

TABLE OF CONTENTS

- .01 Purpose
- .02 Objectives
- .03 Authority
- .04 Responsibility
- .05 References
- .06 Policy
- .07 File and Records Maintenance

- .1 **Weekly and Daily Scheduling of Work**
 - .11 Established Administrative Work Week
 - .12 Special Tours of Duty
 - .13 Meal Periods
 - .14 Standby Duty
 - A. Regularly Scheduled Standby Duty (Reserved)
 - B. Ordered Scheduled Standby Duty
 - .15 On-Call
 - .16 Travel on Official Time
 - .17 Administrative Group Dismissal
 - A. Authorizing Group Dismissal
 - 1. Washington Office
 - 2. Field Offices
 - B. Circumstances Necessitating Group Dismissal
 - 1. Normal Operations are Interrupted by Events or Emergencies
 - 2. The Office or Project Must be Closed for Short Periods
 - C. Early Dismissal
 - 1. Actually on Duty
 - 2. Excused from Duty
 - 3. On Duty When Agency Issues Formal Notification
 - .18 Overtime Hours
 - .19 Holiday Pay
 - A. Full-Time Employees
 - B. Compressed Schedule Employees
 - C. Part-Time Employees
 - D. "In Lieu of" Holidays
- .2 **Traditional Work Schedule**
 - .21 Basic Work for Full-Time Employees
 - A. Scheduled Tour of Duty
 - B. Excused Absence
 - C. Fire Assignments
 - .22 First 40 Hours of Duty
 - A. Scheduled Tour of Duty
 - B. Excused Absence
 - C. Fire Assignments
 - .23 Part-Time Employees
 - .24 Intermittent Employees

TC-2

- .3 Alternative Work Schedules
 - .31 General Provisions
 - A. Election Procedures
 - B. Core Hours
 - C. Flexible Time Bands
 - D. Lunch Periods
 - E. Managing Work Schedules
 - F. Credit Hours
 - G. Temporary Duty and Training Assignments
 - H. Excused Absence (Administrative Leave)
 - I. Fire Assignments
 - J. Leave
 - K. Sunday and Night Differential
 - L. Separation of Employees
 - .31 Gliding Schedule
 - .33 Variable Day Schedule
 - .34 Variable Week Schedule
 - .35 Maxiflex Schedule
 - .36 5-4/9 Compressed Schedule
 - .37 4-10 Compressed Schedule

Glossary of Terms

Illustrations

1. Basic Workweek Change Request, Form 1400-72
2. Gliding Schedule Model
3. Variable Day Model
4. Variable Week Model
5. Maxiflex Model
6. 5-4/9 Compressed Model
7. 4-10 Compressed Model

Appendices

- Alternative Work Schedules Summary
- Alternative Work Schedules Quick Reference

1400-610 – HOURS OF DUTY

.01 Purpose.

This Manual Section describes the Bureau's policy and procedures in the establishment of hours of work and supplements Departmental directives and Office of Personnel Management (OPM) regulations. This section must be used in conjunction with authorities cited in 1.3 and 1.5.

.02 Objectives.

To assure that OPM and Departmental requirements are met in the establishment of hours of duty in the Bureau.

- A. To provide supervisors and managers additional guidance, and clarification, to maximize their management options in accomplishing their workload, and maintaining availability to the public while providing employees work schedule options that better match personal and family needs, thereby improving overall morale.

.03 Authority.

- A. Federal Personnel Manual Chapter 610
- B. Federal Personnel Manual Supplement 990-2, Books 610 and 620
- C. Departmental Manual (370 DM 610)
- D. 5 CFR, Part 610

.04 Responsibility.

- A. Director has the ultimate responsibility for the establishment and utilization of hours of work in the Bureau.
- B. Assistant Director, Management Services is responsible for establishment of Bureau-wide policies relative to hours of duty.
- C. Assistant Directors, State Directors, BLM Director – BIFC, Service Center Director are responsible for setting hours of duty within their jurisdiction consistent with established policy. This includes establishment and utilization of alternative work schedules. This authority may be further delegated to the first line supervisory level at the discretion of the above-named officials.
- D. The Bureau Personnel Officer is responsible for providing authoritative guidance to officials charged with the responsibility for managing hours of duty schedules.
- E. Servicing personnel officers within their areas of responsibility review practices and authorizations pertaining to hours of duty, assist manager and supervisors in maximizing their options and ensure they conform with established policy, regulations, and procedures.

.04F

1400-610 – HOURS OF DUTY

- F. Supervisors at all levels, within their delegated authority, are responsible for being knowledgeable of and utilizing the various work schedules to meet the objectives in section .02 and for establishing a time-accounting method that will provide evidence that each employee under an alternative work schedule has worked the proper number of hours in a biweekly pay period.
- G. Employees are responsible for familiarizing themselves with hours of duty requirements, inquiring about items they do not understand, and suggesting changes to management. Employees are further responsible for working with management to select work schedule options to meet the objectives in .02, and if on an alternative work schedule, are accountable for the basic work requirement in a biweekly pay period.

.05 References.

- A. FPM Supplement 296-33
- B. FPM Supplement 990-2, Books 550 and 620
- C. BLM Manual 1400
- D. Interagency Fire Business Management Handbook
- E. BLM Manual 1341, Time, Attendance and Leave Reporting

.06 Policy.

It is the Bureau's policy to utilize various types of work schedules permitted by regulation for the purpose of improving workforce efficiency, increasing productivity and service to the public, reducing costs and at the same time providing the maximum flexibility for meeting employee needs.

.07 File and Records Maintenance.

