

**CHANGE**

U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION  
NEW ENGLAND REGION

NE FS 3600.17 CHG 2

9/23/2002

**SUBJ:** ALTERNATE HOURS OF WORK

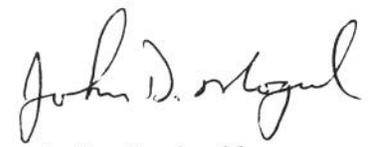
---

1. **PURPOSE.** This reflects corrections to typographical errors on the cover sheet dated April 12, 2002. Paragraph 4, fourth line should read "7:30 a.m. to 4:00 p.m" and paragraph 4, tenth line should read "FAA Order 3600.6."
2. **DISTRIBUTION.** This order is distributed to all Flight Standards employees in the New England Region.
3. **FILING INSTRUCTIONS.** After filing the change page, the transmittal should be retained.

Page Control Chart

---

Remove Pages	Dated	Insert Pages	Dated
Cover sheet	4/12/2001	Cover sheet	9/23/2002

*for*   
 Kenneth R. Goodsell  
 Manager, Flight Standards Division

**CHANGE**

U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION  
NEW ENGLAND REGION

NE FS 3600.17 CHG 1

4/12/2001

**SUBJ:** ALTERNATE HOURS OF WORK

---

1. PURPOSE. This reflects a change in the flexible hours for the alternate work schedule. The new flexible hour period will be from 6:00 a.m. to 6:00 p.m. The former flexible hour period was from 6:30 a.m. to 6:00 p.m.
2. DISTRIBUTION. This change is distributed to all Flight Standards employees in the New England Region.
3. FILING INSTRUCTIONS. After filing the change page, the transmittal should be retained.

Page Control Chart

Remove Pages	Dated	Insert Pages	Dated
Cover sheet	12/15/92	Cover sheet	
Page 2	12/15/92	Page 2	
Appendix 1 (Page 1)	12/15/92	Appendix 1 (Page 1)	
Appendix 2 (Page 1)	12/15/92	Appendix 2 (Page 1)	

  
 Kenneth R. Goodsell  
 Manager, Flight Standards Division

# ORDER

U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION  
NEW ENGLAND REGION

NE FS 3600.17 CHG 2

9/23/2002

**SUBJ:** ALTERNATE HOURS OF WORK

---

1. PURPOSE. To establish policies and procedures for Alternate Work Schedules (AWS) for New England Region Flight Standards Division employees.
2. DISTRIBUTION. This order is distributed to all Flight Standards employees in the New England Region.
3. BACKGROUND. AWS was approved by the Associate Administrator for Human Resource Management, AHR-1, for a two-year test period. The approved AWS includes Flexible Work Schedules (FWSs), and Compressed Work Schedules (CWSs) 5/4-9 Plan and 4-10 Plan described in this order and in order NE 3600.17, Alternate Hours of Work. Participation in AWS is voluntary upon manager's/supervisor's approval and may only be changed at the beginning of a pay period.
4. POLICY. AWS is offered to all New England Region Flight Standards Division employees. Manager's/supervisor's have the overall responsibility for approving employees' work schedules. All managers and supervisors are responsible for maintaining normal, uninterrupted service. Coverage during regular business hours from 7:30 a.m. to 4:00 p.m. for regional office Flight Standards employees and 8:00 a.m. to 4:30 p.m. for Flight Standards District Office employees is imperative. AWS may be terminated or modified if it is determined not to be in the best interest of the public, the government or the employee. The employer (FAA) reserves the right to establish a different basic workweek or a regularly scheduled tour of duty other than that described in the order for any employee or group of employees. This does not supersede or otherwise affect the first 40 hours tour of duty policies and practices set forth in FAA Order 3600.6, Chapter 5, dated 1/6/84. FAA Order 3600.6 remains in effect.

