HRDG 4610 - Tours of Duty - Section K - Subsection C

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Subchapter 4610 - Tours of Duty
Section K - Alternative Work Schedules: Compressed and Flexible
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EXAMPLE OF FLEXITIME SCHEDULE

CUSTOMER SERVICE BAND

Example of Flexitime Schedule

Flexible Time	**Core Time** (Includes 1/2 hour to 1 hour meal period)	**Flexible Time**
6am - 8am	9am - 3pm	4:30pm - 6pm

Note: This is a sample only; the customer service band may vary for field locations depending on the work requirements of the organization. The flexible periods may not begin before 6 a.m. nor end later than 6 p.m. for headquarters employees.

Basic Requirements

The basic work requirement for a full-time employee is 8 hours per day and 40 hours per week.

The basic workweek for a part-time employee is the number of hours specified on the personnel action.

Limitation on Use of Flexitime Schedules

Flexible schedules may not be used by employees who perform overtime work under 7 U.S.C. 2260 (Import-Export Act) (exception: VS 24-Hour Maxiflex Tour).

Flexitime may not be appropriate in other locations where employees are required to be present at specific hours of the workday.

Selection of Tour

Employees select their tours of duty by submitting a written request. This tour will reflect the hours the employee expects to work on most days. Employees may, however, vary starting and quitting times daily as long as an 8-hour tour of duty is completed daily. All employees must be present during core hours, except for the meal period, unless they have been granted a core time deviation by the supervisor.

Time Bands	The tour of duty consists of hours comprising the flexible and core time bands. Flexible hours are designated hours during which an employee may elect the time of his/her arrival or departure. Core hours are those hours during which an employee must be present for work. Time bands may be set locally. Headquarters tours must start no earlier than 6 a.m. and end no later than 6 p.m. Field locations may set bands based on local conditions or adopt 6 a.m. to 6 p.m.
Core Days and Hours	Headquarters core days and hours are Monday through Friday 9 a.m. to 3 p.m. Field units may use these core times or set their own based on the mission requirements.
Flexible Morning Period	Each employee selects a tour of duty that will reflect the hours the employee expects to work on most days. The starting time must begin sometime between the hours of the morning flexible time band. The employee may choose to vary the starting time on a day-to-day basis by gliding within the flexible time band. Starting times may begin upon arrival.
Flexible Midday Period	Work units that adopt flexitime may choose to set up a flexible meal period in the midday band. If a work unit chooses this option, employees may select from 1/2 hour to the maximum time included in the midday flexible time band for the unpaid meal period. The midday meal period usually will not exceed 1 hour; however, employees may choose to flex for a longer period during the midday flexible band as long as they are able to complete an 8-hour day. Note: The model shown does not contain a midday flexible band. Work units that adopt the model shown may only allow employees to take meal periods of 30, 45, or 60 minutes, unless a core time deviation is granted.

Flexible Afternoon Period	Each employee's workday will end at any time from the beginning to the end of the afternoon flexible period, depending on the employee's starting time, meal period, and any core time deviation that has been approved. The employee must complete an 8-hour day or account for any missing hours through the use of approved leave.
Flexibility	An employee is allowed to glide during flexible hours as long as he/she can account for an 8-hour day.
Approval of Tours of Duty	The supervisor may approve the employee's request for a flexitime schedule where flexitime has been approved as the tour of duty. In some work locations it may be necessary to make arrangements for office coverage by assigning some employees to fixed tours of duty for certain periods of time. In locations where this arrangement is necessary, management must make the effort to rotate such assignments in an equitable manner. It may not be possible to accommodate all employees' desires because of work requirements.
Changes to Employee's Tour of Duty	Changes to another tour of duty must be made before the beginning of the pay period to be effective at the beginning of the next or a subsequent pay period.

Core Time Deviations (CTDs)

The purpose of core time is to ensure that during a certain number of hours of each day all employees within a designated group will be present on the job; however, in some circumstances, supervisors may approve the use of a core time deviation (CTD). CTD is an absence specifically authorized by the supervisor during the core time which may be made up within the same day during flexible time in lieu of a charge to any type of leave.

Example: An employee reports for work at 7 a.m. and works until 10 a.m., when he/she leaves for a dental appointment. He/she returns at 12 noon and takes a 1/2-hour meal period. The employee completes the workday at 5:30 p.m. and is not required to take leave for the 2-hour break from 10 a.m. until 12 noon since he/she was still able to account for an 8-hour day with a ½-hour meal period.

Nothing under this provision is to be construed to prevent an employee from taking accrued annual and sick leave as appropriate. Rather, it provides an alternative for an employee when circumstances make the granting of a CTD mutually beneficial for the employee and the organization.

CTD is to be used only at the specific request of the employee; however, the granting of a CTD is at the discretion of the supervisor. It should be justified by circumstances that make the granting of a CTD mutually beneficial for both the organization and the employee.

Approving CTDs

Supervisors must sign a written request for any CTD's approved at the request of the employee. For example, an SF-71, Application for Leave, may be used to document these requests by checking the “Other” block in number 4 and writing in “CTD”. The day and hours covered by the CTD should be indicated in the blocks that follow. The form should be filed with the T&A report. Alternately, the CTD may be documented on the flexible logsheet and initialed by the supervisor on the logsheet or it may be documented using electronic mail/written memorandum, etc.

Minimum Charge for CTDs

The minimum charge for CTD's is 15 minutes. CTD's may be used only in multiples of 15 minutes.

Example: CTD's may be for periods of 1 hour, 1 hour and 15 minutes, etc.

Time Accounting Method

Recording attendance on a daily basis is mandatory only to account for absences, overtime, and the use of leave, etc. Signing in/out on a daily basis is **not** required in situations where an employee completes his/her daily work requirement of 8 hours, no leave is taken, compensatory time/overtime is not used/earned, etc. The logsheet may be reproduced locally to meet the needs of work schedules.

Note: AMS will maintain a daily time log. Each manager/supervisor will determine the appropriate format to be used in recording daily attendance.

The following highlights the main features and flexibilities of the “flexitime” tour:

Flexitime at a Glance

- Hours worked per day: 8 (accounted for by working/leave)
- Hours worked per week: 40
- Morning/Afternoon Gliding: Permitted
- Core Time Deviations: Permitted
- Earning/Using Credit Hours: Not permitted

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