

**30 July 1999**

**Personnel**



**ALTERNATIVE WORK SCHEDULE PLAN**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**NOTICE:** This publication is available digitally on the AFRC LAN InfoBase and Subordinate unit InfoBase. If you lack access go to HQ AFRC WWW site at: <http://www.afrc.af.mil>.

---

OPR: 434 SPTG/DPC (Tammy Schlarf)

Certified by: 434 SPTG/CC  
(Lt Col John A. Blackburn)

Supersedes 434 ARWI 38-101, 2 May 1997

Pages: 4  
Distribution: F

---

This instruction provides information, definitions, and instructions essential to implementation of the Flexible Work Schedule. It implements AFPD 36-8 *Employee Benefits and Entitlements*, along with AFI 36-807/AFRC SUP, *Weekly and Daily Scheduling of Work and Holiday Observances*, 5 CFR Part 610, 5 USC Chapter 61, and the handbook on, *Alternative Work Schedules*, published by Office of Personnel Management (OPM). This instruction applies to all of the 434 Air Refueling Wing.

**SUMMARY OF REVISIONS**

This revision has added some paragraphs since last edition. Paragraphs 1.1, 1.2.1, 1.2.2, 1.3, 1.4, 3.1, 3.2, 3.3 through 3.7, and 3.10 through 3.12. All of 4, to include another Wing Form, in paragraph 4.4, and 5. 434 Wing Form 3, **Work Schedule Change Form**. A (I) indicates revisions from the previous edition.

**1. General.** Alternative work schedules (AWS), represent an alternative to traditional work schedules. There are two types of AWS programs at GARB, Flextime (FLEX) and Compressed Work Schedules (CWS). The 434th employees are afforded the opportunity to work, consistent with mission requirements, a 5/4/9 or 4/10 CWS or a FLEX schedule. If an employee does not wish to participate in these AWS options, he/she will be considered to be on a fixed default schedule of 0730 to 1630 hours with lunch from 1130 to 1230 hours.

1.1. FLEX provides for an 8-hour workday, with the ability to select and “flex” or temporarily alter start and stop times.

1.2. CWS provides for the 80-hour bi-weekly work requirement to be completed in less than 10 workdays per pay period. In the case of a part-time employee, it is a bi-weekly basic work requirement of less than 80-hours which is scheduled for less than 10 workdays.

1.2.1. A 5/4/9 is a schedule whereby an employee works eight 9-hour days and one 8-hour day per pay period. This provides one additional non-work day per pay period.

1.2.2. A 4/10 is a schedule whereby an employee works four 10-hour days per week. This provides one additional non-work day per week.

1.3. The determination of methods for increasing individual productivity and job satisfaction are an important focus of research in the Federal government. AWS, when properly utilized may represent one way of improving the utilization of manpower and increasing the productivity and job satisfaction of the employee.

1.4. Under any of the AWS options, the employee may request a work schedule change normally only once every 12 months. However, employees will be permitted to vary from one schedule to another for bonafide personal hardships, and otherwise, for operational needs as determined by the employer.

## **2. Objectives:**

2.1. To provide aircraft to meet operations sortie requirements and to keep aircrews mission ready. To accomplish this objective, maintenance must increase overall maintenance scheduling effectiveness.

2.2. To provide greater opportunity for all assigned individuals to vary work schedules and still meet the mission requirements. AWS has the potential for humanizing the work environment and creating a more effective organization.

## **3. Terms:**

3.1. Core Time (FLEX ONLY). Is the designated period during which employees must be present. Individual supervisors determine the Core Time for their work centers for a period not to exceed 6 hours (includes lunch period).

3.2. Core Time Deviation (CTD) (FLEX ONLY). CTD may be authorized by the supervisor. CTD is an absence specifically authorized by the supervisor during core time which can be made up within the same day in lieu of a charge to any type leave. CTD is to be used only at the specific request of the employee; however, the granting of CTD is at the discretion of the supervisor. It must be justified by unusual circumstances which make the granting of CTD mutually beneficial for both the organization and the employee. This may be done so long as sufficient time remains within the established working hours to complete a full 8-hour day plus the lunch break. If sufficient time does not remain to complete the 8-hour day may be accounted for by combination of CTD, credit hours and/or leave. CTD must not be authorized to avoid taking leave while in military status.

3.3. Credit Hours (FLEX ONLY). Credit hours are performed at the employee's option, with supervisory concurrence. These are hours in excess of the employee's workday. Credit hours are earned for time worked past the employee's approved scheduled workday, which may include weekends. There is no limit other than reasonable and prudent on the total number of credit hours which may be accumulated and used during the pay period. The use of credit hours is charged in ¼ hour increments. However, no more than 24 credit hours can be carried to the next pay period. It is the responsibility of both the employee and supervisor to zero out any credit time prior to employee transfer, termination, switch to a 5/4/9, 4/10, or default schedule, etc.