Conflicts between two or more equally qualified employees requesting AWS schedules shall be resolved on the basis of seniority. An employee's seniority shall be based upon the employee's service computation date (SCD). In the event of identical SCD's, FAA/CAA (Civil Aeronautics Administration) seniority shall prevail.

The work schedule must be approved in advance. The work schedule must remain in effect for at least six (6) bi-weekly pay periods, unless the office manager and the employee mutually agree to a shorter time period. The division, branch or office manager shall have the burden to insure that such a change does not adversely affect other employees.

5. DEFINITIONS.

a. Alternate Work Schedule (AWS). An umbrella term used to describe any schedule other than the traditional work schedule (eight hours per day, five days per week) such as compressed and flexible work schedules.

b. Compressed Work Schedule (CWS) 5/4-9 Plan. An AWS within a bi-weekly pay period under which a full-time employee fulfills an eighty (80) hour work requirement in eight nine-hour days and one eight-hour day, exclusive of designated meal periods.

c. Compressed Work Schedule (CWS) 4-10 Plan. An AWS within a bi-weekly pay period under which a full-time employee fulfills an eighty (80) hour work requirement in four ten hour days and one non-work day per week exclusive of meal periods.

d. Core Time Bands. The designated time bands during which an employee must be present for duty unless the employee is in an approved leave status or at lunch. The core hours are 9:30 a.m. to 2:30 p.m. for the New England Region Flight Standards Division, which includes 30 minutes for a lunch period between 11:00 a.m. and 1:30 p.m.

e. Credit Hours. Hours of work within the tour of duty which are in excess of an employee's basic work requirement and which the employee elects to work so as to vary the length of a workday or a workweek. Credit hours are non-overtime work in the bi-weekly pay period. The employee receives no additional pay for credit hours and such hours are credited to his/her account. Credit hours are considered a part of the basic work requirement (non-overtime work) in the bi-weekly pay period in which taken. The employee is entitled to his/her basic rate of pay for such credit hours when taken. Credit hours are only applicable to Flexible Work Schedules (FWS).

f. Flexible Time. That portion of the workday during which the employee has the option to select starting and quitting times within the limits established by this order and approved by the division, branch or office manager or, if delegated, by the immediate supervisor. The schedule of flexible hours is 6:00 a.m. to 6:00 p.m., Monday through Friday, each week per pay period.

g. Flexible Work Schedules (FWS). Any schedule that enables an employee to either preselect or vary arrival and departure times or vary length of workday or workweek or both. FWS covered in this order are Flexitour and Maxiflex Schedules.

h. Flexitime. A system of work scheduling which splits the workday into two distinct kinds of time--core time and flexible time. The two requirements under a flexible schedule are:

- (1) The employee must be at work during core time, and
- (2) The employee must account for the total number of hours scheduled for work each day.

i. Nonovertime Work. Work performed during an employee's basic work requirement and not in excess of the basic work requirements described in Appendices 1 and 2 for each AWS.

j. Official Business Hours. The hours which have been established and publicized as time when the New England Flight Standards Division regional office and field offices are open for business. The official business hours for regional office Flight Standards Employees are 7:30 a.m. to 4:00 p.m. and 8:00 a.m. to 4:30 p.m. for Flight Standards District Office employees, Monday through Friday.

k. Overtime Hours. All hours which are officially ordered in advance and which are in excess of:

- (1) 8 hours in a day or 40 hours in a week for FWS.
- (2) 10 hours a day or 40 hours a week for the CWS 4-day workweek, or
- (3) 9 hours a day or 80 hours in a biweekly pay period for the CWS 5-4/9.

l. Working Hours. Time periods of the day during which each employee will complete the designated number of hours for his/her workday. Working hours consist of core time and flexible time and other time accounted for through some type of approved leave.

6. OBJECTIVES. The use of AWS is intended to provide benefits to management, the general public, and employee. Specific objectives are:

- a. Employee/supervisor involvement in determining work schedules.
- b. Provide improved service to the public and increase opportunity for contacts with organizations in other time zones.
- c. Improve career development, cross-training, and cooperation among employees.
- d. Provide availability of quiet periods at the beginning or end of the workday.

