work requirement for that day.

Excused Absence

The amount of excused absence to be granted shall be based on the established official business hours. However, excused absence may be granted for hazardous weather conditions or voting and registration based on the employee's daily work patterns.

Variable Day Flexible Work Schedule



NOTE: This is an example of what a Variable Day Flexible Work Schedule **might** look like and is not intended to represent the only schedule that can be used. Schedules may vary as long as they are in accordance with criteria defined in this handbook.

Basic Work Requirement

A full-time employee has a 40-hour weekly basic work requirement and an 80-hour biweekly basic work requirement. For a part-time employee, the basic work requirement is the number of hours the employee must work in the administrative workweek, and the number of hours the employee must work in a biweekly pay period.

Tour of Duty

An employee may vary arrival and departure times daily within the flexible time bands, as well as vary the length of the workday. A full-time employee is limited to a 40-hour workweek. This schedule allows flexibility within the flexible time bands as well as the length of the workday. During the core time bands, the employee shall be present or otherwise accounted for by leave or other approved absences. An employee on a variable day schedule must be at work or in an approved leave status every day that core hours are established.

Overtime Work

Hours of work in excess of 40 hours in a week which are officially ordered in advance by management **and** are in addition to completion of the employee's basic work requirement.

Holidays

A full-time employee who performs nonovertime work on a holiday is entitled to basic pay plus premium pay equal to basic pay for that holiday work. Holiday

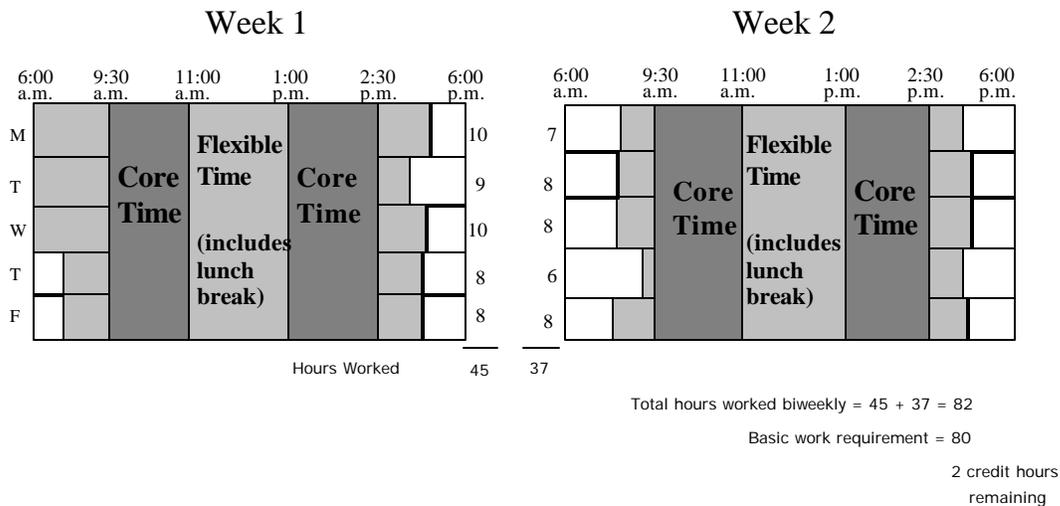
pay is limited to 8 hours. A part-time employee is entitled to holiday pay only for work performed during his/her basic work requirement on a holiday, not to exceed 8 hours.

A full-time employee who is relieved or prevented from working on a day designated as a holiday is entitled to pay with respect to that holiday for 8 hours. For a part-time employee, if a holiday falls on a day during his/her tour of duty, the employee is entitled to the appropriate portion of his/her biweekly basic work requirement for that day.

Excused Absence

The amount of excused absence to be granted shall be based on the established official business hours. However, excused absence may be granted for hazardous weather conditions or voting and registration based on the employee's daily work patterns.

Variable Week Flexible Work Schedule



NOTE: This is an example of what a Variable Week Flexible Work Schedule **might** look like and is not intended to represent the only schedule that can be used. Schedules may vary as long as they are in accordance with criteria defined in this handbook.

