

memorandum

DATE: July 11, 2001

REPLY TO
ATTN OF: AD-442:Aytes

SUBJECT: **ALTERNATIVE WORK SCHEDULE PROGRAM CHANGE**

TO: All ORO Employees

The Variable Week Schedule (VWS) has been expanded to allow the participation of all non-team leaders, non-supervisors, and non-managerial Oak Ridge Operations Office (ORO) employees. ORO team leaders, supervisors, and managerial employees may also participate in VWS if approval is granted by the supervisor. This change will soon be reflected in the September 1998 ORO Order 340, Chapter I.

An employee who wishes to establish a VWS schedule is required to complete and forward the Request for Alternate Work Schedule form to his/her supervisor for approval at least 3 work days prior to the start of the first full pay period which begins in each month. Also, an employee may select any day of the pay period as their scheduled day off. In the event that the employee's preference for the scheduled day off does not permit adequate coverage of work requirements during core hours, and it is not possible to get agreement among employees for provision of such coverage, preference will be based on the most senior service computation date as recorded on the Standard Form 50.

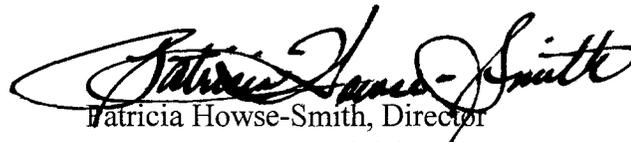
For employees who are on a VWS, the scheduling of and payment for holidays is as follows:

1. If a holiday occurs on an employee's regularly scheduled workday, the individual is entitled to a maximum of 8 hours basic pay for that day. If the employee is scheduled to work 9 hours on that day, the employee will be charged 1 hour annual leave, credit time, compensatory time, or leave without pay. Employees will be given the opportunity to change their schedule for pay periods which include a holiday to allow for their 8-hour day to be observed on the same day as the holiday. This change of schedule will prevent their using annual leave, credit time, or compensatory time to compensate for the additional hour.
2. If an official holiday occurs on a day when a part-time employee is scheduled to work, and that employee is relieved or prevented from working on that day, he/she is entitled to basic pay only for the number of hours that the employee was scheduled to work, not to exceed 8 hours.
3. If a holiday occurs on a Monday that is an employee's regularly scheduled day off, the preceding Friday is the holiday for the employee.

4. If a holiday occurs on a Sunday and is observed on a Monday that is an employee's regularly scheduled day off, the following Tuesday is the holiday for the employee.
5. If a holiday occurs on a Friday that is an employee's regularly scheduled day off, the preceding Thursday is the holiday for the employee.
6. If a holiday occurs on a Saturday and is observed on a Friday that is an employee's regularly scheduled day off, the preceding Thursday is the holiday for the employee.
7. If a holiday occurs on a Tuesday, Wednesday, or Thursday that is an employee's regularly scheduled day off, the workday immediately preceding is the holiday for the employee.

Leave is charged according to the established work schedule for employees on VWS; i.e., 9 hours for each of the scheduled 9-hour workdays, and 8 hours for each scheduled 8-hour workday.

You can find complete information regarding the requirements of working an Alternate Work Schedule, including VWS, at the following Directives Web site: www.oml.gov/doe_oro_dmg/dir3/current. If you have any additional questions, you may contact your Human Resources Specialist.


Patricia Howse-Smith, Director
Human Resources Division