DEC 15 1992

e. Potentially reduce short-term absences for medical appointments or personal business.

f. Reduce tardiness and eliminate "stretched" lunch breaks.

g. Allow employees more flexibility to form carpools during off-peak periods.

h. Improve attitudes of employees toward their jobs by encouraging them to become work oriented rather than time oriented.

i. Give employees a degree of self-determination by allowing them to set work schedules that fit their personal needs.

7. GENERAL PROCEDURES. The following procedures apply:

a. Existing procedures for timekeeping will be applied in the normal manner.

b. Managers/supervisors, with involvement of their employees, will establish a schedule to fulfill the minimum requirements established for each office's work schedule. Managers/supervisors must ensure that sufficient personnel will be present on any work day to conduct business as normal and be able to respond to unforeseen circumstances. It will be the manager's/supervisor's responsibility to establish a regular day off for AWS employees to ensure a balanced workforce.

c. Within the broad flexibility provided in this order, interested employees are required to request an AWS in advance in writing. A copy of the required form is attached in Appendix 3.

d. Every effort will be made to comply with an employee's selection of a work schedule option; however, managers/supervisors retain the right to change any work schedule in order to avoid adverse impact on daily operations. In those cases where the AWS would not be practicable for the work unit due to the type of work performed, the division/branch/office manager will have the option of exempting that unit from participation in the program.

e. Except in unusual circumstances, managers/supervisors will give employees at least one pay period advance notice when operational priorities require a change in the employee's schedule.

f. Division, branch, or office managers will provide advance work assignments to employees to ensure the continuation of work during the portion of AWS when the manager/supervisor is not present. Employees will assure that sufficient advance work assignments are obtained to ensure continued work during the AWS.

g. An AWS is a privilege, and it may be withdrawn or altered at the discretion of the manager/supervisor to meet organization mission requirements or due to employee abuse.

h. Although no specific system of time accounting is required, each manager/supervisor is responsible for ensuring that all employees complete a full tour.

i. New employees should be allowed an AWS as soon as possible; however, managers/supervisors may require a new employee to work a fixed schedule during the official business hours until he/she becomes sufficiently oriented to work independently during an AWS without supervision.

j. Managers/supervisors will ensure that their employees work schedules are properly documented on the time and attendance records.

k. Each manager/supervisor will ensure that nonexempt employees do not work in excess of their basic work requirement unless overtime has been authorized; i.e., 9 or 10 hours a day for CWS, 8 hours a day/40 hours week for appropriate FWS, or 80 hours in a pay period for both FWS and CWS, as described in Appendices 1 and 2.

l. Exempt employees will be authorized overtime pay for hours in excess of their basic work requirement only if such work is officially ordered and approved in advance.

m. Compensatory time may be granted in lieu of overtime pay in accordance with applicable provisions of law.

n. Employees wishing to discontinue participation in selected AWS or wishing to change schedules may do so by submitting NE Form 3600-13, Request to Change Work Schedule, sample of completed form attached in Appendix 3, to their manager/supervisor. Changes should be submitted at least one pay period prior to the beginning of the desired effective pay period. Changes should be kept to a minimum. Requests for changes will be considered on a case-by-case basis.

o. Managers/supervisors have final responsibility for approving employee work schedules.

p. Existing requirements regarding leave approval are not affected.

8. SPECIAL SITUATIONS.

a. When a CWS employee will be on temporary duty (TDY) on a scheduled day off, the scheduled day off will be taken within the same pay period when possible. If it is not possible to take the scheduled day off within the same pay period, then the employee will take an additional day off during the next pay period. Accumulation of scheduled days off is prohibited.

b. It is the responsibility of both the employee and the manager/supervisor to ensure that proper tracking of TDY during scheduled days off is accomplished so that employees are not denied their "off days."

c. If an AWS employee is on TDY attending training, work schedules shall be adjusted to training class hours.