Basic Work Requirement

A full-time employee has an 80-hour biweekly basic work requirement. For a part-time employee, the basic work requirement is the number of hours the employee must work in a biweekly pay period.

Tour of Duty

An employee may vary arrival and departure times daily within the flexible time bands as well as vary the length of the workday and the workweek. A full-time employee is limited to an 80-hour biweekly pay period. This schedule allows flexibility within the flexible time bands as well as the length of the workday and workweek. During the core time bands, the employee shall be present or otherwise accounted for by leave or other approved

absences. Core hours are in effect all 5 days of the workweek. An employee on a variable week schedule must be at work or in an approved leave status every day that core hours are established.

Overtime Work

Hours of work in excess of 80 hours in a biweekly pay period which are officially ordered in advance by management **and** are in addition to the employee's basic work requirement.

Holidays

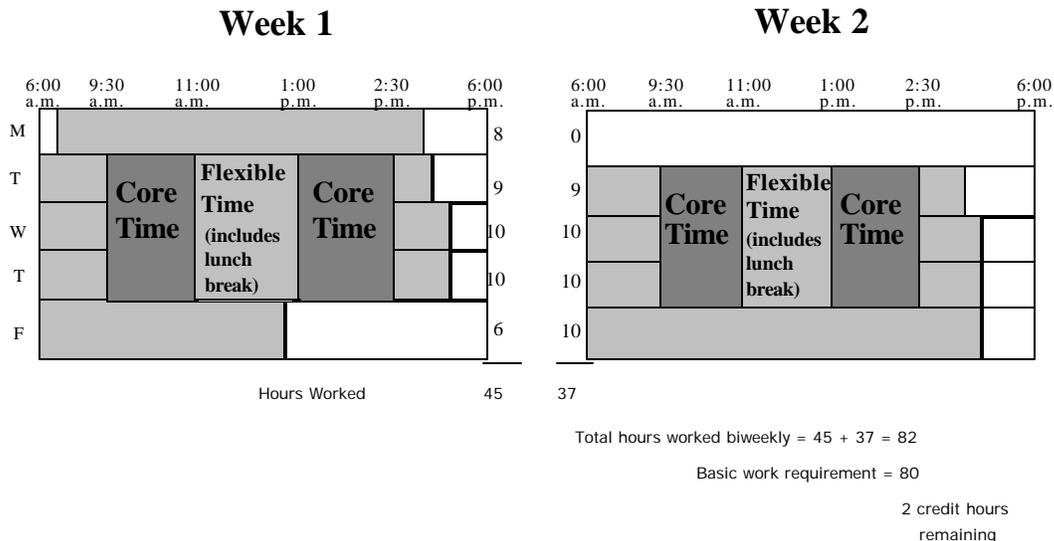
A full-time employee who performs nonovertime work on a holiday is entitled to basic pay plus premium pay equal to basic pay for that holiday work. Holiday pay is limited to 8 hours. A part-time employee is entitled to holiday pay only for work performed during his/her basic work requirement on a holiday, not to exceed 8 hours.

A full-time employee who is relieved or prevented from working on a day designated as a holiday is entitled to pay with respect to that holiday for 8 hours. For a part-time employee, if a holiday falls on a day during his/her tour of duty, the employee is entitled to the appropriate portion of his/her biweekly basic work requirement for that day.

Excused Absence

The amount of excused absence to be granted shall be based on the established official business hours. However, excused absence may be granted for hazardous weather conditions or voting and registration based on the employee's daily work patterns.

Maxiflex Flexible Work Schedule



NOTE: This is an example of what a Maxiflex Flexible Work Schedule **might** look like and is not intended to represent the only schedule that can be used. Schedules may vary as long as they are in accordance with criteria defined in this handbook.

Basic Work Requirement

A full-time employee has an 80-hour biweekly basic work requirement. For a part-time employee, the basic work requirement is the number of hours the employee must work in a biweekly pay period.

Tour of Duty

An employee may vary arrival and departure times daily within the flexible time bands as well as vary the length of the workday and the workweek. A full-time employee is limited to an 80-hour biweekly pay period. Core time is required for 3 days a week. Therefore, an employee may work less than 5 days per week and/or less than 10 days during the biweekly pay period. This schedule allows flexibility within the flexible time bands as well as the length of the workday and workweek. It also allows flexibility in the number of days off. During the core time bands, the employee shall be present or otherwise accounted for by leave or other approved absences.

