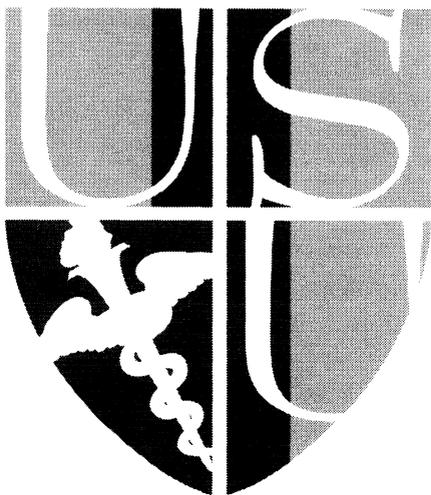


**USUHS
INSTRUCTION
1405**





UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES



SUBJECT: Hours of Work and Alternative Work Schedules

Instruction 1405

SEP 25 2000

(CHR)

ABSTRACT

This Instruction provides policy and guidance concerning the Uniformed Services University of the Health Sciences (USUHS) hours of work and work schedules.

A. Reissuance and Purpose. This Instruction reissues the policies contained in USUHS Instructions 1404^a and 1405^b, and an Interim Instruction^c. It establishes guidance on USUHS work hours and work schedules in accordance with 5 CFR, Part 610^d.

B. References. See *Enclosure 1*.

C. Applicability. The provisions of this Instruction apply to all civilian employees of the USUHS and the Armed Forces Radiobiology Research Institute (AFRRI).

D. Definitions. See *Enclosure 2*.

E. Policy. It is USUHS policy that:

1. The basic workweek for full-time employees assigned to the USUHS or AFRRI is 40 hours, normally Monday through Friday, with the workday being 8 hours, from 8:00 a.m. to 4:30 p.m., with 30 minutes allotted for lunch; and

2. Work schedules may be developed using the Alternative Work Schedule (AWS) program to support or improve the following:

- a. flexibility for employees and managers,
- b. quality of working conditions,
- c. productivity,
- d. individual accountability, and
- e. service.

For a listing of AWS (e.g., 4-day workweek or 5/4-9 compressed work schedule) see *Enclosure 3*.

F. Responsibilities.

1. Deans, Vice Presidents, Chairs/Activity Heads shall:

- a. Determine the extent to which employees of the department may participate in the AWS program;
- b. Review and approve/disapprove work schedules and/or work hours recommended by subordinate supervisors;
- c. Determine if the work schedule and/or work hours requested interfere with the normal operations or mission of the department. If either interferes, make adjustments and recommendations for changes, continuation, or termination as appropriate; and
- d. Provide information when requested on the AWS program regarding their respective departments.

2. The Civilian Human Resources Directorate shall provide guidance and assistance to supervisors and employees regarding work schedules.

3. Subordinate Supervisors shall:

a. Develop, review, and recommend approval or disapproval of employees' work schedules and/or work hours; and, ensure that subordinates know and comply with their approved schedules and hours;

b. Ensure that employees' work hours and/or work schedules are recorded, approved, and maintained by the department timekeeper;

c. Monitor the impact of AWS on the work of the subordinates;

d. Determine the need for management initiated work schedule changes; and

e. Maintain copies of USUHS Form 1405, see *Enclosure 4*.

4. Employees shall:

a. Request work hours and work schedules established by this Instruction from their immediate supervisor using USUHS Form 1405; and

b. Be aware of and comply with provisions and requirements of this Instruction.

5. Timekeepers shall:

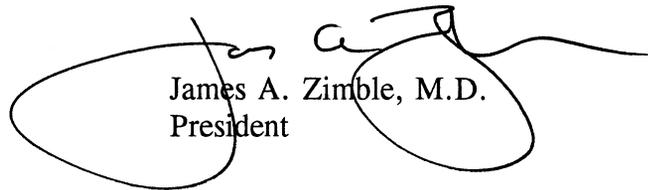
a. Record employees' work schedules and hours of duty in the automated time and attendance system;

b. Ensure that time and attendance records are properly completed and timely submitted and entered in the system;

c. Maintain employees' approved work schedules and completed leave and attendance records; and

d. Provide new employees with USUHS Form 1405.

