UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
Washington, DC 20250

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For: FAS Nonbargaining Unit Employees

Alternative Work Schedule (AWS) Options for FAS Nonbargaining Unit Employees

Approved by: Deputy Administrator, Management

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1 Overview

A Background

There are 4 work schedule choices for FAS nonbargaining unit employees. These work schedule choices are as follows:

- flexitour (fixed)
- compressed (5/4/9 or 4/10) (fixed)
- maxiflex (flexible)
- gliding schedule (flexible).

Note: Bargaining unit employees are covered by their Union Agreements.

B Purpose

This notice:

- informs employees about AWS options

- requires employees who want to establish or change work schedules to complete FAS-956 (Exhibit 1) or other supervisory-approved procedure

- informs timekeepers about mandatory AWS coding that must be correctly input on each employee's Time and Attendance (T&A) header screen in the STAR WEB T&A system

- informs employees and timekeepers about the different holiday entitlements for fixed and flexible work schedules

- establishes core hours for all employees of 9:30 a.m. to 3:30 p.m.

Disposal Date	Distribution
November 1, 2007	All FAS nonbargaining unit employees

2   Work Schedule Descriptions

A   Work Schedule Options

Work schedule options are as follows:

- flexitour, which is a fixed work schedule
- compressed (5/4/9 or 4/10), which are fixed work schedules
- maxiflex, which is a flexible work schedule
- gliding schedule, which is a flexible work schedule.

The following table describes work schedule options.

Work Schedule	Explanation
Flexitour (fixed)	Employees work an 8-hour workday, 5 days a week, Monday through Friday. • Start time must be between 7 a.m. and 9:30 a.m. • Arrival and departure time is the same every day. • Nonworkday: Ineligible. • Glide Time: Ineligible. • Credit Hours: Ineligible to earn or retain. • Flexilunch: Ineligible. • Holiday Pay: Maximum is 8 hours.
Compressed (fixed) **5/4/9**	Employees work eight 9-hour workdays and one 8-hour workday per pay period. • Start time must be between 6:30 a.m. and 8:30 a.m. for the 9-hour days, and 7 a.m. and 9:30 a.m., for the 8-hour day. • Arrival and departure time is the same every day, except for the 8-hour day. • Nonworkday: 1 day per pay period, as established. • Glide Time: Ineligible. • Credit Hours: Ineligible to earn or retain. • Flexilunch: Ineligible. • Holiday Pay: Equals scheduled work hours on holiday or in-lieu-of holiday (8 or 9 hours).

2   Work Schedule Descriptions (Continued)

A   Work Schedule Options (Continued)

Work Schedule	Explanation
Compressed (fixed) **4/10**	Employees work four 10-hour workdays per week, eight 10-hour workdays per pay period. • Start time must be between 6:30 a.m. and 7:30 a.m. • Arrival and departure time is the same every day. • Nonworkday: 1 day per workweek, as established. • Glide Time: Ineligible. • Credit Hours: Ineligible to earn or retain. • Flexilunch: Ineligible. • Holiday Pay: 10 hours.
Maxiflex (flexible)	Employees must work an 80-hour pay period on 10 or fewer workdays per pay period, Monday through Friday. • May work a minimum of 6 hours and a maximum of 10 hours on a given workday, as scheduled, excluding credit hours. • Nonworkdays: 1 or more, as established. • Start time: Between 6:30 a.m. and 9:30 a.m. (work schedule must cover core hours of 9:30 a.m. to 3:30 p.m. daily) • Departure time: Between 3:30 p.m. and 7:30 p.m. • Glide Time: Scheduled time may change with supervisory notification. • Credit Hours: Eligible to earn up to 2 hours per day (not before 6:30 a.m. or after 7:30 p.m.). • Flexilunch: Eligible. • Holiday Pay: 8 hours. **Note:** Employees may request a temporary schedule change for any pay period a Federal holiday or in-lieu-of holiday falls on a day that, in the absence of the Federal holiday, would have been scheduled as a 9- or 10-hour workday, so that only 8 hours are scheduled on the holiday or in-lieu-of holiday.
Gliding Schedule (flexible)	Employees must work 10 workdays per pay period, Monday through Friday. • Employees shall work 8 hours on a given workday, excluding credit hours. • Nonworkday: Ineligible. • Start time: Between 7 a.m. and 9:30 a.m. (varies daily – not scheduled) • Glide Time: Daily arrival can vary from 7 a.m. to 9:30 a.m. (see Start time). • Credit Hours: Eligible up to 2 hours per day (after 6:30 a.m. or before 7:30 p.m.). • Flexilunch: Eligible. • Holiday Pay: 8 hours.