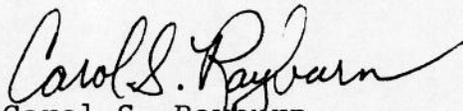
d. TDY schedules are not to exceed 80 hours during a pay period, and adjustments are to be made by the employee and immediate supervisor.

9. SUMMARY.

a. Specific information regarding the AWS as it applies to covered employees is contained in Appendix 1, Flexible Work Schedules, and Appendix 2, Compressed Work Schedules.

b. Complete NE Form 3600-13, Request to Change Work Schedule, to change work hours. A completed sample is attached as Appendix 3. Forms are available through the Logistics Division, ANE-50.

c. Time and attendance procedures to be used for those employees on an AWS are covered in Appendix 4.



Carol S. Rayburn  
Manager, Flight Standards Division

APPENDIX 1. FLEXIBLE WORK SCHEDULES (FWS)  
POLICIES AND PROCEDURES

1. PURPOSE. This appendix establishes policies and procedures for Flexible Work Schedules (FWS) listed below as well as the basic work requirements for each:

	Daily	Weekly	Biweekly
a. Flexitour	8	40	80
b. Maxiflex Schedule	-	---	80

2. POLICY. The New England Region Flight Standards Division schedule of flexible work hours is 6:00 a.m. to 6:00 p.m., Monday through Friday. The official business hours for regional office Flight Standards employees are 7:30 a.m. to 4:00 p.m. and 8:00 a.m. to 4:30 p.m. for Flight Standards District Office employees, Monday through Friday.

a. Flexible hours. The morning and afternoon flexible hours are from 6:00 a.m. to 9:30 a.m. and 2:30 p.m. to 6:00 p.m., Monday through Friday.

b. Core hours. Core hours are 9:30 a.m. to 2:30 p.m.

c. Lunch period. Each employee will take a lunch period of 30 minutes between 11:00 a.m. and 1:30 p.m.

3. FLEXITOUR.

a. Basic Work Requirement.

(1) A full-time employee has an 8-hour daily basic work requirement, a 40-hour weekly basic work requirement and an 80-hour biweekly basic work requirement.

(2) For a part-time employee, the basic work requirement is the number of hours the employee must work each day, the number of hours the employee must work in the administrative workweek and the number of hours the employee must work in a biweekly pay period.

b. Tour of Duty. An employee shall establish his/her tour of duty in accordance with Paragraph 2 of this appendix.

c. Arrival Time. An employee shall request his/her arrival time. The arrival time shall be a fixed schedule until a new schedule is selected and approved.

d. Deviations.

(1) At the request of an employee and at least 1 day in advance, approval for an adjusted arrival time may be granted.

(2) If an employee arrives within 15 minutes of the selected arrival time, the manager/supervisor may allow for adjustment of the 8-hour basic work requirement for that day for the employee.

e. Credit Hours. An employee's request to work credit hours to be applied to another workday, workweek, or biweekly pay period may be approved at the manager's/supervisor's discretion. Credit hours are voluntary. However, no more than 2 credit hours per day should be approved. An employee may accumulate up to 24 hours for carryover from one biweekly pay period to a subsequent biweekly pay period. Credit hours are not considered overtime hours. They are credited to the employee's credit hour account. An employee no longer subject to the FWS shall be paid for accumulated credit hours at his/her current rate of pay. Payment for accumulated credit hours is limited to not more than 24 hours.

f. Holiday.

(1) A full-time employee who performs non-overtime work on a holiday is entitled to basic pay plus premium pay equal to basic pay for that holiday work. A part-time employee is entitled to holiday pay only for work performed during his/her basic work requirement on a holiday.