G. Procedures. See *Enclosure 5*.



James A. Zimble, M.D.
President

Enclosures:

1. References
2. Definitions
3. Alternative Work Schedules
4. USUHS Form 1405
5. Procedures

REFERENCES

- (a) USUHS Instruction 1404, "Flexitime," dated July 19, 1990 (hereby cancelled)
- (b) USUHS Instruction 1405, "Hours of Duty," dated June 23, 1989 (hereby cancelled)
- (c) Interim Instruction, "Alternative Work Schedules (AWS)," undated (hereby cancelled)
- (d) 5 Code of Federal Regulations, Part 610, "Hours of Duty"

DEFINITIONS

1. Alternative Work Schedule (AWS). Flexible and Compressed Work Schedules.
2. Basic Workweek. A 40-hour workweek.
3. Biweekly Pay Period. The 2-week period comprising 80 hours for which an employee is scheduled to perform work.
4. Compressed Work Schedule (CWS). A fixed work schedule that enables an employee to work 80 hours in a pay period in less than 10 workdays.
5. Leave. Time off during an employee's basic work requirement which must be charged to an appropriate leave category.
6. Tour of Duty. The hours of a day (a daily tour of duty) and the days of an administrative workweek (a weekly tour of duty) that constitute an employee's regularly scheduled administrative workweek.

ALTERNATIVE WORK SCHEDULES

Employees and Supervisors must select one of the following work schedules:

1. **Basic Workweek:** Employees will work 8 hours a day with 30 minutes allotted for lunch, normally Monday through Friday, from 8:00 a.m. to 4:30 p.m.

2. **Basic Workweek with Flexitime:** Employees will work 40 hours a week, 8 hours a day, with 30 minutes allotted for lunch, normally Monday through Friday, within the work hours of 6:30 a.m. and 6:00 p.m. Employees may select a starting time in 15 minute intervals between 6:30 a.m. and 9:00 a.m. The workday will end between 3:00 p.m. and 6:00 p.m. Once selected, the work hours are fixed and no adjustments will be made without prior approval of the approving official.

3. **Compressed Work Schedule (CWS):**

(a) **5/4-9 Compressed Work Schedule:** Each pay period, employees will work 5 days one week and 4 days one week; eight 9-hour days and one 8-hour day, with one day off. Employees may select a starting time in 15 minute intervals between the hours of 6:00 a.m. and 8:30 a.m. A 30 minute lunch break will be taken midday. Once selected, the work schedule and hours are fixed until approval is granted by the approving official to change the work schedule.

Examples:

GROUP 1 - FIRST MONDAY OFF

WEEKS	S	M	T	W	TH	F	SAT	TOTAL WORK HOURS
1	X	X	9	9	9	9	X	36
2	X	8	9	9	9	9	X	44
TOTAL								80

GROUP 2 - SECOND MONDAY OFF

WEEK	S	M	T	W	TH	F	SAT	TOTAL WORK HOURS
1	X	8	9	9	9	9	X	44
2	X	X	9	9	9	9	X	36
TOTAL								80

GROUP 3 - FIRST TUESDAY OFF

WEEK	S	M	T	W	TH	F	SAT	TOTAL WORK HOURS
1	X	9	X	9	9	9	X	36
2	X	9	8	9	9	9	X	44
TOTAL								80

GROUP 4 - SECOND TUESDAY OFF

WEEK	S	M	T	W	TH	F	SAT	TOTAL WORK HOURS
1	X	9	8	9	9	9	X	44
2	X	9	X	9	9	9	X	36
TOTAL								80

GROUP 5 - FIRST WEDNESDAY OFF

WEEK	S	M	T	W	TH	F	SAT	TOTAL WORK HOURS
1	X	9	9	X	9	9	X	36
2	X	9	9	8	9	9	X	44
TOTAL								80

GROUP 6 - SECOND WEDNESDAY OFF

WEEK	S	M	T	W	TH	F	SAT	TOTAL WORK HOURS
1	X	9	9	8	9	9	X	44
2	X	9	9	X	9	9	X	36
TOTAL								80

GROUP 7 - FIRST THURSDAY OFF

WEEK	S	M	T	W	TH	F	SAT	TOTAL WORK HOURS
1	X	9	9	9	X	9	X	36
2	X	9	9	9	8	9	X	44
TOTAL								80

GROUP 8 - SECOND THURSDAY OFF

WEEK	S	M	T	W	TH	F	SAT	TOTAL WORK HOURS
1	X	9	9	9	8	9	X	44
2	X	9	9	9	X	9	X	36
TOTAL								80

GROUP 9 - FIRST FRIDAY OFF

WEEK	S	M	T	W	TH	F	SAT	TOTAL WORK HOURS
1	X	9	9	9	9	X	X	36
2	X	9	9	9	9	8	X	44
TOTAL								80

GROUP 10 - SECOND FRIDAY OFF

WEEK	S	M	T	W	TH	F	SAT	TOTAL WORK HOURS
1	X	9	9	9	9	8	X	44
2	X	9	9	9	9	X	X	36
TOTAL								80

(b) **4 Day, 10 Hours A Day Workweek:** Each pay period, employees will work 10 hours a day, 4 days a week and have 1 day off each week. Employees may select a starting time in 15 minute intervals between the hours of 6:00 a.m. and 7:30 a.m. A 30 minute lunch break will be taken midday. Once selected, the work schedule and hours are fixed until approval is granted by the approving official to change the work schedule.