3   Workday Hours

A   Core Hours

Core hours are from 9:30 a.m. to 3:30 p.m. Full-time (FT) employees must be at work during core hours or be:

- on leave
- using credit hours (employees on flexible work schedules only)
- on lunch break.

B   Lunch Period

A lunch period shall normally be taken between 11 a.m. and 2 p.m. Supervisors may not require employees to work more than 6 hours without a lunch period. All daily work schedules, in excess of 6 hours, **must** include a minimum 30-minute unpaid lunch period in addition to the daily work hours.

Note: Employees working a flexible work schedule may take advantage of "flexilunch". See subparagraph C.

C   Flexilunch

Employees working a flexible (maxiflex or gliding schedule) work schedule may, with advance supervisory approval, extend their lunch break within the lunch band on any given workday.

Note: Employees must adjust their arrival and/or departure an equivalent amount of time that day.

4   Work Schedule Changes

A   Requesting a Work Schedule Change

Employees who want to make a temporary or permanent change to their current work schedule must:

- complete FAS-956 (Exhibit 1) or other supervisory-approved procedure

- submit FAS-956 to their immediate supervisor by COB on the Monday before the beginning of the requested effective pay period.

FT employees must account for an 80-hour pay period. All requests for a work schedule change must be approved by the employee's immediate supervisor before the employee may begin a new work schedule.

Important: Employees working a fixed work schedule (flexitour or compressed), who want to change to a flexible work schedule (maxiflex or gliding schedule), or vice versa, may do so **only** 1 time during a 12-month period. This will not preclude changes due to good cause shown.

Changes to established arrival and departure times within any work schedule may be made as necessary, as long as the request is submitted to the immediate supervisor by the deadline stated in this subparagraph.

B   Approval of Work Schedule Changes

Supervisors, or their designee, shall approve or deny an employee's work schedule change request within 5 workdays of actual receipt of the request. If the request is denied, the supervisor shall provide the reasons for the denial to the employee in writing.

Any approved work schedule option or work schedule option change will become effective at the beginning of the pay period after approval or as agreed between the supervisor and the employee. Retroactive changes to work schedule options will not be approved.

Note: In the absence of an approved work schedule, new employees will be put on the flexitour work schedule.

4   Work Schedule Changes (Continued)

C   Supervisory Considerations

Supervisory personnel may deny, revoke, or temporarily suspend an employee's AWS when the mission of the Agency is in jeopardy or for a work-related reason, such as:

- critical time-sensitive work requirement

- inadequate office coverage during official work hours

- work unit's or Agency's mission would be unduly delayed, interrupted, or could not be accomplished

- the employee is abusing his or her approved work schedule.

D   Work Schedule Conflicts

When scheduling conflicts arise, employees shall be allowed to resolve the conflict among themselves. If no agreement can be made between the parties involved by noon on the Thursday before the beginning of the requested pay period, the supervisor shall make a determination by COB on Thursday.

5   Credit Hours and Holiday Entitlements

A   Earning and Using Credit Hours

Credit hours:

- may be earned and used only by employees who work a flexible (maxiflex or gliding schedule) work schedule

  Note: When an employee is no longer subject to a flexible work schedule, the employee must be paid for accumulated credit hours at his or her current rate of pay.

- are hours of work performed in excess of an employee's basic work requirement or established workday

  Note: The condition for working credit hours is based on the availability of appropriate work. Prior supervisory approval is not required, but supervisors reserve the right to determine that appropriate work is available.

- are to be worked at the discretion of the employee and cannot be ordered or directed by a management official

- may only be earned between the hours of 6:30 a.m. and 7:30 p.m., Monday through Friday

- are limited to earning no more than 2 hours per workday

- cannot be earned on nonworkdays, Saturdays, Sundays, or holidays, or for working during the lunch period

- are earned and used in 15-minute increments

- may be earned and used in the same pay period, but must be earned before used

- must be worked within an employee's tour of duty (Monday to Friday each week)

- are subject to supervisory approval before used and should be requested using the same procedures as requesting annual leave

- are limited to a carryover total at the end of the pay period of 24 hours for FT employees

  Note: Any credit hours in excess of the 24-hour limit, at the end of the pay period, will be forfeited.

5   Credit Hours and Holiday Entitlements (Continued)

   A   Earning and Using Credit Hours (Continued)

   - unused at the time of separation or retirement will be paid to the employee at the applicable hourly pay rate in effect at the time of separation or retirement

   - may not be earned by Senior Executive Service or Senior Foreign Service employees.