All files and records regarding hours of work, e.g., accountability records, time and attendance records, and Basic Workweek Change Requests (Form 1400-72), must be established and maintained in accordance with the BLM Manual 1341, this manual section, and local policy and procedures.

.1 Established Administrative Workweek.

.11 Established Administrative Workweek in the Bureau is the calendar weekday through Saturday. Unless otherwise specified, it is the workweek for all tours of duty and work schedules. Employees should be notified at least one week in advance of a change in the administrative workweek, except when emergencies preclude such advance notice.

.12 Special Tours of Duty such as establishing a special workweek for educational purposes, back-to-back workweeks, and split shifts may be authorized by the appropriate official delegated in .04C. The authorizing official must review the authorized alternative work schedules in .3 prior to establishing a special tour unmdr this section. These tours are authorized on the Basic Workweek Change Request, Form 1400-72 (see Illustration 1).

.13 Meal Periods of at least one-half hour and no more than one hour are to be scheduled during the middle of the work shift. The meal period may be waived only for employees working less than a full shift (6 hours or less). Employees may extend the lunch period subject to the supervisor's approval as long as the work requirements are met and the scheduled tours of duty or work schedules are accountable during the pay period.

.14 Standby Duty.

A. Regularly Scheduled Standby Duty. (RESERVED)

B. Ordered Scheduled Standby Duty. At the direction of an official so authorized, an employee may be held ina specific location, fully outfitted and ready for an immediate assignment with a minimum of advance notice. Time spent eating and sleeping is not ordered standby and, unless otherwise specifically designated, is not compensable.

.15 On Call. This is time employees are free to leave their duty station and go about most of their normal activities. They must remain within the general area or otherwise be able to return to their duty station immediately. Pay is not authorized for on-call time.

.16 Travel on Official Time. Every effort must be made to schedule travel during the employee's normal duty hours. Time spent in travel or training which is not compensable under Title 5 of the United States Code or Fair Labor Standards Act (FLSA) may not be counted as credit hours earned under an alternative work schedule.

.17 Administrative Dismissal. When it is necessary to close an installation for brief periods, groups of employees may be granted excused absence. See BLM Manual Section 1400-630 for additional information on group dismissals.

A. Authorizing Group Dismissal

1. Washington Office. Group dismissals will be granted only after being advised by the Director of Personnel, Office of the Secretary, Department of the Interior.
2. Field Offices. Officials designated in a .04C may approve group dismissals in conformance with local written policy. In instances where more than one Bureau office is in the same city, office heads should confer with each other to arrive at a determination acceptable to all.

B. Circumstances Necessitating Group Dismissal. Groups of employees may be excused from duty when:

1. Normal Operations Are Interrupted by Events or Emergencies beyond the control of management of employees, such as extreme weather conditions, serious interruption to public transportation services (except as the result of strikes), disasters such as fire, flood, earthquake, or other conditions preventing employees from working or reporting to work.
2. The Office or Project Must be Closed for Short Periods, usually one day or less but not to exceed three days, for making repairs, retooling, power failure, or for other managerial reasons. Annual leave or leave without pay shall be made, insofar as practical, to continue the conduct of public business.

C. Early Dismissal. Employees who are on a duty status are excused only for the specified period of time the establishment is directed to close prior to the normal closing time.

- Employees who are not in an actual duty status, e.g., on leave, when notification of dismissal occurs after the opening hours are charged the appropriate leave for the entire period of absence. Employees are considered to be in actual duty status if they are:
1. Actually on Duty at the time of the dismissal. They must be either at the work site or attempting to get to the work site.
 2. Excused from Duty at the time of the dismissal with the expectation that they will return to duty before the close of the business day.
 3. On Duty When the Agency Issues Formal Notification of the scheduled early dismissal, but requested and were granted leave between the notification and actual dismissal.

.18 Overtime Hours. Hours of work officially ordered and approved in advance by management and in excess of 8 hours in a day or 40 hours a week. All employees including wage system and nonexempt employees being paid under Title V participating in an alternative work schedule may request and be granted compensatory time off “in lieu of” payment for overtime hours. See FPM Supplement 990-2, Books 550 and 620 and Appendix 1 of this manual section for additional information.

.19 Holiday Pay.

The following rules will apply regarding holiday pay for employees.

- A. Full-Time Employees on a traditional or flexible tour who are relieved from work on a holiday are entitled to pay for 8 hours.
- B. Compressed Schedule Employees relieved from working on a holiday are entitled to pay for the scheduled hours of work.
- C. Part-Time Employees relieved from work on a holiday are entitled to pay for the number of hours scheduled for that day.
- D. “In Lieu of” Holidays.
 - 1. When a full-time employee has 2 (or 3) consecutive nonworkdays and a holiday falls on the first (or second) nonworkday, the preceding workday is as an “in lieu of” holiday. When the holiday falls on the last nonworkday, the following workday is an “in lieu of” holiday.
 - 2. Part-time employees are not entitled to an “in lieu of” holiday if a holiday falls on a nonworkday, but should be granted administrative leave for the hours of work scheduled on the “in lieu of” holiday.

.2 Traditional Work Schedules. These are work schedules which were available prior to the enactment of alternative work schedule legislation.

.21 Basic Work Schedule for Full-Time Employees. This is the standard work schedule in the Bureau except for employees on an alternative work schedule. Refer to .3 of this chapter for instructions concerning those schedules.

