

U.S. Office of Personnel Management Fact Sheet



Information For Employees About Flexible Work Arrangements

Alternative Work Schedules (AWS) – Flexible Work Schedules (FWS)

- Flexible Work Schedules (FWS) can enable employees to select and alter their work schedules to better fit personal needs and help balance work, personal, and family responsibilities within limits set by their agencies.
- FWS consist of workdays with core hours and flexible hours. Core hours are the designated period of the day all employees must be at work. Flexible hours are the part of the workday, outside of core hours, when employees may choose their time of arrival and departure.
- FWS are voluntary and subject to approval of the supervisor or manager.
- The types of FWS arrangements are:
 - **Flexitour** is a schedule in which an employee is allowed to select starting and stopping times within the flexible hours. Once selected, the hours are fixed until the agency provides the opportunity to select different starting and stopping hours.
 - A **gliding schedule** is a schedule in which a full-time employee has a basic work requirement of 8 hours in each day and 40 hours in each week. The employee may select a starting and stopping time each day and may change starting and stopping times daily within the established flexible hours.
 - A **variable day** schedule is a work schedule containing core hours on each workday in the week in which a full-time employee has a basic work requirement of 40 hours in each week of a biweekly pay period. However, the employee may vary the number of hours on a given workday within the limits established for the organization.
 - A **variable workweek** schedule is a work schedule containing core hours on each workday in the biweekly pay period in which a full-time 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 within the limits established for the organization.
 - A **maxiflex** schedule is a work schedule that contains core hours on fewer than 10 workdays in the biweekly pay period in which a full-time 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 within the limits established for the organization.
- The following provisions apply to using credit hours under an FWS program:

- Credit hours are any hours within an FWS that are in excess of an employee's basic work requirement (e.g., 40 hours a week) which the employee elects to work to vary the length of a workweek or a workday.
- Agencies may limit or restrict the earning and use of credit hours.
- OPM regulations prohibit SES members from accumulating credit hours under AWS programs (5 CFR 610.408.)
- The law prohibits carrying over more than 24 credit hours from one pay period to the next (5 U.S.C. 6126.)

Alternative Work Schedules (AWS) – Compressed Work Schedules (CWS)

- Compressed Work Schedules (CWS) are fixed work schedules that allow full-time employees to complete the basic 80-hour biweekly work requirement in less than 10 workdays, subject to the following provisions:
 - *For employees in a bargaining unit:* The agency must successfully negotiate a CWS program with the union for a represented group of employees prior to implementation (5 U.S.C. 6130.)
 - *For employees not in a bargaining unit:* The agency must secure a favorable vote from the majority of employees in the affected group before implementing a CWS program (5 U.S.C. 6127(b)(1))
 - Credit hours are not permitted under a CWS program.
 - For full-time employees, all hours worked in excess of the established CWS are overtime hours.
 - Employees on a CWS may request compensatory time off only for the performance of irregular or occasional overtime work. Compensatory time off may not be approved for any member of the Senior Executive Service (SES.)
 - An employee normally is excused from work and entitled to basic pay for the number of hours of his or her CWS on a holiday.
 - If the President issues an Executive order granting a "half-day" holiday, full-time CWS employees are normally excused from work during the last half of their "basic work requirement" (i.e., nonovertime hours) on that day.