   B   Holiday Entitlements and Options for Flexible Work Schedules

   5 U.S.C. 6124 states that employees who work a flexible work schedule (maxiflex or gliding schedule) are only entitled to 8 hours of holiday pay for Federal holidays, in-lieu-of holidays, or a day excused by Executive Order, unless otherwise defined in the Executive Order.

   When a Federal holiday or in-lieu-of holiday falls on an established workday of more than 8 hours, an employee working a flexible (maxiflex or gliding schedule) work schedule may choose either of the following holiday options:

   - request a temporary change to their work schedule so that 8 hours are scheduled on the holiday or in-lieu-of holiday and make-up the extra hours on another day within the same pay period to meet their weekly or biweekly work requirement

   - use annual leave, compensatory time, credit hours, time-off award, or LWOP for the 1 or 2 extra hours.

   Note: FT employees who work on a Federal holiday or "in-lieu-of" holiday are entitled to 8 hours holiday pay. They cannot earn compensatory time. Hours in excess of 8 hours are paid as regular overtime or compensatory time.

   C Holiday Entitlements for Fixed Work Schedules

   FT employees who work a fixed work schedule (flexitour or compressed) are entitled to holiday pay for the number of hours they are scheduled to work on a day designated as a Federal holiday, in-lieu-of holiday, or day excused by Executive Order, unless otherwise defined in the Executive Order.

   Note: Supervisors and timekeepers may refer to the employee's approved work schedule for scheduled work hours of 8, 9, or 10 that fall on a holiday.

6   Timekeeper Action

A   Employee Header Screen Record

Timekeepers must code AWS in each person's STAR WEB T&A header screen correctly for the type of work schedule being worked by the employee. The AWS code is critical to the proper recording of leave and T&A information at NFC.

AWS codes are listed in the following table.

IF the employee's work schedule is…	THEN in the AWS code box…
flexitour (standard)	leave blank.
compressed 4/10	ENTER "3".
compressed 5/4/9	ENTER "5".
gliding schedule (flexible)	ENTER "7".
maxiflex	ENTER "8".

Notes: Timekeepers shall check AWS codes for all employees in their T&A group or groups, as soon as possible.

The AWS code must be changed when an employee changes their work schedule.

B   Timekeeper Responsibilities for Work Schedule Forms

Timekeepers shall verify the employee's calculations on their FAS-956 (Exhibit 1) or other supervisory-approved procedure at the end of the pay period, initial, and forward with leave requests to the immediate supervisor for approval before transmitting data to NFC.

7   Additional Flexible Work Schedule Circumstance Clarifications

A   Night Pay

An employee is entitled to night pay for regularly scheduled night work performed between the hours of 6 p.m. and 6 a.m. Employees on a flexible work schedule who voluntarily schedule to work after 6 p.m. and before 6 a.m. are not normally entitled to night pay.

The employer must authorize night pay for any regularly scheduled overtime worked between 6 p.m. and 6 a.m.

B   Excused Absences

The employer may grant excused absence with pay to employees covered by a flexible work program under the same circumstances as excused absence would be granted to employees covered by other work schedules.

For employees on flexible work schedules, the amount of excused absence to be granted should be based on the employee's established basic work requirement in effect for the period covered by the excused absence.

C   Temporary Duty

An employee on a flexible work schedule assigned to temporary duty, including attending training, away from his or her official duty station must adjust his or her work schedule to work the hours of duty available at the temporary duty site and meet his or her basic work requirement.

An employee on a flexible work schedule who is scheduled to attend a full day of training away from his or her official duty station may not be credited with more than 8 hours of work toward meeting his or her basic work requirement for the time spent at training. If the scheduled training is for less than 8 hours and the employee can reasonably return to his or her official duty station, reasonable travel time to return to his or her official duty station will be considered hours worked in meeting the employee's basic work requirement.

D   Reasonable Accommodation

By mutual consent of the supervisor, employee, and the Disability Employment Program Manager, core hours and/or tour of duty restrictions may be waived for a disabled employee requiring a permanent schedule change to enable the Agency to provide ongoing reasonable accommodation for a disability. An FT employee must still meet the 80-hour biweekly basic work requirement.

FAS-956, FAS Work Schedule Request

Following is an example of FAS-956.

This form is available electronically.

FAS-956	U.S. DEPARTMENT OF AGRICULTURE	PRIVACY ACT STATEMENT
(11-02-06)	Farm Service Agency	Collection of your Social Security Number is authorized by Executive Order 9397 and will be used solely for the purpose of positive identification. Furnishing this information is voluntary.
	FAS WORK SCHEDULE REQUEST	

PART A - GENERAL INFORMATION

1. Employee's Name	2. Social Security Number	3. Division, Branch, and Section/Field Office

4. Type of request?   **Permanent** *(more than 2 PP's)* ☐   **Temporary** ☐   5. If temporary, enter Pay Period to return to current work schedule.