(2) A full-time employee who is prevented from working on a day designated as a holiday is entitled to pay with respect to that holiday for 8 hours. For a part-time employee, if a holiday falls on a day during his/her tour of duty, the employee is entitled to an appropriate portion of his/her biweekly basic work requirement for that day.

g. Leave. Time off during an employee's basic work requirement must be charged to the appropriate leave category unless the employee is authorized compensatory time off, the use of credit hours, or an excused absence.

h. Excused Absence. The amount of excused absence to be granted shall be based on the employee's established basic work requirement in effect for the period of the excused absence.

4. MAXIFLEX SCHEDULE.

a. Basic Work Requirement.

(1) A full-time employee has an 80-hour biweekly basic work requirement.

(2) For a part-time employee, the basic work requirement is the number of hours the employee must work in a biweekly pay period.

b. Tour of Duty. An employee shall establish his/her tour of duty in accordance with Paragraph 2 of this appendix. However, under a Maxiflex Schedule, an employee may work less than 5 days per week and/or less than 10 days during the biweekly pay period.

c. Arrival and Departure Times. An employee may vary arrival and departure times daily within the flexible time bands as well as vary the length of the workday and the workweek. A full-time employee is limited to an 80-hour biweekly pay period. An employee may work less than 5 days per week and/or less than 10 days during the biweekly pay period. This schedule allows flexibility within the flexible time bands as well as the workweek and biweekly pay period and flexibility in the number of days off. The employee shall work during the core time band.

d. Deviations. At the request of an employee, absence during core time (or a portion of core time) may be granted. An absence during core time shall be made up by the employee during flexible time bands. A manager/supervisor may authorize the employee to make up the absence during the same workday or a subsequent workday within the workweek or the same biweekly pay period.

e. Credit Hours. An employee's request to work credit hours to be applied to another workday, workweek, or biweekly pay period may be approved at the manager's/supervisor's discretion. Credit hours are voluntary. However, no more than 2 credit hours per day should be approved. An employee may accumulate up to 24 hours for carryover from one biweekly pay period to a subsequent biweekly pay period. Credit hours are not considered overtime hours. They are credited to the employee's credit hour account. An employee no longer subject to the FWS shall be paid for accumulated credit hours at his/her current rate of pay. Payment for accumulated credit hours is limited to not more than 24 hours.

f. Holiday.

(1) A full-time employee who performs non-overtime work on a holiday is entitled to basic pay plus premium pay equal to basic pay for that holiday work. Holiday pay is limited to 8 hours. A part-time employee is entitled to holiday pay only for work performed during his/her basic work requirement on a holiday, not to exceed 8 hours.

(2) A full-time employee who is prevented from working on a day designated as a holiday is entitled to pay with respect to that holiday for 8 hours. For a part-time employee, if a holiday falls on a day during his/her tour of duty, the employee is entitled to an appropriate portion of his/her biweekly basic work requirement for that day.

g. Leave. Time off during an employee's basic work requirement must be charged to the appropriate leave category unless the employee is authorized compensatory time off, the use of credit hours, or an excused absence.

h. Excused Absence. The amount of excused absence to be granted shall be based on the official hours, 7:30 a.m. to 4:00 p.m. for regional office Flight Standards employees and 8:00 a.m. to 4:30 p.m. for Flight Standards District Office employees.

APPENDIX 2. COMPRESSED WORK SCHEDULES (CWS)  
POLICIES AND PROCEDURES

1. PURPOSE. This appendix establishes policies and procedures for Compressed Work Schedules (CWS) listed below for full-time employees:
  - a. 4-Day Workweek
  - b. 5-4/9 Plan

NOTE: Credit hours do not apply in CWS environment.