Examples:

Schedule	S	M	T	W	TH	F	S	Total Work Hours
Monday off	X	X	10	10	10	10	X	40
Tuesday off	X	10	X	10	10	10	X	40
Wednesday off	X	10	10	X	10	10	X	40
Thursday off	X	10	10	10	X	10	X	40
Friday off	X	10	10	10	10	X	X	40

WORK SCHEDULE REQUEST

1. NAME	2. DEPARTMENT	3. EFFECTIVE DATE	
4. Check one of the boxes below indicating your choice of schedule			
<input type="checkbox"/> a. BASIC WORKWEEK (0800 - 1630) <input type="checkbox"/> b. BASIC WORKWEEK (FLEXITIME)	d. 5/4-9 COMPRESSED PLAN <input type="checkbox"/> GROUP 1 (FIRST MONDAY OFF) <input type="checkbox"/> GROUP 2 (SECOND MONDAY OFF) <input type="checkbox"/> GROUP 3 (FIRST TUESDAY OFF) <input type="checkbox"/> GROUP 4 (SECOND TUESDAY OFF) <input type="checkbox"/> GROUP 5 (FIRST WEDNESDAY OFF) <input type="checkbox"/> GROUP 6 (SECOND WEDNESDAY OFF) <input type="checkbox"/> GROUP 7 (FIRST THURSDAY OFF) <input type="checkbox"/> GROUP 8 (SECOND THURSDAY OFF) <input type="checkbox"/> GROUP 9 (FIRST FRIDAY OFF) <input type="checkbox"/> GROUP 10 (SECOND FRIDAY OFF)		
<input type="checkbox"/> c. FOUR DAY WEEK INDICATE DAY OFF: _____			
5. Work hours for 4b, 4c, and 4d above: From _____ To _____			
6. Employee Signature	7. Date	8. Supervisor Signature	9. Date
Approving Official			
10. Approved <input type="checkbox"/>	Disapproved <input type="checkbox"/>	11. Signature	12. Date
WORK SCHEDULE CHANGES IN EXCESS OF ONE PAY PERIOD			
Date (from/to)	Work Schedule	Employee/Supervisor Initial	Date

PROCEDURES

A. Establishment of Work Schedules.

1. The employee will submit work schedule requests on USUHS Form 1405 to his/her first level supervisor. First level supervisors will review work schedule requests and recommend approval, adjustment, or disapproval and forward the request to the approving official for review and approval. Final approval/disapproval authority is delegated to Department and Activity Heads. Department and Activity Heads may delegate final approval authority to first level supervisors.

2. USUHS Form 1405 will be kept on file with the department timekeeper once it is approved.

3. Employee requests for permanent changes to an established work schedule must be requested and approved in advance, using USUHS Form 1405. Permanent changes will be effective at the beginning of the pay period following approval.

4. Supervisors shall notify employees as soon as possible in advance of management or mission required work schedule changes.

B. Basic Workweek with Flexitime Schedule.

1. Full-time and part-time employees may elect this work schedule provided it does not interfere or adversely impact the mission or operations of the office/laboratory.

2. In special and occasional instances, with the prior approval of the appropriate approving official, the employee may alter his/her fixed work hours. Prior approval must be obtained on each occasion. In these instances, an employee may arrive late or leave early without leave being charged, provided he/she works the required number of hours scheduled for that day and the hours worked are within the established work hours of 6:30 a.m. and 6:00 p.m.. Unless the required number of hours are worked, the employee will be charged appropriate leave for the number of required hours he/she did not work.

C. Compressed Work Schedule (CWS) Program.

This program allows voluntary participation, subject to supervisory approval, by full-time employees. Part-time employees are excluded from participation in the CWS program. A sufficient work force must be present to effectively conduct the business of the agency. As a guide, no more than 25 percent of the work force will be absent on a scheduled CWS day off. Individual work schedule requests will be considered and approved within the mission requirements of the agency. Once approved the work schedule is fixed and changes will be kept to a minimum. Additional CWS provisions are as follows:

1. Where applicable, overtime or compensatory time will be granted to civilian employees who perform work in excess of:

- a. 8 hours on a scheduled 8-hour workday,
- b. 9 hours on a scheduled 9-hour workday,
- c. 10 hours on a scheduled 10-hour workday, or
- d. 80 hours in a biweekly pay period;