6. Effective Pay Period of Requested Change

7. Employment Status: FT ☐   PT ☐

PART B - CURRENT WORK SCHEDULE

8. WORK SCHEDULE TYPE

☐ **Maxiflex** - *80 hour pay period of 10 or fewer workdays.*

☐ **CWS 5/4/9** - *80 hour pay period of eight 9-hour workdays plus one 8-hour workday.*

☐ **CWS 4/10** - *80 hour pay period of four 10-hour workdays per week.*

☐ **Variable Day** - *40 hours per week and 10 workdays per pay period.*

☐ **Standard** - *40 hours per week and 10 workdays per pay period.*

9. WORK SCHEDULE DAYS *(Enter "OFF" for Maxiflex or CWS nonworkday(s))*

	WEEK ONE					WEEK TWO					TOTAL PP HOURS
	MON	TUE	WED	THU	FRI	MON	TUE	WED	THU	FRI	
Arrival Time											
Depart. Time											
Hours											

PART C - REQUESTED WORK SCHEDULE

10a and 10b apply to Maxiflex only. *(For Field Offices Only)*

10a. Amount of Allowable Glide Time _____ Minutes   **OR**   10b. Time Frame _____ am - _____ am

11. WORK SCHEDULE TYPE

☐ **Maxiflex** - *80 hour pay period of 10 or fewer workdays.*

☐ **CWS 5/4/9** - *80 hour pay period of eight 9-hour workdays plus one 8-hour workday.*

☐ **CWS 4/10** - *80 hour pay period of four 10-hour workdays per week.*

☐ **Variable Day** - *40 hours per week and 10 workdays per pay period.*

☐ **Standard** - *40 hours per week and 10 workdays per pay period.*

12. WORK SCHEDULE DAYS *(Enter "OFF" for Maxiflex or CWS nonworkday(s))*

	WEEK ONE					WEEK TWO					TOTAL PP HOURS
	MON	TUE	WED	THU	FRI	MON	TUE	WED	THU	FRI	
Arrival Time											
Depart. Time											
Hours											

Length of Workday

Arrival Time (AM)	6	6 ¼	6 ½	6 ¾	7	7 ¼	7 ½	7 ¾	8	8 ¼	8 ½	8 ¾	9	9 ¼	9 ½	9 ¾	10
								Departure Time (PM)									
6:00													3:30	3:45	4:00	4:15	4:30
6:15												3:30	3:45	4:00	4:15	4:30	4:45
6:30											3:30	3:45	4:00	4:15	4:30	4:45	5:00
6:45										3:30	3:45	4:00	4:15	4:30	4:45	5:00	5:15
7:00								3:30	3:45	4:00	4:15	4:30	4:45	5:00	5:15	5:30
7:15							3:30	3:45	4:00	4:15	4:30	4:45	5:00	5:15	5:30	5:45
7:30						3:30	3:45	4:00	4:15	4:30	4:45	5:00	5:15	5:30	5:45	6:00
7:45					3:30	3:45	4:00	4:15	4:30	4:45	5:00	5:15	5:30	5:45	6:00	6:15
8:00				3:30	3:45	4:00	4:15	4:30	4:45	5:00	5:15	5:30	5:45	6:00	6:15	6:30
8:15			3:30	3:45	4:00	4:15	4:30	4:45	5:00	5:15	5:30	5:45	6:00	6:15	6:30	
8:30		3:30	3:45	4:00	4:15	4:30	4:45	5:00	5:15	5:30	5:45	6:00	6:15	6:30		
8:45	3:30	3:45	4:00	4:15	4:30	4:45	5:00	5:15	5:30	5:45	6:00	6:15	6:30			
9:00	3:30	3:45	4:00	4:15	4:30	4:45	5:00	5:15	5:30	5:45	6:00	6:15	6:30			

13. Employee's Signature	Date *(MM-DD-YYYY)*	14. Received by Timekeeper *(Initials)*	Date *(MM-DD-YYYY)*

PART D - APPROVALS/DISAPPROVALS

15. This request is:

APPROVED AS REQUESTED ☐   **DISAPPROVED** ☐

APPROVED AS REVISED ☐

16. Reason(s) for Revising or Disapproving Request

17. Supervisor's Signature	Date *(MM-DD-YYYY)*

☐ **ORIGINAL** - Timekeeper   ☐ **COPY** - Employee