

memorandum

DATE: November 25, 2008

REPLY TO
ATTN OF: AD-442:Aytes

SUBJECT: **ALTERNATE WORK SCHEDULE FLEXIBILITIES AND REQUIREMENTS**

TO: All ORO Employees

Recently there have been several questions raised regarding the flexibilities and requirements associated with the Oak Ridge Office (ORO) Alternate Work Schedule (AWS) provisions.

There are two types of AWS available at ORO. They include the:

- Flextour Schedule: defined as 8 hours a day, 40 hours a week, 80 hours a pay period.
- Variable Week Schedule (VWS): defined as 9 hours a day for 8 days, 8 hours a day for 1 day, and 1 scheduled day off. This schedule requires 1 hour of leave to be taken if a Holiday falls on a 9-hour day.

The following table is provided for guidance and clarification:

Provisions	Flextour and Variable Week Schedules
Core Hours When Employees Must Be Scheduled to Work	9 a.m. to 3 p.m.
Flexible Hours When Employees May Vary Scheduled Arrival and Departure Times	6 a.m. to 9 a.m. and 3:30 to 7 p.m., Monday through Friday when full-time employees may elect arrival and departure times <u>with supervisory approval</u> . Times for arrival and departure are selected by the employee, approved by the supervisor, and must be uniform during the entire pay period.
Required Lunch Period	Employees must take a lunch period between the hours of 11 a.m. to 2 p.m. The duration of the lunch period must be 30, 45, or 60 minutes, and the length of the lunch period must be uniform during the entire pay period.
Earning Credit Time	Employees may earn credit hours, in 15 minute increments, <u>only</u> during the period of Monday through Friday from 6 a.m. until 7 p.m.
Approval Requirements for Earning Credit Time	Provided there is work available to be performed: <ul style="list-style-type: none"> • <u>Up to two hours</u> each day may be earned with advance notification to the supervisor using the Credit Hour Request Form. • <u>More than two hours</u> each day may be earned with <u>advance approval</u> using the Credit Hour Request Form.

Use of Credit Time	Employees may schedule and use credit hours in 15 minute increments subject to advance supervisory approval.
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The following Frequently Asked Questions apply to earning and use of Credit Time:

Frequently Asked Questions	Response
1. Can credit time be earned on an official holiday, an "in lieu of" holiday, on the weekend, or while telecommuting?	No
2. Can credit hours be taken before they are earned?	No
3. Can credit hours be advanced?	No
4. Can credit hours be earned for time spent in travel status?	Not usually. Specific circumstances should be discussed with your Human Resources Specialist.
5. Can credit hours be earned for training or homework required by an agency?	No
6. Can full time employees carry credit hours over from one pay period to the next?	Yes, up to 24 hours. Any hours beyond 24 will be lost.
7. Can part time employees carry credit hours over from one pay period to the next?	Yes, limited to ¼ of the hours of the employee's biweekly work schedule; e.g., 16 hours for a 64 hour pay period.
8. Must employees obtain advance approval for use of credit hours?	Yes, unless the circumstances leading to the use of credit hours prevent an employee from obtaining advance approval (e.g., a car breakdown while traveling to work.)
9. Must employees use the Credit Hour Request Form to document earning and use of credit hours?	Yes
10. How are conflicts between credit hour usage requests and another employee's regular scheduled day off handled?	The regularly scheduled day off takes precedence over a request to use credit time. When a conflict arises, the credit time request should be rescheduled.
11. Can an employee maintain a standing credit time request so as to vary his/her work schedule for longer than a pay period?	No. Requests for credit hour earnings and usage are to be reviewed and approved at least on a pay period by pay period basis.

Additional information regarding work schedules is available on the Human Resources Division web page under the Employee Handbook/Work Schedules link at:

http://www.oro.doc.gov/hrhandbook/index1.htm#WORK_SCHEDULES . Specific questions, should be referred to your Human Resources Specialist.



Melanie M. Kent, Chief
Federal Human Resources Branch

Attachment:
Credit Hour Request Form