2. Temporary Duty. Employees will work the schedule of the temporary duty station or revert to the basic workweek (8 hours a day, 40 hours a week) as determined by the employee's first level supervisor;

3. Travel. Employees will revert to a basic workweek during pay period(s) while on travel;

4. Training. Employees will revert to a basic workweek for the pay period(s) while on training;

5. Leave:

a. Annual or Sick Leave. An employee on approved annual or sick leave will be charged according to his/her work schedule (e.g., 10 hours for a scheduled 10-hour day; 9 hours for a scheduled 9-hour day),

b. Military Leave. During periods of approved military leave employees will revert to a basic workweek for the pay period(s) while on military leave, or

c. Court Leave. During periods of court leave employees will revert to a basic workweek for the pay period(s) while on court leave;

6. Determining Holidays Under CWS:

a. when a holiday falls on a scheduled workday for an employee on a CWS, that scheduled workday is the employee's holiday. An employee on a CWS who is prevented from working on a designated holiday (or an "in lieu of" holiday) will be paid for the number of hours he/she is scheduled to work on that day (e.g., 9 hours or 10 hours),

b. when a holiday falls on Sunday (nonworkday) for an employee on a CWS, the next regularly scheduled workday will be the employee's "in lieu of" holiday. For example, when an employee who is regularly scheduled to work Monday through Friday, and Sunday is a holiday, the employee's "in lieu of" holiday will be the Monday following the holiday, or

c. when a holiday falls on a nonworkday other than Sunday, the last scheduled workday preceding the holiday will be the employee's "in lieu of" holiday. For example, when an employee is regularly scheduled to work Tuesday through Friday and Monday is a holiday, the employee's "in lieu of" holiday will be the preceding Friday; see Attachment 1;

7. Determining "in Lieu of" Sundays Under CWS:

a. when an employee is regularly scheduled to work on a Sunday an "in lieu of" Sunday will be designated. The second nonworkday outside of an employee's administrative workweek will be designated as the employee's "in lieu of" Sunday. For example, an employee's administrative workweek is Thursday through Monday; Tuesday and Wednesday are nonworkdays.

Wednesday (the second nonworkday outside of the employee's administrative workweek) will be designated as the employee's "in lieu of" Sunday or

b. when a holiday falls on an employee's designated "in lieu of" Sunday, the next scheduled workday will be designated as the employee's "in lieu of" holiday. For example, an employee's administrative workweek is Thursday through Monday. Wednesday is designated as the employee's "in lieu of" Sunday. When a holiday falls on Wednesday, the employee's "in lieu of" holiday will be Thursday (the employee's next regularly scheduled workday);

8. Pay for Holiday Work. A full-time employee on a CWS who performs nonovertime work on a holiday (or a day designated as the "in lieu of" holiday) will be paid basic pay plus premium pay equal to his/her rate of basic pay, for the number of hours worked on that day; and

9. Pay for Sunday Work. A full-time employee on a CWS who performs nonovertime work during a tour of duty, a part of which is performed on Sunday, will be paid Sunday premium pay for the number of hours worked on that day.

Enclosure 5, Attachment 1

DETERMINING HOLIDAYS UNDER COMPRESSED WORK SCHEDULE (CWS)

EXAMPLE A - HOLIDAY FALLS ON A SCHEDULED WORKDAY

WEEKS	SUN	M	T	W	TH	F	SAT	TOTAL WORK HOURS
1	X	8	9	H(9)	9	9	X	44
2	X	X	9	9	9	9	X	36
TOTAL								80

In this example, the holiday falls on Wednesday (regular workday) of Week 1. This scheduled workday is the employees's holiday.

EXAMPLE B - HOLIDAY FALLS ON SUNDAY (NONWORKDAY)

WEEKS	SUN	M	T	W	TH	F	SAT	TOTAL WORK HOURS
1	X	8	9	9	9	9	X	44
2	X	X	H(9)	9	9	9	X	36
TOTAL								80

In this example, the holiday falls on Sunday of Week 2. The next regularly scheduled workday (Tuesday) following the employee's CWS nonworkday is the employee's holiday.

EXAMPLE C - HOLIDAY FALLS ON A NONWORKDAY OTHER THAN SUNDAY

WEEKS	SUN	M	T	W	TH	F	SAT	TOTAL HOURS WORKED
1	X	8	9	9	9	H(9)	X	44
2	X	X	9	9	9	9	X	36
TOTAL								80

In this example, the holiday falls on Monday of Week 2, which is the employee's CWS nonworkday. The last scheduled workday (Friday) preceding the holiday is the employee's holiday.