2. POLICY. The New England Region Flight Standards Division schedule of flexible work hours is 6:00 a.m. to 6:00 p.m. Monday through Friday. The official business hours are 7:30 a.m. to 4:00 p.m. for regional office Flight Standards employees and 8:00 a.m. to 4:30 p.m. for Flight Standards District Office employees Monday through Friday.
  - a. Flexible hours. The morning and afternoon flexible hours are from 6:00 a.m. to 9:30 a.m. and 2:30 p.m. to 6:00 p.m., Monday through Friday.
  - b. Core hours. Core hours are 9:30 a.m. to 2:30 p.m.
  - c. Lunch period. Each employee will take a lunch period of 30 minutes between 11:00 a.m. and 1:30 p.m. The manager/supervisor may allow for adjustment of the 8-hour basic work requirement for that day for the employee if the lunch period exceeds 30 minutes.

3. 4-DAY WORKWEEK.

- a. Basic Work Requirement. A full-time employee has a 10-hour daily basic work requirement and a 40-hour workweek requirement.
- b. Tour of Duty. A full-time employee shall establish his/her tour of duty in accordance with Paragraph 2 of this appendix.
- c. Holiday. A full-time employee who performs non-overtime work on a holiday is entitled to basic pay plus premium pay equal to basic pay for that holiday work, not to exceed 10 hours. A full-time employee who is prevented from working on a day designated as a holiday is entitled to pay with respect to that holiday for 10 hours. Note: When an employee has three consecutive non workdays off and a holiday falls on one of these non workdays, the following rules shall apply in designating the workday as the "in lieu of" holiday:

(1) If a holiday occurs on the first non-workday in the administrative workweek, the following workday will be the in-lieu-of holiday.

(2) If a holiday occurs on any non-workday other than the first non-workday in the administrative workweek, the preceding workday will be the in-lieu-of holiday.

e. Leave. Time off during an employee's basic work requirement must be charged to the appropriate leave category unless the employee is authorized compensatory time off or an excused absence. For example: A full-time employee who takes 1 day of annual leave will be charged leave for 10 hours. This results in 40 hours of annual leave for an entire workweek similar to a full-time employee on a normal 8-hour/5-day tour of duty.

f. Excused Absence. The amount of excused absence to be granted shall be based on the employee's established compressed work schedule in effect for the period of the excused absence.

#### 4. 5-4/9 PLAN.

a. Basic Work Requirement. A full-time employee has a 9-hour daily basic work requirement for 8 days of the biweekly pay period and an 8-hour day on the ninth day to complete the basic work requirement of 80-hour per biweekly pay period.

b. Tour of Duty. A full-time employee shall establish his/her tour of duty in accordance with Paragraph 2 of this appendix.

c. Arrival Time. A full-time employee shall preselect his/her arrival time. The arrival time shall be a fixed schedule until a new schedule is selected and approved. He/she is limited to 9 hours for 8 days of the biweekly pay period and an 8-hour day on the "ninth" day within the biweekly pay period.

d. Holiday. A full-time employee who performs non-overtime work on a holiday is entitled to basic pay plus premium pay equal to basic pay for that holiday work, not to exceed 9 hours. A full-time employee who is prevented from working on a day designated as a holiday is entitled to pay with respect to that holiday for 9 hours. Note: When an employee has three consecutive non-workdays off and a holiday falls on one of these non-workdays, the following rules shall apply in designating the workday as the "in lieu of" holiday:

(1) If a holiday occurs on the first non-workday in the administrative workweek, the following workday will be the in-lieu-of holiday.

(2) If a holiday occurs on any non-workday other than the first non-workday in the administrative workweek, the preceding workday will be the in-lieu-of holiday.

e. Leave. Time off during an employee's basic work requirement must be charged to the appropriate leave category unless the employee is authorized compensatory time off or an excused absence. For example: A full-time employee who takes 1 day of annual leave will be charged leave for 9 hours (or 8 hours if it falls on the "ninth" day).

f. Excused Absence. The amount of excused absence to be granted shall be based on the employee's established compressed work schedule in effect for the period of the excused absence.

