



**DEPARTMENT OF THE NAVY**  
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CNICINST 12610.1  
N1  
26 Oct 2012

CNIC INSTRUCTION 12610.1

From: Commander, Navy Installations Command

Subj: WORK SCHEDULES, ALTERNATIVE WORK SCHEDULES, AND FLEXIBLE  
WORK SCHEDULES

Ref: (a) 5 CFR 610  
(b) DoD Instruction 1400.25 of 6 April 2009  
(c) U.S. Office of Personnel Management Handbook on  
Alternative Work Schedules  
(d) DoD FMR 7000.14-R of Sept 2012  
(e) DON Civilian Human Resources Manual  
(f) CNICINST 12600.1 of 12 March 2012  
(g) SECNAV M-5210.1

1. Purpose. To establish and publish policy on the Commander, Navy Installations Command (CNIC) Work Schedules, Alternative Work Schedules (AWS), and Flexible Work Schedules (FWS) Program, in accordance with reference (a), Volume 610 of reference (b), reference (c), Volume 8 of reference (d), and subchapter 1606 of reference (e).

2. Cancellation. CNI Policy Memo 12620, Alternative Work Schedules (AWS), dated 1 October 2003.

3. Background. AWS and FWS programs have the potential to enable managers and supervisors to meet their program goals while allowing employees to be more flexible in scheduling their personal activities. AWS and FWS can be used as recruitment and retention tools. CNIC has established work schedules under the provisions of regular work schedules and AWS, which include compressed work schedules (CWS) and FWS with "gliding option," in accordance with reference (c). The variety of work schedules allows the opportunity of meeting mission requirements while improving operations, enhancing personnel requirements and retention, reducing absenteeism, improving job satisfaction and quality of work life, attracting candidates to work at CNIC, assisting employees in dealing with family issues, reducing leave usage for medical appointments and personal business, and

improving overall efficiency and morale. The opportunity to participate in CWS and FWS "gliding option" may be extended to full-time and part-time employees on a voluntary basis. AWS and FWS also provide an opportunity to extend work day coverage and personnel availability to customers by varying arrival and departure times in order to accomplish mission requirements with employees who take advantage of these options.

#### 4. Policy

a. This policy applies to appropriated funds (APF) employees enterprise-wide. The Work Schedules, AWS, and FWS instruction is meant to describe the approved schedules at CNIC. Telework is described as an approved alternate duty location to work, and is covered under reference (f).

b. CNIC authorizes the use of a regular work schedule, FWS with "gliding option," CWS model of "5/4/9," or CWS model of "4/10," in order to expand the use of work schedule options included in the AWS program described in reference (c). CWS and FWS with "gliding option" are not interchangeable. The authorized work models for use by employees under this instruction are outlined in reference (c).

c. Execution of AWS and FWS options must not disrupt CNIC operations or mission accomplishment. If it is determined that a work schedule is having an adverse impact on CNIC operations, that employee schedule may be modified by the relevant Headquarters (HQ) N-Code or Special Assistant (SA), Region Commander (REGCOM), or Activity Head. Participation in an AWS is considered a privilege, not an entitlement.

d. Bargaining unit employees are covered by this instruction when the matters discussed in this policy are not covered in the collective bargaining agreement (CBA). Labor obligations must be fulfilled prior to implementation of this instruction when applicable. Regions will notify CNIC HQ Equal Employment Opportunity and Civilian Personnel Policy office (N13) on the progress (as it occurs) towards implementation. This instruction is not meant to circumvent language in an existing CBA. If there is any conflict between this instruction and an existing CBA, the CBA will govern until such time as the process for negotiation of a new CBA is completed. Firefighters with a regular tour of duty in excess of a basic 40-hour work week are not covered by this instruction.

e. Lunch breaks and participation in physical fitness activities that are not command-sponsored are not considered part of the required work day. Command-sponsored activities do not count toward the hours employees are scheduled and are expected to work. Lunch breaks are a 30-minute non-compensable break that may not be taken at the beginning or end of the work day. Supervisors have the authority to approve an employee's occasional request for a non-compensable lunch break of no more than 60 minutes. However, the work day must be extended accordingly and reflected in Standard Labor Data Collection and Distribution Application (SLDCADA).