Overtime Work

Hours of work in excess of 80 hours in a biweekly pay period which are officially ordered in advance by management **and** are in addition to completion of the employee's basic work requirement.

Holidays

A full-time employee who performs nonovertime work on a holiday is entitled to basic pay plus premium pay equal to basic pay for that holiday work. Holiday pay is limited to 8 hours. A part-time employee is entitled to holiday pay only for work performed during his/her basic work requirement on a holiday, not to exceed 8 hours. A part-time employee scheduled to work on a day designated as an in-lieu-of holiday for full-time employees is not entitled to holiday pay for work performed on that day.

A full-time employee who is relieved or prevented from working on a day designated as a holiday is entitled to pay with respect to that holiday for 8 hours. When a holiday falls on a nonworkday, the following rules shall apply in designating the in-lieu-of holiday: (1) if a holiday occurs on the first nonworkday in the administrative workweek, the following workday will be the in-lieu-of holiday; (2) if a holiday occurs on any nonworkday other than the first nonworkday in the administrative workweek, the preceding workday will be the in-lieu-of holiday.

For a part-time employee, if a holiday falls on a day during his/her tour of duty, the employee is entitled to the appropriate portion of his/her biweekly basic work requirement for that day. A part-time employee is not entitled to an in-lieu-of holiday if a holiday falls on a nonworkday.

Excused Absence

The amount of excused absence to be granted shall be based on the established official business hours. However, excused absence may be granted for hazardous weather conditions or voting and registration based on the employee's daily work patterns.

COMPRESSED WORK SCHEDULES

General Provisions for all Compressed Work Schedules

Schedule of Hours

The official business hours are 8:00 a.m. to 4:30 p.m. Monday through Friday. Official business hours for the Office of Aviation System Standards (AVN) are 7:30 a.m. to 4:00 p.m. Monday through Friday. The flexible time band within which the workday must be worked is 6:00 a.m. to 6:00 p.m.

Credit hours do not apply in a compressed work schedule environment.

Lunch Period

An employee is required to take a duty-free, noncompensable lunch period of at least 30 minutes between the hours of 11:00 a.m. and 1:00 p.m. Each employee may select the time and duration of his/her lunch period. The lunch period selection will be a part of the employee's fixed schedule, to be in effect until a new schedule is selected and approved (at least one pay period).

Overtime Work

Work ordered in advance by management and in excess of the basic work requirement.

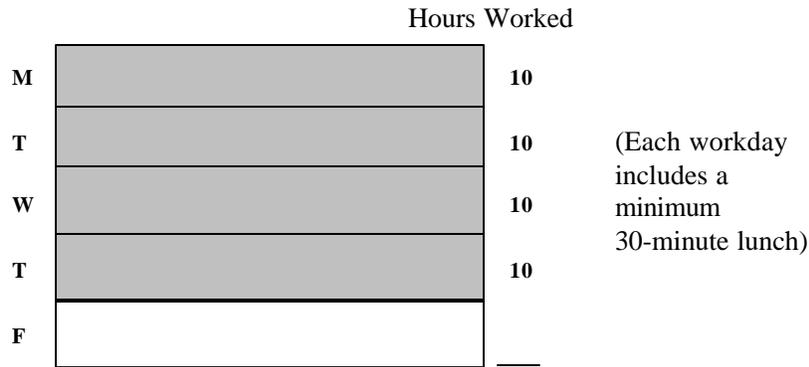
Compensatory Time Off

An employee may request compensatory time off in lieu of overtime pay. However, compensatory time off may be used only as a substitute for irregular or occasional overtime work. This applies to exempt and nonexempt General Schedule employees.

Excused Absence

The amount of excused absence to be granted shall be based on the employee's established compressed schedule in effect for the period of the excused absence.

4-Day Workweek Compressed Work Schedule



Total hours worked weekly = 40

NOTE: This is an example of what a 4-Day Compressed Workweek Schedule **might** look like and is not intended to represent the only schedule that can be used. The additional day off can be any day of the workweek, subject to supervisory approval.

