

Alternative Work Arrangements

The Federal Government offers alternative work arrangements to assist employees who are affected by a pandemic influenza:

Evacuation Pay – Evacuation payments may be made to employees or their dependents, or both, who are ordered to be evacuated from or within the United States and certain nonforeign areas in the national interest because of natural disasters or for military or other reasons that create imminent danger to the lives of the employees, their immediate family, or their dependents. [Link to guidance](#)

Alternative Work Schedules – An agency may implement alternative work schedules (AWS) instead of traditional fixed work schedules. Within rules established by the agency, AWS can enable employees to have work schedules that help the employee balance work and family or personal responsibilities. There are two categories of AWS:

A **Flexible Work Schedule** consists of workdays with core hours and flexible hours. Core hours are the designated period of the day when all employees must be at work. Flexible hours are the part of the workday when employees may choose their time of arrival and departure. A flexible work schedule may enable an employee to complete the basic 80-hour biweekly work requirement in less than 10 workdays. [Link to guidance](#)

A **Compressed Work Schedule** is a fixed work schedule under which the employee's arrival and departure times may not vary. A compressed work schedule enables a full-time employee to complete the basic 80-hour biweekly work requirement in less than 10 workdays. [Link to guidance](#)