f. Workload demands may require supervisors to temporarily change an employee's work schedule or cancel an employee's AWS for a period of time. Employees must submit work schedule changes in writing to management, indicating the reason for the change. If the change will last longer than two pay periods, employees should fill out CNIC form 12610/1, SLDCADA/Defense Civilian Personnel Data System (DCPDS) Work Schedule Input/Change Form, and submit to the payroll department. If the change will last less than two pay periods, the change can be made daily in SLDCADA without using CNIC 12610/1.

g. CNIC HQ's business hours of operation are 0730 to 1600. Commands and activities may establish business hours that best fit their mission. Supervisors are responsible for ensuring staff coverage during those hours.

h. CNIC HQ has established its core hours as 0900 to 1100 and 1300 to 1430 hours, during which all employees are required to be at work during the work week unless their absence is approved in advance. REGCOMs, Installation Commanding Officers (COs), and Activity Heads may establish core hours that best match their mission requirements. REGCOMs, Installation COs, and Activity Heads may grant an exception to the established core hours on a case-by-case basis, provided there is justification for the request and the request is in compliance with the required differential payment.

i. An employee's work schedule will revert to 5 days per week, 8 hours per day for a full pay period during periods of travel or training scheduled for more than 1 day, unless it is advantageous to the government for the employee to remain on CWS. If it is determined that the employee should remain on CWS, the employee and supervisor must discuss and reschedule the employee's regular day off (RDO). If and when the RDO falls

within the travel or training period, the employee should manually change the RDO in SLDCADA for the appropriate pay period. Under no circumstances will a temporary additional duty (TAD) trip be extended to accommodate an employee's day off.

j. An employee's selected work schedule becomes the established administrative work schedule for pay and leave purposes. Any change between work schedule options that will last for more than two pay periods should be considered a permanent change for pay and leave purposes. Changes to permanent work schedules must be made using CNIC 12610/1 with an explanation for the requested change, and must indicate the pay period for the change to take effect and be provided via the immediate supervisor to the organization's payroll department. Requests not in compliance with work schedule regulations will be returned by the payroll department to the employee's supervisor with an explanation provided. Since work schedules are considered permanent, any changes for less than two bi-weekly pay periods will have to be manually adjusted daily in SLDCADA.

k. Any individual failing to comply with the purpose of the AWS and FWS program, abusing AWS and FWS privileges, or falsifying time and attendance records, will be prohibited from participating in the AWS program and may be subject to disciplinary action. Employees who demonstrate a pattern of frequent unscheduled absences, require close supervision, or engage in other forms of misconduct, may be disqualified from participating in AWS and FWS by recording the explanation on CNIC 12610/1.

l. AWS and FWS can be used as a vehicle for reasonable accommodation (RA) pursuant to the Rehabilitation Act of 1973. Employees requesting RA should follow the process outlined in reference (e). More information on RA is set out in the Guide for Processing Reasonable Accommodation Requests, which can be found at:

<http://www.public.navy.mil/donhr/Pages/ReasonAccom.aspx>.

m. Official Holidays

(1) Holidays and observed ("in lieu of") holidays are treated the same for purposes of pay and leave for Federal employees. A list of Federal holidays can be found on the Office of Personnel Management website at [www.opm.gov](http://www.opm.gov).

(2) All Federal full-time employees are entitled to an observed ("in lieu of") holiday when an official holiday falls on a non-work day (normally Saturday or Sunday).

(3) When an official holiday falls on a regularly scheduled work day (usually Monday through Friday), that work day is granted as a holiday to the employee and is not charged to leave.

(4) If an official holiday falls on a Sunday, then the employee's observed ("in lieu of") holiday is the following Monday. For employees under CWS whose RDO is scheduled on Mondays, the RDO does not move, but instead the observed or "in lieu of" holiday is moved to the subsequent work day.

(5) If the official holiday is a non-work day and is not a Sunday, then the employee's observed ("in lieu of") holiday is the last regularly scheduled work day preceding the holiday.