Basic Work Requirement

A full-time employee has a 10-hour basic work requirement, a 40-hour weekly basic work requirement, and an 80-hour biweekly work requirement. For a part-time employee, the basic work requirement is the number of hours the employee must work each day, the number of hours the employee must work during 4 days in the administrative workweek, and the number of hours the employee must work in a biweekly pay period.

Tour of Duty

An employee shall preselect his/her arrival time, lunch period, and additional days off (one for each workweek). The arrival time, lunch period, and the additional days off shall be a fixed schedule until a new schedule is selected and approved (at least one pay period). He/she is limited to four 10-hour days within the workweek.

Holidays

A full-time employee who performs nonovertime work on a holiday is entitled to basic pay plus premium pay equal to basic pay for that holiday work, not to exceed 10 hours. A part-time employee is entitled to holiday pay only for work performed during his/her compressed work schedule on a holiday. A part-time employee scheduled to work on a day designated as an in-lieu-of holiday for full-time employees is not entitled to holiday pay for work performed on that day.

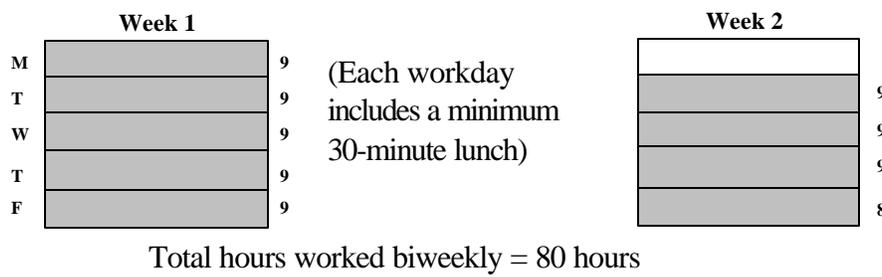
A full-time employee who is prevented from working on a day designated as a holiday is entitled to pay with respect to that day for 10 hours. When a holiday falls on a nonworkday, the following rules shall apply in designating the in-lieu-of holiday: (1) if a holiday occurs on the first nonworkday in the administrative workweek, the following workday will be the in-lieu-of holiday; (2) if a holiday occurs on any nonworkday other than the first nonworkday in the administrative workweek, the preceding workday will be the in-lieu-of holiday.

For a part-time employee, if a holiday falls on a day during his/her compressed work schedule, the employee is entitled to pay for the number of hours he/she was scheduled to work on that day not to exceed 10 hours. A part-time employee is not entitled to an in-lieu-of holiday if a holiday falls on a nonworkday.

Leave

Time off during an employee's basic work requirement must be charged to the appropriate leave category unless the employee is authorized compensatory time off or an excused absence. For example: A full-time employee who takes 1 day of annual leave will be charged leave for 10 hours. This results in 40 hours of annual leave for an entire workweek similar to a full-time employee on a normal 8-hour/5-day tour of duty.

5-4/9 Compressed Work Schedule



NOTE: This is an example of what a 5-4/9 Compressed Work Schedule **might** look like and is not intended to represent the only schedule that can be used. The additional day off and the 8-hour day may be scheduled for any day(s) of either workweek, subject to supervisory approval.

Basic Work Requirement

A full-time employee has a 9-hour daily basic work requirement for 8 days of the biweekly pay period and an 8-hour day on one day of the pay period to complete the basic work requirement of 80 hours per biweekly pay period. For a part-time employee, the basic work requirement is the number of hours the employee must work each day and the number of hours the employee must work during 9 days in a biweekly pay period.

Tour of Duty

An employee shall preselect his/her arrival time, lunch period, and additional day off. The arrival time, lunch period, and additional day off shall be a fixed schedule until a new schedule is selected and approved (at least one pay period). He/she is limited to 9 hours for 8 days of the biweekly pay period and one 8-hour day within the biweekly pay period.

