

Flexible work OPTIONS

TELEWORK/FLEXIPLACE

(<http://www.telework.gov>; and www.usda.gov/da/employ/ffwg.htm)

You may be eligible to Telework at an alternative worksite (i.e., GSA or USDA Telework Center, Work-at-home, or Satellite Office) on a regular and recurring schedule for one or more days a week. Also, temporary arrangements may be appropriate when you are recuperating from an illness. Any Telework arrangement must be approved by management.

FLEXITIME

One way to make time for family and personal needs during the business day is to consider a flexible work schedule. While there are certain core hours when everyone must be at work, under flexitime you may be allowed to vary your arrival, departure and lunch break times.

COMPRESSED WORK SCHEDULES

Unlike Flexitime, compressed work schedule are fixed; they donot allow you to vary your schedule on a daily basis. However, they do allow you to complete your basic 80 hour (biweekly) work requirement in less than 10 working days. There are several types of compressed work schedules; 5-4/9 is the most common.

CREDIT HOURS/COMPENSATORY TIME

If you are eligible to earn credit hours, or request compensatory time in lieu of approved overtime pay, these may be used to balance work and family life.

Leave OPTIONS

(<http://www.opm.gov/oca/leave/index.htm>)

FAMILY AND MEDICAL LEAVE ACT

Under the Family and Medical Leave Act (FMLA) of 1993, you are entitled to a total of 12 administrative work weeks of unpaid leave (leave without pay) during any 12-month period for—the birth or care of your newborn, adoption, the placement of a foster child or for a serious medical condition affecting either you or a family member (see *).

VOLUNTARY LEAVE TRANSFER PROGRAM (VLTP)

VLTP enables other employees to transfer annual leave to you to cover a medical emergency. If you have a medical condition that requires an extended absence from work and you have exhausted your own leave, you may request approval for participation in the leave transfer program. You may also use this option if you are caring for a family member (see *) with a serious medical condition.

BONE MARROW DONOR

If you are a bone marrow donor, you are entitled to use up to 7 days of paid leave in a calendar year to cover activities related to the donation. This leave is not charged to your own sick or annual leave accounts.

ORGAN DONOR

If you are an organ donor, you are entitled to use up to 30 days of paid leave in a calendar year to cover activities related to the donation. This leave is not charged to your own sick or annual leave accounts.

SICK LEAVE

Sick Leave for Family Care Purposes
You may use a total of up to 12 weeks of accrued sick leave each year to care for a family member (see *) with a serious health condition (see *).

DEPENDENT CARE

You may use your sick leave to care for a family member who is ill or injured, pregnant or recuperating from childbirth, or to take a family member to routine medical appointments. There are limits to the amount of sick leave you may use for this purpose. Check with your time keeper or personnel office.

ADOPTION

You can use sick leave to cover absences related to adopting a child. Appointments with adoption agencies and court proceedings, as well as medical appointments, may be covered.

BEREAVEMENT

You may also use your sick leave to make arrangements necessitated by the death or to attend the funeral of a family member. Again, there are limits on use of sick leave for this purpose so be sure to check with your time keeper or personnel office.

**Defined in FMLA.*



Additional OPTIONS

(<http://www.usda.gov/da/employ/ffwg.htm>)

TRANSIT SUBSIDY

If you commute to and from work utilizing mass transportation or a vanpool you may be eligible to receive a monthly agency paid transit subsidy. Check with your transit subsidy coordinator.

PRE-TAX PARKING

You may be eligible to exclude certain monthly parking expenses from your taxable income if you park at eligible parking locations and commute to and from work via mass transportation, vanpool, or in a carpool of two or more persons. Check with your transit subsidy coordinator.

PART-TIME EMPLOYMENT & JOB SHARING

If the other flexible work options do not meet your needs, you may want to explore part-time employment or job sharing with another employee.

ON-SITE CHILD CARE

On-site or near-site child care provided by licensed professionals may be available to you. Refer to website above.

CHILD CARE TUITION ASSISTANCE

You may be eligible to receive a monthly agency paid child care tuition assistance payment that is paid directly to your child care provider. Contact your work/life program manager for details on eligibility and availability. Not ALL agencies are offering this assistance.

CHILD CARE AWARE

Child Care Aware is a toll free service operating nationwide for people with child care concerns. If you need information regarding resources or referral agencies in your area call: 1-800-424-2246 (M-F, 8:00 a.m.–5:00 p.m. CST)

ELDER CARE LOCATOR

If you are concerned about an older person and don't know where to turn for information call the Elder Care Locator service: 1-800-677-1116 (M-F, 9:00 a.m.–8:00 p.m. EST)

GUARANTEED RIDE HOME

(<http://www.mwcog.org/commuter/Bdy-Grh.html>)—1-800-745-RIDE

Provides commuters in the Washington Metropolitan Area who regularly carpool, vanpool, bike, walk or take transit to work with a reliable ride home when one of life's unexpected personal emergencies and unscheduled overtime arises for up to 4 times per year and it is FREE! In other areas check with the local Commuter Transportation Office.

EMPLOYEE ASSISTANCE

(<http://www.usda.gov/da/shmd/eapl.htm>)

If you are feeling stressed by the pressures of balancing work and personal commitments, consider talking to your local Employee Assistance Program (EAP) Counselor. Your EAP can assist you with Elder Care issues.

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Balancing OPTIONS



WORK & LIFE



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