- A. Scheduled Tour of Duty. This is a fixed tour consisting of 40 hours, five 8-hour days, Monday through Friday, with a lunch break of no less than one-half and no more than 1 hour scheduled during midshift. The schedule is authorized on the Basic Workweek Change Request, Form 1400-72. A change in the established workweek for office in the Washington, D.C., Metropolitan Area requires prior Departmental approval except for those schedules authorized in this chapter. Prior approval of the appropriate officials designated in .04C is required for field offices.
- B. Excused Absence (Administrative leave). An employee's absence may be administratively authorized without charge to leave or loss of pay for no more than 8 hours. Refer to BLM Manual Section 1400-630 for further guidance.
- C. Fire Assignments. Employees assigned to an emergency fire tour will be assigned to a first 8-hour tour at the start of their second continuous calendar day of the assignment. Do not use the basic tour for the duration of the fire emergency. Refer to the Interagency Business Management Handbook for further instructions.

.22 First 40-Hour Tour of Duty. The use of this indefinite workweek tour of duty should be reserved for nonemergency situations when working hours are determined by irregular and often unpredictable needs for service. Approval must be obtained from the appropriate officials delegated in .04C when it is impractical to prescribe a regular schedule of definite hours for each workday without handicapping a project or increasing costs. All work performed under this schedule is considered regularly scheduled work for hours of duty and premium pay purposes.

- A. Scheduled Tour of Duty. The basic 40 hours must occur during not more than 6, and preferably 5, of the days of the administrative workweek. The hours worked must adhere as closely as possible to the established basic workweek. The tour must be scheduled in advance and only for the period while the needs for services are irregular and unpredictable. This tour may be authorized on a seasonal basis or for completion of a specific project. The schedule is authorized on the basic Workweek Change request, Form 1400-72.
- B. Excused Absence (Administrative Leave). Employees on a first 40-hour tour of duty have unpredictable and uncertain daily work hours and, therefore, cannot be excused from work if they have not been scheduled to work.

1400-610 – HOURS OF DUTY

- C. Fire Assignments. Employees assigned to an emergency fire tour will be assigned to a first 8-hour tour at the start of their second continuous calendar day of the assignment. Thereafter, do not use first 40-hour schedule for the duration of the fire emergency. Refer to the Interagency Fire Business Management Handbook for further instructions.

- .23 Part-Time Employees. Employees work a regularly scheduled tour of duty of 16 to 32 hours per week with a prearranged work schedule. This tour may be utilized for job sharing, if less than full-time employment is needed, or for other reasons in the best interests of the Bureau. The schedule is authorized on the Basic Workweek Change Request, Form 1400-72.

- .24 Intermittent Employees. Intermittent employees without prescribed tours of duty are employed on any calendar day. A SF-50, Notification of Personnel Action, is required to change this status to full-time or part-time with a regularly scheduled tour of duty.

1400-610 – HOURS OF DUTY

.3 Alternative Work Schedules. The Bureau has approved the use of both flexible and compressed work schedules. Approved flexible schedules are gliding, variable day, variable week, and maxiflex. Approved compressed work schedules are the 4-10 schedule and the 5-4/9 schedule.

.31 General Provisions. All employees may apply for any locally adopted alternative work schedule consistent with the work unit objectives. Management and supervisors with the delegated authority in .04C may approve work schedules for individual employees and/or groups of employees based on the work unit objectives.

A. Election Procedures

1. The alternative work schedule selected by an employee must be documented and authorized on the Basic Workweek Change Request, Form 1400-72. The approved work schedule becomes effective the first day of the pay period following the approval date.
2. The approved Basic Workweek Change Request, Form 1400-72, must be submitted to the Servicing Personnel Office for processing. A "Notification of Personnel Action," SF-50, reflecting the selected work schedule will be generated.
3. Employees must complete the Basic Workweek Change Request, Form 1400-72, each time when changing between traditional, flexible and compressed work schedules for the purposes of recording appropriate overtime and other premium pay, leave, credit hours, excused absence and other pay record purposes.

B. Core Hours must be established for those schedules requiring core hours. Bureau recommended core time bands are the hours of 9:30 a.m. to 11:00 a.m., and 1:00 p.m. to 2:30 p.m., Monday through Friday. Authorized officials can set other core time deviations. Employees shall work all core hours during their scheduled tour of duty unless otherwise approved to use leave or credit hours.

C. Flexible Time Bands. Normal tours of duty shall occur between the recommended hours of 6:00 a.m., and 6:00 p.m. Authorized officials have the authority to determine their own flexible time bands.

D. Lunch Periods will be from one-half hour to one hour during the flexible time band of 11:00 a.m. to 1:00 p.m., Monday through Friday. Employees may extend the lunch period subject to the supervisor's approval as long as the work requirements are met. The lunch period may be waived only for employees working less than a full shift (6 hours or less).

1400-610 – HOURS OF DUTY

- E. Managing Work Schedules
1. All offices must be adequately staffed to conduct normal business during regular business hours. A manager or supervisor must be available on all work days unless there is a special or emergency situation.
 2. Supervisors may be required to limit work to 8 hours or change work schedules on a given day when weather, workload, public needs or other conditions warrant the change, but will not make adjustments for the sole purpose of avoiding overtime or other premium or extra compensation. Management may, in some situations, require an employee to convert to any alternative work schedule for work related reasons. Management retains the right to assign employees to particular shifts and to determine the length of the shifts. Supervisors will provide the employee with the reason(s) for the schedule change.
- F. Credit hours. Time spent in travel or training that is not compensable under Title 5 of the United States Code or FLSA may not be counted as credit hours earned under an alternative work schedule. Night differential pay is not authorized when earned credit hours are used beyond 6:00 p.m. Employees on variable and maxiflex schedules can earn a maximum of 24 credit hours. Credit hours must be earned during the normal work hours of 6:00 a.m. to 6:00 p.m., Monday through Friday, unless otherwise approved by the supervisor. Accumulated earned credit hours may be used on another workday, workweek, or biweekly pay period, but should be used before granting of annual leave. Employees on a gliding work schedule cannot use credit hours in advance of earning the credit hours.
- G. Temporary Duty and Training Assignments. An employee assigned to a temporary duty location or while in training status should temporarily assume the schedule of the activity the employee is visiting or the hours of the training session. Temporary work schedule changes are to be recorded on the Time and Attendance Report, DI-502G, with a Remarks Code 990 – Change in Work Schedule. Temporary changes in work schedules will require advanced planning by the employee to ensure accountability for the basic work requirement in the biweekly pay period.
- H. Excused Absence (Administrative Leave). The amount of excused absence granted will be determined on an additional individual basis depending upon the policy authorizing the absence and the employee's established pattern of work or, for employees on a compressed schedule, the hours scheduled.
- I. Fire Assignments.
1. Employees with flexible schedules assigned to an emergency fire tour will be assigned to a first 8-hour tour at the start of their second calendar day of the assignment. Credit hours earned prior to the fire will be used in calculating the basic 40-hour workweek, unless the employee can use them after release from the fire.