Holidays

A full-time employee who performs nonovertime work on a holiday is entitled to basic pay plus premium pay equal to basic pay for that holiday work, not to exceed 9 hours. A part-time employee is entitled to holiday pay only for work

performed during his/her compressed work schedule on a holiday. A part-time employee scheduled to work on a day designated as an in-lieu-of holiday for full-time employees is not entitled to holiday pay for work performed on that day.

A full-time employee who is prevented from working on a day designated as a holiday is entitled to pay with respect to that day not to exceed 9 hours. When a holiday falls on a nonworkday, the following rules shall apply in designating the in-lieu-of holiday: (1) if a holiday occurs on the first nonworkday in the administrative workweek, the following workday will be the in-lieu-of holiday; (2) if a holiday occurs on any nonworkday other than the first nonworkday in the administrative workweek, the preceding workday will be the in-lieu-of holiday.

For a part-time employee, if a holiday falls on a day during his/her compressed work schedule, the employee is entitled to pay for the number of hours he/she was scheduled to work on that day not to exceed 9 hours. A part-time employee is not entitled to an in-lieu-of holiday if a holiday falls on a nonworkday.

Leave

Time off during an employee's basic work requirement must be charged to the appropriate leave category unless the employee is authorized compensatory time off or an excused absence. For example, a full-time employee who takes 1 day of annual leave will be charged leave for 9 hours (or 8 hours if it falls on the "ninth" day).

GENERAL QUESTIONS AND ANSWERS

Below are frequently asked questions and answers concerning Alternative Work Schedules. If, after reading this handbook, you still have specific questions, please contact your servicing personnel specialist in the Personnel Management Division, AMH-200.

WHO MAY PARTICIPATE IN THE AWS PROGRAM?

Non-bargaining unit employees at the Aeronautical Center and participating tenant and straightlined organizations. Bargaining unit employees may be included only to the extent permitted by agreements reached with their exclusive representative. You are not required to participate in AWS. Participation is voluntary. If you are now working a standard work schedule and desire to continue, you need not take any action.

MAY I SELECT ANY WORK SCHEDULE I CHOOSE?

You may request to work any of the AWS schedules available for use within your particular organization. Your supervisor will let you know the AWS schedules from which you may choose. Any request for a work schedule other than a standard work schedule must be approved by your supervisor.

WHAT MUST A SUPERVISOR CONSIDER BEFORE APPROVING AWS SCHEDULES?

Before approving a particular AWS schedule, you must consider how that particular schedule will impact the operations of your work unit. Factors to

be considered are adequate coverage during official business hours, assurance that meaningful business can be conducted, any additional costs which may be incurred, conflicts in scheduled days off, and the availability of appropriate supervision. In some instances, you may be compelled by circumstances to disapprove a request.

ONCE I START ON AN ALTERNATIVE WORK SCHEDULE, HOW LONG AM I REQUIRED TO WORK THAT SCHEDULE?

At least one pay period, however, your supervisor may change your schedule in order to meet the operational needs of the office. In such cases, supervisors will provide employees as much advance notice as practical unless there are compelling circumstances.

CAN I CHANGE MY SELECTED SCHEDULE OPTION AT ANY TIME?

Changes may be made only at the beginning of the pay period.

WHAT IS THE EARLIEST TIME I MAY BEGIN MY WORKDAY AND THE LATEST TIME THAT I MAY END IT?

All work tours, with the exception of shift tours, must be accomplished between the hours of 6:00 a.m. and 6:00 p.m.

IN MY WORK UNIT WE NEED TO BE AVAILABLE DURING OFFICIAL BUSINESS HOURS TO SUPPORT THE OPERATIONAL REQUIREMENTS OF OUR ORGANIZATION. CAN WE WORK ALTERNATIVE SCHEDULES?

The supervisor should discuss this matter with the employees in your office. If the situation cannot be resolved by staggering employees' work schedules so that coverage is provided during official business hours, it may be necessary for the appropriate management official to exempt your office from participation in alternative work schedules due to the nature of the work.

WHAT ARE THE OFFICIAL BUSINESS HOURS AT THE AERONAUTICAL CENTER?

Official business hours are 8:00 a.m. to 4:30 p.m., with the exception of AVN whose official business hours are 7:30 a.m. to 4:00 p.m.

HOW LONG MAY I TAKE FOR A LUNCH BREAK UNDER AWS?

