

# memorandum

DATE: August 29, 2002

REPLY TO

ATTN OF: AD-442:Aytes

SUBJECT: **WORK SCHEDULES AND LEAVE AND CREDIT TIME USAGE**

TO: All ORO, YSO, and OSTI Employees

Several questions have been raised recently concerning work schedules, leave, and credit time. Below are guidelines and procedures addressing applicable requirements.

## Work Schedules

1. Both full and part time employees may choose from one of three work schedules:
  - A. Basic: For full-time employees, an 80 hour biweekly work requirement with a set arrival time of 8:15 a.m., a 45 minute lunch, and a departure time of 5 p.m. This schedule does not allow for the earning and usage of credit hours.
  - B. Variable Week: For full-time employees, an 80-hour biweekly work requirement which consists of eight, 9-hour days, one 8-hour day, and one scheduled day off in the pay period. Credit hours may be earned and used under this schedule.
  - C. Flextour: For full-time employees, a basic work requirement of 8 hours a day, 40 hours a week, and 80 hours a pay period. Credit hours may be earned and used under this schedule.
2. Workdays are defined as Monday through Friday from 6 a.m. to 7 p.m. with core hours from 9 a.m. to 3 p.m. Core hours are defined as the hours during which full-time employees will be present for work as part of their established work schedule.
3. Employees must schedule a lunch period between 11 a.m. and 2 p.m. Employees may select uncompensated lunch breaks of 30, 45, or 60 minutes. The length of the lunch period will be uniform during the entire pay period. Full-time employees are required to schedule at least a 30 minute lunch period. Part-time employees are required to schedule at least a 30 minute lunch period if the tour of duty during the day includes the entire lunch period range.
4. Flexible hours are Monday through Friday from 6 a.m. to 9 a.m. and 3:30 p.m. to 7 p.m. when full-time employees can elect their times of arrival and departure. The arrival and departure time will remain uniform during the entire pay period.

### Leave

Employees are required to request leave or usage of credit hours in advance unless an unforeseen event (e.g., car breakdown, family emergency, personal illness, etc.) prevents advance approval. Unapproved employee absences must be recorded as absent without leave (AWOL).

### Credit Hours

1. Credit hours are defined as hours worked outside an employee's basic work schedule to vary the length of a workday or work week, and they are available to all employees except those in the Senior Executive Service.
2. An employee must notify his/her supervisor in order to be afforded the opportunity to earn up to 2 credit hours per day provided there is work to be performed.
3. An employee must obtain approval in advance in order to use credit hours unless unforeseen circumstances prevent advance approval.
4. The minimum increment of credit hours that can be taken or earned is 15 minutes.
5. Credit hours must be worked within the normal scheduling period (i.e., 6 a.m. to 7 p.m. Monday through Friday). Credit hours cannot be earned on Saturday or Sunday, on an official holiday, or on an "in lieu of" holiday.

Employees have a responsibility to be in the workplace in accordance with their established work schedule and to request an appropriate leave category or use credit hours to cover time off during their work schedule.

Please contact your Human Resources Specialist if you have any questions regarding the information in this memorandum. Additional information regarding work schedules, leave, and credit time can be obtained from ORO O 340, Chapter I; ORO O 320, Chapter IV; DOE O 322.1A; and the Negotiated Bargaining Unit Agreement.

  
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