1400-610 – HOURS OF DUTY

2. For employees on a compressed schedule, convert employees assigned to an emergency fire tour to a first 9-hour or a first 10-hour tour until the firer emergency is over or the employee is officially relieved from hours pay each day until the base hour (non-overtime) requirement is met. For days outside the employee's regularly scheduled workdays and for the regularly scheduled 8-hour day (5-4/9 employee), only 8 hours pay per day are guaranteed.
- J. Leave. The maximum amount of annual and sick leave, leave without pay, and absence without leave charged on any one day for an employee is the number of hours the employee is scheduled to work on that day or the established pattern of work for that day. The minimum time increment for leave is 15 minutes.
- K. Sunday and Night Differential. See Appendix 21 for a quick reference. See FPM Supplement 990-2, Books 550 and 620 for further guidance.
- L. Separation of Employees.
1. The Bureau has established the following policy to achieve administrative efficiency in handling credit hours of separating employees. An employee who is on a flexible schedule and has accumulated credit hours will be paid for those unused credit hours when separated, e.g., transfer, resign, or retire, from the Bureau. Bureau employees moving to another Bureau or agency that is participating in a flexible schedule with the credit hours option will still be paid for all unused credit hours.
 2. A full-time employee will be paid at the employee's current rate of basic pay for not more than 24 credit hours accumulated. A part-time employee will be paid at the employee's current rate of basic pay for not more than one-fourth of the hours in the employee's biweekly basic work requirement accumulated.
 3. The Assistant Director, Management Services, State Directors, BLM Director – BIFC, and the Services Center are responsible for establishing procedures to notify PAYPERS to pay separating employees accumulated credit hours consistent with established policy.

.32 Gliding Schedule. Gliding schedules are a flexible tour of duty which allows employees to vary their arrival and departure time on a daily basis, but must account for 8 consecutive hours (excluding the lunch period) each day. An employee on a gliding schedule may not use credit hours prior to earning them as this is a fixed schedule of 8 hours per day. A model of a gliding schedule is shown in Illustration 2.

.33 Variable Day Schedule. Variable day schedules are a flexible tour of duty which allows employees to vary their arrival and departure times and the number of hours they work on a daily basis. Each full-time employee has a scheduled tour of duty consisting of five days and 10 hours each week of the pay period. Employees may vary the length of the work day. Unearned credit hours remaining at the end of the week must be charged to the appropriate leave category, e.g., annual, sick, leave without pay or absence without leave. The schedule is authorized on the Basic Workweek Change Request, Form 1400-72. A model of a variable day schedule is shown in Illustration 3.

1400-610 – HOURS OF DUTY

.34 Variable Work Schedule. A variable week schedule is a flexible schedule which allows employees to vary their arrival and departure time, the number of hours they work each day, and the number of hours they work each week. Each full-time employee has a scheduled tour of duty consisting of 5 days each week of the pay period. Full-time employees must work 3 days per week and an 80-hour pay period. The schedule is authorized on the Basic Workweek Change Request, Form 1400-72. A model of a variable week schedule is shown in Illustration 4.

.35 Maxiflex Schedule. A maxiflex schedule is a flexible schedule which allows employees to vary their arrival and departure time, the number of hours they work each day, the number of hours they work each week and the number of days they work each week. Each full-time employee must work the core time bands three days a week and meet an 80-hour basic work requirement. The schedule is authorized on the Basic Workweek Change Request, Form 1400-72. A model of the maxiflex schedule is shown in Illustration 5.

.36 5-4/9 Compressed Schedule.

- A. Each full-time employee shall have a fixed scheduled tour of duty consisting of eight 9-hour days and one 8-hour day each pay period. Part-time employees have fixed scheduled tours with at least one 9-hour day. The employee selects, with the supervisor's approval, the "off" day. The schedule is authorized on the Basic Workweek Change Request, Form 1400-72. At the request of the employee and subject to work demands, the supervisor may approve a change in the scheduled "off" day during a pay period.
- B. This is a fixed schedule and, therefore, has no flexible or core time bands. Credit hours and other aspects of flexible schedules such as gliding do not apply. A model of a 5-4/9 compressed schedule is shown in Illustration 6.

.37 4-10 Compressed Schedule.

