

memorandum

DATE: April 11, 2005

REPLY TO

ATTN OF: AD-442:Aytes

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

TO: All ORO, TJSO, YSO, and OSTI Employees

In an effort to assist us all in remembering the regulatory requirements concerning work schedules, leave, and credit time; below are guidelines and procedures.

Leave

Employees are required to request leave (annual, sick, or leave without pay) or usage of credit hours in advance unless an unforeseen event (e.g., car breakdown, family emergency) prevents advance approval. Unapproved employee absences must be recorded as absent without leave (AWOL). Written requests are advised, and use of the SF-71, Request for Leave and Approved Absence, is recommended for this purpose irrespective of the amount of leave being requested.

ORO O 320, Chapter XI, "Pay and Leave Administration and Hours of Duty," dated June 12, 2003, requires supervisors to prepare a tentative leave schedule for their organizations no later than May 1 of each year. Therefore, employees should identify their projected leave for the remainder of the year, and provide these projections to supervisors prior to May 1.

Work Schedules

1. Employees may choose one of the following 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.

Part-time employees are also allowed to participate in any of the three work schedules.

For both the Variable Week and Flextour schedules, there are designated core hours during which an employee must be present for work.

2. Work days 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.
3. The range of time from which an employee must schedule a lunch period is 11 a.m. to 2 p.m. during which each employee must take an uncompensated lunch break of 30, 45, or 60 minutes. The length of the lunch period must 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 with supervisory approval. The arrival and departure times will remain uniform during the entire pay period.

Credit Hours

1. Credit hours are defined as hours worked outside an employee's basic work schedule to vary the length of a work day or work week and are available to all employees except those in the Senior Executive Service.
2. To earn credit hours, an employee must notify his/her supervisor in order to be afforded the opportunity to work up to 2 credit hours per day provided there is work to be performed.
3. To use credit hours, an employee must obtain approval in advance unless circumstances prevent advance approval. Written requests are advised.
4. 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.

Additional information regarding work schedules, leave, and credit time can be obtained from ORO O 320, Chapter XI; ORO O 340, Chapter I; DOE O 322.1B; and the Collective Bargaining Agreement, where applicable. Please contact your Human Resources Specialist if you have any questions regarding the information in this memorandum or these resources.



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