(6) The number of hours credited for any holiday leave will be determined by the employee's CWS schedule.

(7) For an employee on a 5/4/9 schedule, if two holidays fall within in a single pay period, the first holiday will be credited for the amount of hours that would have been worked on that day. For the second holiday in that pay period, the 5/4/9 employee has three options:

(a) Move the 8-hour day of that pay period to the specific date on which the holiday fell;

(b) Take leave for the hour in excess of the 8 hours to be credited for the second holiday; or

(c) Work the extra hour during that pay period in order to not be charged leave.

(8) For an employee on a 4/10 schedule, the first holiday will be credited for the 10 hours that would have been worked on that day. For the second holiday in that pay period, the 4/10 employee has two options:

(a) Take leave for the 2 hours in excess of the 8 hours to be credited for the second holiday; or

(b) Work those 2 extra hours sometime throughout the work week.

n. Supervisors will follow the guidelines in accordance with reference (d) in granting court leave. Activities may adjust the work schedule of employees who work night shifts or work on the weekends when they are called for jury duty. Employees must go back on a regular work schedule at the conclusion of fulfilling jury duty obligations.

o. Credit hours for employees working under a FWS may be earned, with supervisor approval, if there is a sufficient amount of work available. Credit hours may not be earned by members of the Senior Executive Service (SES). Credit hours determined and approved in advance by the HQ N-Codes, SAs, REGCOMs, Installation COs, or Activity Heads are approved in 30-minute increments if there is sufficient work available. A full-time FWS employee may accumulate no more than 24 credit hours to be carried forward for credit against a later pay period. A part-time employee may carry over credit hours from one bi-weekly pay period to another in an amount equal to 25 percent of the bi-weekly schedule's hours of work. Earning and use of credit hours must be accurately reflected on the time sheet in SLDCADA. Credit hours should not be confused with overtime.

p. Employees must select one of the work schedules listed below and submit CNIC 12610/1 to their supervisor for approval.

(1) Work Schedule A - Regular Schedule. Regular schedule consists of 8 hours per day during CNIC HQ- or Activity-established business hours with a 30-minute lunch period in the middle of the work day.

(2) Work Schedule B - FWS. Flexible work schedule with "gliding option" is defined as a full-time employee with 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, may change starting and stopping times daily within the established flexible hours between the hours of 0600 and 1800, or may establish set starting and stopping times under this work schedule. Employees under FWS are eligible to earn credit hours when applicable. Employees must be in a work status that is based on the established core hours and documented in SLDCADA daily.

(3) Work Schedule C - CWS 5/4/9. CWS 5/4/9 for a full-time employee consists of eight 9-hour days and one 8-hour day for a total of 80 hours in a bi-weekly pay period. The Activity Head determines the number of hours a part-time employee must work in a 9-day bi-weekly pay period. Employees working this work schedule are not eligible to earn credit hours.

(4) Work Schedule D - CWS 4/10. CWS 4/10 for a full-time employee consists of 10 hours a day, 40 hours a week, and 80 hours a bi-weekly pay period. The agency head will determine the number of hours a part-time employee must work in a 4-day work week and in a bi-weekly pay period. Employees working this work schedule are not eligible to earn credit hours.

q. New employees who report to work on the first day of a new pay period may begin working their selected work schedule immediately if Work Schedule A or B is selected and approved. If Work Schedule C or D is selected and approved with the first Monday off, the employee will be permitted to deviate from working Work Schedule A during the first pay period onboard. New employees reporting onboard any time after the first working day of a new pay period must work 8 hours per day for the remainder of that pay period. A CWS, if selected by the employee and approved by the supervisor, will not begin until the next pay period.

r. Personal religious beliefs may require an employee to abstain from work at certain times of the work day or work week. The employee may be permitted to work alternative hours in order to meet the religious obligation, as long as the alternative hours are requested and approved. The hours worked in lieu of the normal work schedule do not create any entitlement to premium pay (including overtime pay). If an employee is absent when he or she is scheduled to perform work to make up for a planned absence for a religious observance, the employee must take paid leave, request leave without pay, or be charged absent without leave, as appropriate.