- A. Each full-time employee has a fixed scheduled tour of duty consisting of four 10-hour days. Part-time employees have fixed scheduled tours of which at least one day must be a 10-hour day. This tour is authorized on the Basic Workweek Change Request, Form 1400-72. Tours may switch from a 4-10 compressed work schedule to a 3-8 standard and back on a pay period basis. All tour changes shall be effective at the beginning of a pay period. At the request of the employee and subject to work demands, the supervisor may approve a change in the scheduled "off" day during a pay period.
- B. This is a fixed schedule and, therefore, has no flexible or core time bands. Credit hours and other aspects of flexible schedules such as gliding do not apply. A model of a 4-10 compressed schedule is shown in Illustration 7.

1400-610 – HOURS OF DUTY

GLOSSARY OF TERMS**-B-**

basic work requirement: the number of hours, excluding overtime hours, which an employee is required to work or is required to account for by leave or otherwise.

biweekly pay period: the 2-week period the Bureau utilizes for pay purposes which is covered inclusively on a single Time and Attendance Report.

-C-

Compressed Work Schedule (CWS): in the case of a full-time employee, an 80-hour bi-weekly basic work requirement which is scheduled for less than 10 workdays; and, in the case of a part-time employee, a biweekly basic work requirement of less than 80 hours which is scheduled for less than 10 workdays. The CWS's approved for Bureau use are the 4-10-hour days and the 5-4/9 schedule.

core-time: those designated hours and days during the biweekly pay period when an employee on an alternative work schedule must be present for work. The Bureau recommended core time band hours are Monday through Friday, 9:30 a.m. – 11:00 a.m. and 1:00 p.m. – 2:30 p.m. with a lunch period scheduled between 11:00 a.m. and 1:00 p.m.

core-time deviation: when an authorized official grants approval to an employee to work hours other than the designated core time band.

credit hours: Any hours within a flexible schedule which are in excess of an employee's basic work requirements and which the employee elects to work so as to vary the length of a workweek or a workday. Employees, including those covered by FLSA, may not be compensated for credit hours other than to the extent required to meet the basic work requirement. Credit hours may be accumulated and used in ¼ hour (15 minute) increments. Use of credit hours must be approved by the supervisor. A maximum of 24 hours may be accumulated. Part-time employees are limited to earning a maximum of one-fourth of the hours in their biweekly schedule. Accumulated hours may be carried forward and utilized during other days, weeks, or pay periods. It is the responsibility of each employee to ensure that credit hour accumulation does not exceed 24 hours at any time as the excess will automatically be forfeited. Earned credit hours should be used before annual leave is granted.

1400-610 – HOURS OF DUTY

-E-

established pattern of work: is the normally worked hours of an employee on a variable or maxiflex schedule. A minimum of two pay periods is needed to establish a pattern of work.

-F-

flexible time band: that part of the schedule of working hours during which employees may choose their time of arrival and/or departure from the work site. The Bureau recommended flexible time band hours are 6:00 a.m. to 9:30 a.m., 11:00 a.m. to 1:00 p.m., and 2:30 p.m. to 6:00 p.m., Monday through Friday.

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 any flexitime schedule are:

1. The employee must be at work during core time or otherwise account for those hours through approved absence.
2. The employee must account for the total number of hours they are scheduled to work.

-G-

gliding schedule: a flexible schedule which contains core time bands on only three work days in each week of the biweekly pay period, and in which an employee has a basic work requirement of 80 hours for the biweekly pay period. The employee may vary the number of hours worked on a given workday, or the number of hours each week, but must account for all core time.

-M-

maxiflex schedule: a flexible schedule which contains core time bands on only three work days in each week of the biweekly pay period, and in which an employee has a basic work requirement of 80 hours for the biweekly pay period. The employee may vary the number of hours worked on a given workday, or the number of hours each week, but must account for all core time.

-T-

traditional work schedules include those schedules such as five 8-hour day schedules, first 40-hour schedules, part-time and intermittent schedules, adjusted work schedules, variations for educational purposes and provisions for emergency situations permissible prior to the enactment of alternative work schedule legislation.

1400-610 – HOURS OF DUTY

-V-

variable day schedule: a flexible schedule containing core time on each workday in the week and in which an employee has a basic work requirement of 5 days and 40 hours in each week of the biweekly pay period. The employee may vary the number of hours worked on a given workday or the number of hours each week, but must account for all core time.

variable week schedule: a flexible schedule containing core time on five days each week of the biweekly pay period and in which an employee has a basic work requirement of 80 hours for the biweekly pay period. The employee may vary the number of hours worked on a given workday or the number of hours each week, but must account for all core time.

-W-

work unit: an organizational entity of the Bureau headed by a supervisor or manager authorized to certify time and attendance reports and to approve leave.

1400-610 - HOURS OF DUTY

Basic Workweek Change Request

Form 1400-72 (610)
(August 1975)

UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT

BASIC WORKWEEK CHANGE REQUEST
FULL-TIME EMPLOYEES

NOTE
Form does not take the place of
T&A Report, Form DI-502. (See
BLM Manual Section 1341.)

1. Name of Employee *

2. Title & Grade (Ungraded, give pay rate)*

3. Headquarters

4. Workweek Schedule

a. No Schedule First 40 hrs. of duty in workweek beginning (specify day of week) _____

b. Regular Schedule (show below) (Specify work schedule selected here)

DAY OF WEEK	HOURS (specify a.m./p.m.)		TIME ALLOWED (meal)	TOTAL HOURS (worked)
	FROM	TO		

5. Period Covered

Indefinite

Temporary (1 year or less) From (date) _____ To (date) _____

6. Justification (Supervisor must sign all copies of Certification, on reverse, when change is for educational reasons)

(Specify the requirements of the work schedule, as applicable. For example, accountability for hours per day, days to be worked each week; basic work requirement; length of lunch break; and, if arrival and departure times may vary.)