3.4. Excused Absence. An administratively authorized absence from duty without loss of pay or charge to leave.

3.5. Flexible Work Schedule (FLEX ONLY). Flexible schedule in which the employee, having once selected starting and stopping times which are approved by a management representative, continues to adhere to these times. Employees may, with management approval, alter starting and stopping times with 24-hour notice.

3.6. Flexible Time (FLEX ONLY). That part of the schedule of working hours which employees may choose their time of arrival and departure from the work site, within limits consistent with the duties and requirements of the positions, and with the concurrence of supervision. This time will be scheduled the Wednesday prior to the pay period and covers the next 80 hours.

3.7. Leave. Excused absence from duty. The employee is charged in quarter hour increments for the number of hours absent that correspond to the number of work hours in the employee's normal scheduled workday.

3.8. Lunch Period. A minimum of 30 minutes is required as a duty-free, non-paid lunch period. (For exception, see Negotiated Agreement, Article 22, Sec 4.). Specific length and time of the lunch period is coordinated in advance between the employee and supervisor. Under extenuating circumstances credit hours or compensatory time may be earned or overtime may be paid for work during the lunch break.

3.9. Military Leave. Charged in minimum increments of one day of leave. Credit hours, compensatory time, Leave Without Pay (LWOP), and/or annual leave can be used prior to exhausting all military leave.

3.10. Overtime. Any hours ordered and approved in excess of those which constitute the normal scheduled work day and are not compensatory time or credit hours.

3.11. Work Day. The scheduled workday for an employee, which may consist of eight (8), nine (9), or ten (10) hours and a lunch break, subject to management approval based on work requirement.

3.12. Scheduled Day Off (SDO) (CWS ONLY). The day off requested and approved in advance in a CWS week (10 hour days), an example of this is if an employee works Monday through Thursday, four 10 hour days, Friday would be the SDO.

#### **4. Conditions/Regulatory Restrictions:**

4.1. Supervisor's denial of a requested work schedule or termination of an existing work schedule will be IAW criteria that reference a reduction in productivity, a diminished level of service, and/or an increase in the cost of operations (other than reasonable administrative costs relating to the process of establishing an AWS program).

4.2. The organizational unit as a whole remains open for business 5 calendar days (Monday through Friday) each workweek excluding federal holidays. Individual sections are responsible for maintaining and documenting work schedules to ensure coverage Monday through Friday.

4.3. The work center supervisor establishes core hours for employees under flexitour. Management retains the right to restrict an employee's choice of arrival times if participation in the program is substantially disruptive to accomplishment of the mission.

4.4. Employees submit schedule request Wednesday prior to the pay period of implementation on a 434th Wing Form 3, **Work Schedule Change Form**. This approved schedule rolls over to subsequent pay periods unless changed. If an employee desires to change his/her schedule for a later pay period, another request must be submitted. If the supervisor cannot approve an employee's request the employee and the supervisor discusses possible alternatives. Supervisors make every reasonable effort to honor an employee's request subject to constraints such as work requirements, mission impact and safety.

4.5. Although management has the right to vary tours of duty and to change an employee's schedule for operational requirements, supervisors will give the maximum notice to affected employees.

4.6. For employees on flexitour, the use of credit hours, like annual leave, must be scheduled by the employees in advance. Credit hours must be earned before use. Approval for earning and use of credit hours is up to the supervisor based on mission needs.

4.7. For employees on flexitour, a 434th ARW Form 11, **Time and Attendance (T&A)**, is maintained/documented by the supervisor. Employees may maintain the form and provide it to the supervisor for documentation purposes.

4.8. Overtime and/or compensatory time may be paid to **all** employees (to include Wage System - WG and WS), regardless of the schedule they are working. Overtime and/or compensatory time requests must be submitted and approved on an AF Form 428, **Request For Overtime**, holiday premium pay, and compensatory time.

4.9. When an employee on a 5/4/9 or 4/10 is required to travel or participate in a training course where the hours of work are different than the employee's schedule, the supervisor will make adjustments in work hours on a case by case basis to obtain 80 hours of work during the pay period.

4.10. Supervisors consolidate and post the section schedule to ensure 5 days a week coverage.

**5. Forms Prescribed.** This instruction prescribes 434 ARW Form 3, **Work Schedule Change Form**, and 434 ARW Form 11, **Time and Attendance (T&A)**.

ANTHONY TASSONE, JR., Colonel, USAFR  
Commander