APPENDIX 3. REQUEST TO CHANGE WORK SCHEDULE

1. I request that my work schedule be changed to the following (check one and complete the information if required):\*

Flexible Work Schedules (FWS)

a. \_\_\_\_\_ Flexitour: I am requesting a fixed schedule of \_\_\_\_\_ to \_\_\_\_\_ (must total 8 hours excluding lunch break) with a \_\_\_\_\_ lunch period from \_\_\_\_\_ to \_\_\_\_\_.

b. \_\_\_\_\_ Maxiflex Schedule

Compressed Work Schedules (CWS)

c. \_\_\_\_\_ 4-Day Workweek: I am requesting a fixed schedule of \_\_\_\_\_ to \_\_\_\_\_ ( must total 10 hours excluding lunch break) with a lunch period from \_\_\_\_\_ to \_\_\_\_\_. I request the following regular days off: \_\_\_\_\_ for the first workweek and \_\_\_\_\_ for the second workweek.

d.  X  5-4/9 Plan: I am requesting a fixed schedule of  0700  to  1630  (must total 9 hours excluding lunch break) with a scheduled 8 hour day on  Thursday  of every other week of the pay period. A lunch break is requested from  1130  to  1200 . I request  Friday  of the  2nd  workweek as a regular day off under this plan.

Official Business Hours

e. \_\_\_\_\_ Official business hours with a lunch period from \_\_\_\_\_ to \_\_\_\_\_.

2. It is requested that this change in work schedule become effective on the pay period beginning  1/10/93 .

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\*Descriptions as well as policies and procedures of the above FWS and CWS may be found in Order NE FS 3600.17, dated 9/23/91.

DEC 15 1992

TO: JOE EMPLOYEE

FROM: SUPERVISOR

DATE: 12/14/92

Your change in work schedule has been approved as follow:

1. Flexible Work Schedules (FWS)

a. \_\_\_\_\_ Flexitour: Fixed schedule of \_\_\_\_\_ to \_\_\_\_\_ (must total 8 hours excluding lunch break) with a lunch period from \_\_\_\_\_ to \_\_\_\_\_.

b. \_\_\_\_\_ Maxiflex Schedule

Compressed Work Schedules (CWS)

c. \_\_\_\_\_ 4-Day Workweek: Fixed schedule of \_\_\_\_\_ to \_\_\_\_\_ ( must total 10 hours excluding lunch break) with a lunch period from \_\_\_\_\_ to \_\_\_\_\_. The following regular days off are approved: \_\_\_\_\_ for the first first workweek and \_\_\_\_\_ for the second workweek.

d. X 5-4/9 Plan: Fixed schedule of 0700 to 1630 (must (must total 9 hours excluding lunch break) with a scheduled 8 hour day on Thursday of every other week of the pay period. A lunch break is approved from 1130 to 1200. The following regular day off is approved: Friday of the 2nd workweek.

Official Business Hours

e. \_\_\_\_\_ Official business hours with a lunch period from \_\_\_\_\_ to \_\_\_\_\_.

2. This change in work schedule will become effective on the pay period beginning 1/10/93.

3. Your request for a change for a change in work schedule has been disapproved for the following reason:

\_\_\_\_\_  
Signature of Deciding Official

\_\_\_\_\_  
Date

APPENDIX 4. TIME AND ATTENDANCE PROCEDURES FOR  
ALTERNATE WORK SCHEDULES (AWS)

1. PURPOSE. This appendix establishes procedures for annotating Form DOT F 2740.2, Time and Attendance (T&A) Report, for employees assigned to an Alternate Work Schedule (AWS).

2. PROCEDURE. The special tour indicator is required only in the pay period in which the AWS is established, changed, or canceled.