7. Recommendation

(Supervisor's Signature)

Approved

Disapproved

(Title)

Signature _____

Title _____

(Date)

Date _____

8. Action

TIMEKEEPER

* Attach separate list for more than one employee

1400-610 - HOURS OF DUTY

Basic Workweek Change Request

CERTIFICATION

*(To support Basic Workweek Change Request
for educational purposes)*

In connection with the proposed variation in work schedule for educational purposes, I CERTIFY THAT:

1. The courses being taken are not provided under the Training Act.
2. The change in the employee's regular tour of duty will not appreciably interfere with the accomplishment of the work to be performed.
3. Additional costs for personal services will not be incurred.
4. Completion of the courses will equip the employee for more effective work in the Bureau.



(Supervisor's Signature)

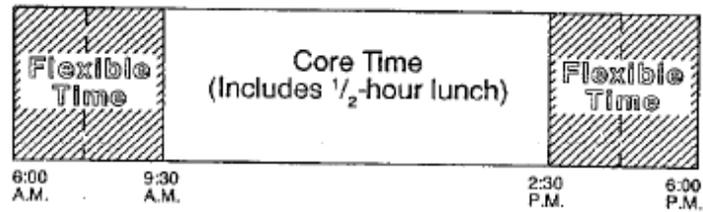
Chief, Branch of XYZ

(Title)

1400-610 - HOURS OF DUTY

Gliding Schedule Model

Gliding



- within flexible bands, employees may vary arrival and departure time daily without prior notification or approval of the supervisor as long as employee is present for core time within limits established by organization.
- credit hour accumulation for carryover to a succeeding pay period is limited to a maximum of 24 hours.

1400-610 - HOURS OF DUTY

Variable Week Model

Variable Week

	WEEK 1				WEEK 2			
	6 a.m.	9:30	2:30	6 p.m.	6 a.m.	9:30	2:30	6 p.m.
M					Hours			
					10	7		
T					9	8		
W					10	8		
Th					8	6		
F	8	6						
	Hours Worked 45				37			

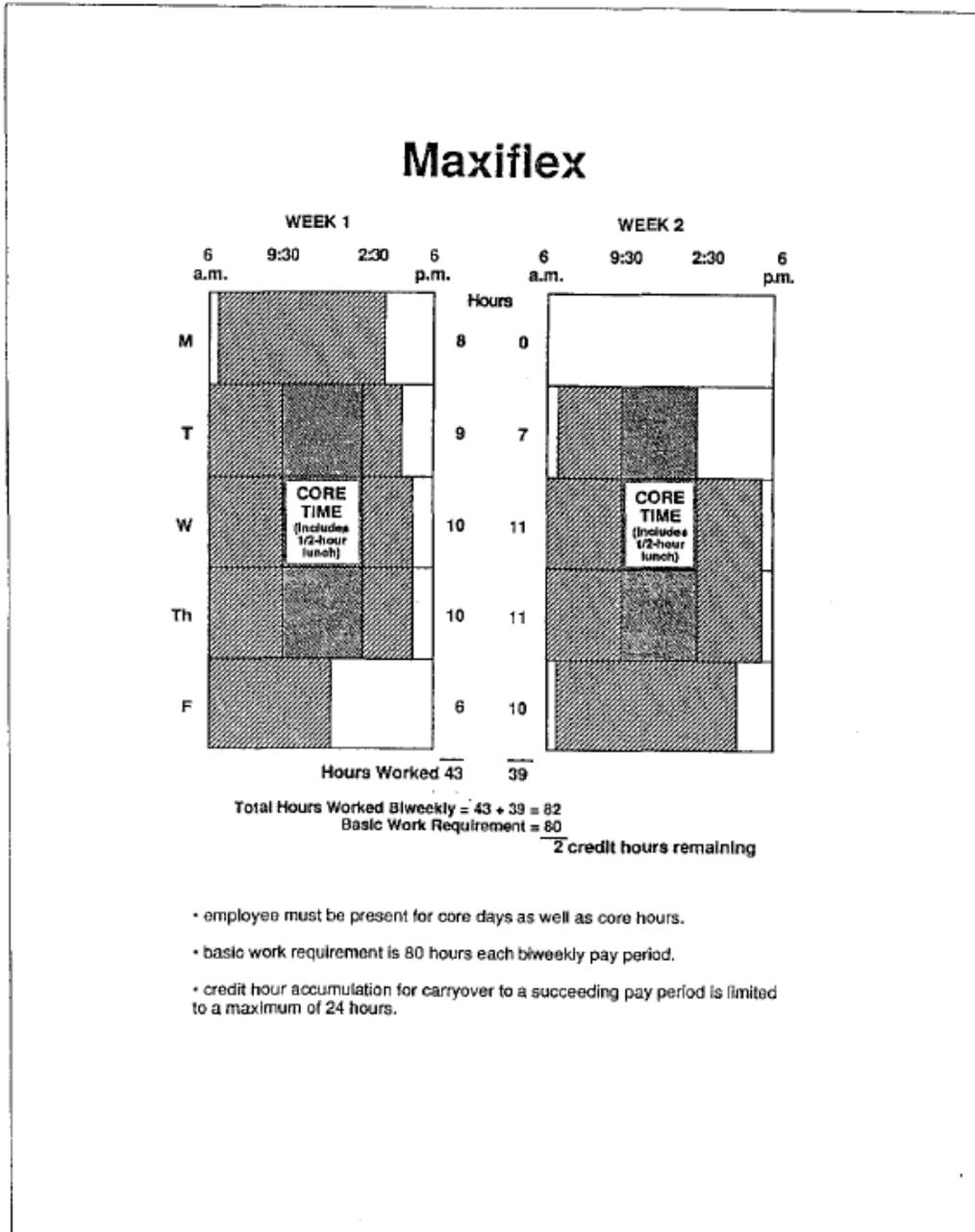
Total Hours Worked Biweekly = 45 + 37 = 82
 Basic Work Requirement = 80

2 credit hours remaining

- employee may vary the length of the day and the workweek as long as employee is present for core time.
- must work or account for the basic work requirement, e.g., 80 hours each biweekly pay period for a full-time employee.
- credit hour accumulation for carryover to a succeeding pay period is limited to a maximum of 24 hours.