## 5. Responsibilities

a. Headquarters N-Codes, SAs, REGCOMs, Installation COs, or Activity Heads are responsible for:

(1) Establishing, approving, modifying, or canceling the AWS program within their component based on organizational needs. Management should contact the Human Resource Office

(HRO) before changing an AWS schedule for a bargaining unit employee.

(2) Ensuring that the implementation of this policy maintains efficient operations and accomplishment of the CNIC mission.

(3) Notifying CNIC HQ N13 of implementation of this instruction.

(4) Determining appropriate business and core hours for their organizations.

b. HROs are responsible for:

(1) Ensuring union notification and bargaining agreements are met prior to implementation of this instruction.

(2) Providing advice to supervisors on possible abuse of this instruction.

c. Supervisors are responsible for:

(1) Establishing and maintaining work schedules using CNIC 12610/1, SLDCADA/DCPDS Work Schedule Input/Change Form for all employees.

(2) Processing and approving work schedule requests, changes to work schedules, or credit hour requests promptly.

(3) Monitoring work productivity and studying the effect of AWS on the effectiveness and efficiency of meeting the CNIC mission and serving CNIC customers.

(4) Ensuring attendance and overtime under AWS are properly approved, recorded, and reported in SLDCADA.

(5) Ensuring subordinates are aware of and complying with the provisions of this instruction.

(6) Reviewing in advance an employee's written request for an adjusted work schedule for religious observance, if applicable.

(7) Ensuring employees do not abuse the AWS program or privileges. Supervisors will consult with the appropriate labor



and employee relations specialist prior to canceling AWS privileges of an employee.

(8) Consulting with the HRO RA program manager to identify the appropriate RA request and documenting the request from the employee.

(9) Consulting with the labor and employee relations specialist at HRO if an employee may be disqualified from participating in AWS.

d. Employees are responsible for:

(1) Adhering to the policy and procedures set forth in this instruction in order to accomplish the mission and maintain organizational effectiveness.

(2) Maintaining a current and accurate work schedule.

(3) Ensuring accurate recording and reporting of time and attendance in SLDCADA.

(4) Requesting the authorization to earn credit hours prior to performing the work.

(5) Providing required written documentation in support of any RA request.

(6) Requesting an adjusted work schedule for religious purposes.

(7) Reporting to duty between the established core hours.

6. Actions

a. HQ N-Codes, SAs, REGCOMs, Installation COs, or Activity Heads shall establish procedures for selecting a work schedule to best fits their mission.

b. Supervisors shall, as part of the check-in process, assist employees in completing the work schedule form and shall forward the form to the payroll department indicating the approved work schedule selected. The work schedule form will be provided to each new employee by their supervisor. Employees will discuss work schedule options with their supervisor prior

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to the end of the first work day. It is the supervisor's responsibility to ensure that the work schedule form is completed and forwarded to the payroll department by the end of the employee's first work week.

c. Employees shall:

(1) Discuss with supervisors work schedule options prior to the end of the first work day.

(2) Select a work schedule from the options listed in paragraph 4.p.(1) through 4.p.(4) of this instruction, and submit CNIC 12610/1 to their supervisor for approval.

(3) Submit changes in writing to management indicating the reason for a work schedule change. If the change will last longer than two pay periods, employees should fill out the SLDCADA/DCPDS Work Schedule Input/Change Form and submit to payroll. If the change is less than two pay periods, the change can be made daily in SLDCADA without using the SLDCADA/DCPDS Work Schedule Input/Change Form.

7. Forms and Reports. The desired work schedule shall be filled out using CNIC 12610/1, SLDCADA/DCPDS Work Schedule Input/Change Form, and submitted to the payroll department. The form can be found on Naval Forms Online at: <https://navalforms.documentservices.dla.mil/web/public/home> and on the CNIC portal, Gateway 2.0, on the CNIC HQ landing page at <https://g2.cnic.navy.mil/CNICHQ/Pages/Default.aspx>.

8. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed in accordance with reference (g).



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