3. SPECIAL TOUR INDICATORS.

a. Use of Special Tour Indicator Codes. A special tour indicator code is required on the report of time and attendance (T&A) data to establish an employee under a flexible or compressed AWS. Once an employee is established under AWS, a code is required if the type of AWS is changed; e.g., from a flexible to a compressed AWS or if the AWS is canceled and a standard non-AWS is reestablished. A special tour indicator code is only required on the report of T&A data for the pay period the AWS is established, changed, or canceled.

b. T&A Reporting of the Special Tour Indicator Code. Reporting of the special tour indicator is as follows for employees under Form DOT F 2740.2, Time and Attendance Report:

Enter the special tour indicator in the first position of the cost center field. (Use the cost center field on the second line of the form.)

c. Special Tour Indicator Codes.

(1) "1" - Compressed Work Schedule (CWS). Code 1 establishes an employee under a CWS. Code 1 is also used to return an employee to a CWS from a temporary non-AWS assignment. The code is not required if an employee changes the type of CWS; e.g., from a 4-Day Workweek to a 5-4/9 Plan.

(2) "2" - Flexible Work Schedules (FWS). Code 2 establishes an employee under an FWS. Code 2 is also used to return an employee to a flexible schedule from a temporary non-AWS assignment.

(3) "3" - Hold. Code 3 holds a credit hour balance for an employee under an FWS that is temporarily assigned to a non-AWS; e.g., training, detail, etc. Use code 3 in the first full pay period of the temporary assignment. Do not use code 3 if the temporary non-AWS assignment is less than a full pay period.

DEC 15 1992

(4) "4" Reestablish Non-AWS. Code 4 reestablishes an employee under a standard Non-AWS. Also use code 4 for an employee under a CWS who is temporarily assigned to a non-AWS. Use code 4 in the first full pay period of the temporary assignment. Do not use code 4 if the temporary non-AWS is less than a full pay period.

4. COMPRESSED WORK SCHEDULE (CWS).

a. Recording the Assigned Shift on the T&A.

(1) Record the fixed tour of duty in the "Assigned Shift" column.

(2) The biweekly assigned shift may not exceed 80 hours. T&As with assigned shifts greater than 80 hours will be rejected. Therefore, it is important on a 5-4/9 Plan to remember that there is one 8-hour shift each pay period.

b. Recording Time Worked Outside Shift. Record time in addition to the assigned shift in the "Time Worked Outside Shift" column.

c. Designation of In-Lieu-Of Holiday.

(1) If a holiday occurs on the first non-workday in the administrative workweek, the following workday will be the in-lieu-of holiday.

(2) If a holiday occurs on any non-workday other than the first non-workday in the administrative workweek, the preceding workday will be the in-lieu-of holiday.

5. Flexible Work Schedules (FWS).

a. Recording the Assigned Shift.

(1) Record non-overtime hours payable in the "Assigned Shift" column not to exceed 8 hours in a day.

(2) The biweekly assigned shift should total 80 hours for a full-time employee. T&As with assigned shifts greater than 80 hours will be rejected.

b. Recording Time Worked Outside of Shift. Record time worked in addition to hours reported in the assigned shift in the "Time Worked Outside Shift" column. There is no change in the reporting of time worked outside of shift except for the addition of credit hours (see paragraph c below).

c. Credit Hours.

(1) T&A Recording.

(a) Use condition option "9" to record credit hours worked in "Time Worked Outside Shift" column.

(b) Use code "21" to record credit hours used in "Time Not Worked" column.

(2) Accumulation.

(a) Full-time employees may accumulate up to 24 credit hours at the end of a pay period; however, the New England Region has limited the approval to 2 hours per day.

(b) Any credit hours in excess of 24 at the end of a pay period will be forfeited.

(3) Use.

(a) Credit hours must be earned prior to being used.

(b) Annual leave will be charged if there is no balance of credit hours. Leave without pay (LWOP) will be charged if no annual leave balance is available.

(4) Payment. Credit hours are paid at the current base salary only in the following circumstances.

(a) When an employee is no longer on a flexible schedule. This would be based on special tour indicator "1" (CWS) or special tour indicator "4" (reestablishment of a non-AWS) entered on the T&A.