1400-610 - HOURS OF DUTY

Maxiflex Model

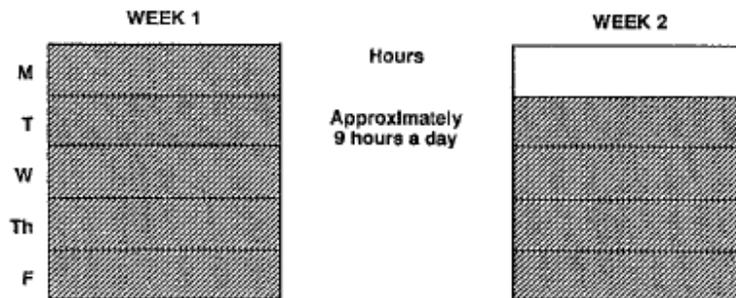


1400-610 - HOURS OF DUTY

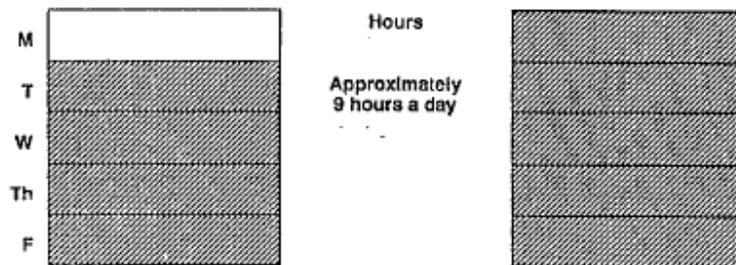
5-4/9 Compressed Model

Compressed 5 - 4/9

GROUP A



GROUP B



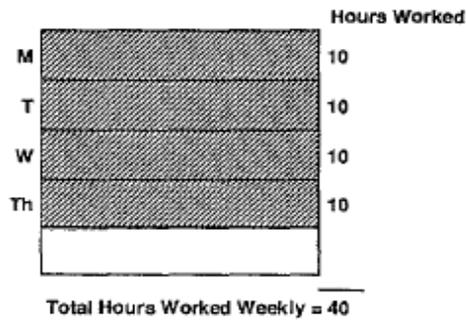
Total Hours Worked Biweekly, Group A = 80
Total Hours Worked Biweekly, Group B = 80

- full-time employee works 80 hours for the biweekly pay period 5 days one week and 4 days the next week.
- basic work requirement is 80 hours every two weeks.

1400-610 - HOURS OF DUTY

4-10 Compressed Model

Compressed 4 10-Hour Days



- full-time employees work 40 hours, 4 days each week.
- basic work requirement is 10 hours each day and 40 hours each week.

1400-610 - HOURS OF DUTY

Alternative Work Schedules Summary

Alternative Work Schedules (AWS) Summary

AWS — Tour of Duty

Gliding	FT: 8 hours per day, 5 days per week; PT: as scheduled, all core hours.
Variable Day Variable Week	FT: 5 days per week; PT: as scheduled, all core hours.
Maxiflex	FT: 5 days each week scheduled. Core hours on at least 3 days. PT: as scheduled.
5-4/9	FT: 9 hours per day for 8 days and 8 hours for 1 day per pay period; PT: as scheduled, at least one 9-hour day per pay period.
4-10	FT: 10 hours per day for 4 days per week; PT: as scheduled, at least one 10-hour day per pay period.

AWS — Flexible Time Bands

Gliding Variable Day Variable Week Maxiflex	Arrival and departure times may vary. Normal work hours shall be between 8:00 a.m. and 6:00 p.m.*
5-4/9 4-10	Schedule may not vary.

AWS — Core Time Bands

Gliding Variable Day Variable Week	Normal core time bands are the hours of 9:30 a.m. to 11:00 a.m. and 1:00 p.m. to 2:30 p.m. Monday through Friday.* Employee must be present during core time or have leave or use of credit hours approved.
Maxiflex	Normal core time bands are the hours of 9:30 a.m. to 11:00 a.m. and 1:00 p.m. to 2:30 p.m.* Employee must have core time scheduled on a minimum of 3 days per week. Employee must be present during core time or have leave or use of credit hours approved.
5-4/9 4-10	Tour is fixed. Core time does not apply.

*See local policy and appropriate negotiated agreements.

1400-610 - HOURS OF DUTY
Alternative Work Schedules Summary

AWS — Accumulation of Credit Hours	
5-4/9 4-10	Fixed hour per day tour, does not apply.
Gliding Variable Day Variable Week Maxiflex	Hours worked in excess of regular requirement at employees option to vary the length of day or week. Limited to a maximum of 24. PT limited to a maximum of 1/4 of the hours scheduled in a pay period. Must be earned during the normal work hours of 6:00 a.m. to 6:00 p.m. Monday through Friday.*
AWS —Credit Hour Usage	
5-4/9 4-10	Fixed hour per day tour, does not apply.
Gliding Variable Day Variable Week Maxiflex	May be used to vary the length of day or week. May be used during core hours. Requires Supervisory approval in advance.
AWS —Overtime and Compensatory Time	
Gliding Variable Day Variable Week Maxiflex	Officially ordered and approved work hours in excess of 8 hours per day or 40 hours per week.
5-4/9	Officially ordered and approved work hours in excess of the 8 or 9 hours scheduled or 80 hours per pay period.
4-10	Officially ordered and approved work hours in excess of 10 hours per day or 40 hours per week.
AWS —Night Pay	
Gliding Variable Day Variable Week Maxiflex 5-4/9 4-10	Only for full-time employees whose regularly scheduled tour includes hours between 6:00 p.m. and 6:00 a.m. Do not pay for credit hours.