You are required to take a lunch break of at least 30 minutes under all of the AWS options. Lunch periods must be scheduled between the hours of 11:00 a.m. and 1:00 p.m., which are the midday flexible hours for flexible work schedule options. You have the option of taking a maximum of 2 hours for lunch daily, as long as you are able to complete the basic work requirement for the AWS option selected.

EARNING AND USING CREDIT HOURS UNDER FWS

WHAT ARE CREDIT HOURS?

Credit hours are hours of work in excess of the basic work requirement that are worked at the employee's option. Supervisory approval must be obtained before credit hours are worked. Credit hours are not considered overtime hours, but are credited to the employee's credit hour account.

WHO MAY WORK CREDIT HOURS?

Only those employees who are working under an authorized Flexible Work Schedule.

WHEN ARE CREDIT HOURS EARNED?

Credit hours may be earned only on a day the organization is officially open for business, which for most employees is Monday through Friday.

HOW MANY CREDIT HOURS CAN BE EARNED AND SAVED BEFORE BEING USED?

There is no limit on the number of credit hours an employee may earn during a biweekly pay period. However, a full-time employee is prevented by law from carrying forward more than 24 credit hours to the next pay period. A part-time employee may not carry forward more than one-fourth of the employee's biweekly work requirement.

HOW ARE CREDIT HOURS USED?

Credit hours must be earned before they are used. Their use is subject to supervisory approval, as with any other form of leave. Credit hours may be applied to another workday, workweek, or biweekly pay period, and are considered a part of the basic work requirement to which they are applied. Credit hours can be earned and used in increments of 30 minutes, and may be used the same day they are earned.

MUST I USE MY EARNED CREDIT HOURS BEFORE USING SICK OR ANNUAL LEAVE?

No. There is no requirement that credit hours be used in lieu of annual or sick leave. However, you may elect to do so.

WHAT HAPPENS TO MY UNUSED CREDIT HOURS IF I DISCONTINUE MY FLEXIBLE WORK SCHEDULE?

An employee no longer subject to FWS shall be paid for accumulated credit hours at his/her current rate of pay. Payment for accumulated credit hours is limited to not more than 24 hours for a full-time employee and not more than one-quarter of a part-time employee's biweekly work requirement. There is no entitlement for payment of accumulated credit hours at the overtime rate.

WHAT ABOUT EXCUSED ABSENCES AND CREDIT HOURS?

If an employee is scheduled to work credit hours at the end of the workday, but due to hazardous weather or other emergency conditions employees are dismissed early, the employee is **not** entitled to have credit hours recognized.

If an employee is scheduled to work credit hours before the start of his/her workday and actually **did** work those hours, and an early dismissal is approved, the credit hours **will be recognized** even though the workday is not completed.

TEMPORARY DUTY/TRAINING STATUS

MAY I CONTINUE MY AWS SCHEDULE IF I AM ON TEMPORARY DUTY AT ANOTHER LOCATION OR IN A TRAINING STATUS?

Employees in a temporary duty or training status must work the administrative hours or training hours dictated by the particular locations to which they are assigned. When temporary duty or training assignments require a change in work schedule, the change may be required for the entire pay period. The employee should receive a minimum of 5 workdays' notice before the beginning of the pay period requiring the schedule change, except in those cases where operational/administrative requirements do not permit such notice.

TIME & ATTENDANCE

WHO IS RESPONSIBLE FOR PROPER DOCUMENTATION OF MY WORK SCHEDULE ON MY TIME AND ATTENDANCE REPORT?

It is the responsibility of the supervisor to ensure that employees' work schedules, leave, and absences are properly documented on time and attendance records.

WHAT MUST I DO TO RECORD MY TIME AND ATTENDANCE?

The supervisor must have "affirmative" or personal knowledge of each employee's entitlement to pay by showing the number of hours of duty, attendance, and the nature and length of absences. There are a number of time accounting options available that may be used by an organization to ensure adequate controls. Organizations may use a time log form for this purpose or any work reporting system which is in use in the organization. Whatever option is used, the T&A clerk will use the time accounting option used in the organization to post Time and Attendance Reports for each employee.