*See local policy and appropriate negotiated agreements.

1400-610 - HOURS OF DUTY

Alternative Work Schedules Summary

AWS —Sunday Pay	
Gliding Variable Day Variable Week Maxiflex 5-4/9 4-10	Only for full-time employees whose regularly scheduled tour includes Sunday. Do not pay for credit hours.
AWS —Holiday Pay	
Gliding Variable Day Variable Week Maxiflex	Full-time employees, 8 hours per day. Part-time employees, the number of hours scheduled on the actual holiday.
5-4/9 4-10	Hours as scheduled for that day.
AWS —Leave and Excused Absence	
Gliding	8 hours maximum per day.
Variable Day Variable Week Maxiflex	The maximum amount of leave or excused absence is based on the employee's established pattern of work. If a pattern of work is not established, the maximum is 8 hours.
5-4/9 4-10	The maximum amount of leave or excused absence is the number of hours scheduled for that day.
AWS —Fire Assignments	
Gliding Variable Day Variable Week Maxiflex	Begin first 8 hours at 12:01 a.m. of second day.
5-4/9	Begin first 9 hours at 12:01 a.m. of second day. For days outside of the employee's regular work week and for the scheduled 8 hour day, only 8 hours are guaranteed.
4-10	Begin first 10 hours at 12:01 a.m. of second day. For days outside of the employee's regular work week, only 8 hours are guaranteed.

Rel. 1-1588

1400-610 - HOURS OF DUTY

Alternative Work Schedules Summary

AWS —Unearned Credit Hours	
Gliding 5-4/9 4-10	These are fixed hours and day schedules, does not apply.
Variable Day	At the end of the administrative workweek, charge to AL, SL, LWOP, or AWOL.
Variable Week Maxiflex	At the end of the pay period, charge to AL, SL, LWOP, or AWOL.

ALTERNATIVE WORK SCHEDULES QUICK REFERENCE

	GLIDING	MAXIFLEX VARIABLE DAY VARIABLE WEEK	COMPRESSED 5-4-9	COMPRESSED 4-10
Scheduled Tour of Duty	5 8-hour days per workweek.	Variable, but includes all core hours.	8 9-hour days 1 8-hour day per pay period.	4 10-hour days per workweek.
Established Work Pattern	Pattern of arrival and departure for 2 or more pay periods.	Pattern of arrival and departure for 2 or more pay periods.	Does not apply.	Does not apply.
Flexible Time Bands	Normal work between 6:00 a.m. and 6:00 p.m.	Normal work between 6:00 a.m. and 6:00 p.m.	Does not apply.	Does not apply.
Core Time Bands	9:30 a.m.-11:00 a.m. and 1:00 p.m.-2:30 p.m.	9:30 a.m.-11:00 a.m. and 1:00 p.m.-2:30 p.m.	Does not apply.	Does not apply.
Earn Credit Hours	Can earn credit hours for all compensable work. Maximum of 24.	Can earn credit hours for all compensable work. Maximum of 24.	Does not apply.	Does not apply.
Use Credit Hours	Can use only after earning.	Can use earned credit hours to vary the length of the workday.	Does not apply.	Does not apply.
Overtime Hours	Ordered and approved hours over 8 hours in a day or over 40 hours in a workweek.	Ordered and approved hours over 8 hours in a day or over 40 hours in a workweek.	All hours over the scheduled hours of work for that day or 80 hours in a pay period.	All hours over 10 hours in a day or 40 hours in a week.
Holiday Pay	Full-time employees get 8 hours, part-time get scheduled hours.	Full-time employees get 8 hours, part-time get scheduled hours.	Full- and Part-time employees get the scheduled hours.	Full- and Part-time employees get the scheduled hours.
Annual, Sick, and Administrative Leave	Based on scheduled hours for the day not to exceed 8 hours.	Up to the established work pattern.	Based on scheduled hours for the day not to exceed 9 hours.	Based on scheduled hours for the day not to exceed 10 hours.
Fire Assignment	Convert to first 8 on second full day.	Convert to first 8 on second full day.	Convert to first 9 until relieved. 8 hour days and hours outside normal tour are 8 hours only.	Convert to first 10 until relieved. Hours outside normal tour are 8 hours only.
Night Pay Differential	Only for hours between 6:00 p.m. and 6:00 a.m. that are regularly scheduled.	Only for hours between 6:00 p.m. and 6:00 a.m. that are regularly scheduled.	Only for hours between 6:00 p.m. and 6:00 a.m. that are regularly scheduled.	Only for hours between 6:00 p.m. and 6:00 a.m. that are regularly scheduled.
Sunday Differential	Paid to full-time employees who have a regularly scheduled tour on Sunday.	Paid to full-time employees who have a regularly scheduled tour on Sunday.	Paid to full-time employees who have a regularly scheduled tour on Sunday.	Paid to full-time employees who have a regularly scheduled tour on Sunday.
Compensable Hours of Travel	During scheduled tour of duty.	During the flexible time band.	During scheduled tour of duty.	During scheduled tour of duty.

Alternative Work Schedules Quick Reference
1400-610 - HOURS OF DUTY

Appendix 2