# Reclamation Manual

Directives and Standards

## Comparison of Work Schedule Options

| Work Schedules | Earn Credit Hours | Established Core Time/Hours | Flexible Time Bands | AWS Day Off | Flexi-Lunch with Supervisor Approval | "Swap" AWS Day Off | Holidays | Leave (Per Day) | Admin Leave (Per Day) |
|---|---|---|---|---|---|---|---|---|---|
| **Fixed Full-time, and Seasonal Full-time** | No | Yes | No | N/A | No | N/A | 8 hours | 8 hours | Up to 8 hours |
| **Fixed Part-Time, and Seasonal Part-time** | No | Yes | No | N/A | No | N/A | Hours scheduled on the holiday | Up to the total hours scheduled to work on the leave day | TBD based on type of Admin Leave |
| **Intermittent, including Seasonal Intermittent** | No | No | No | N/A | No | N/A | Not Eligible | N/A | N/A |

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## Alternative Work Schedules (Flexible and Compressed)

| Types of AWS | Earn Credit Hours | Established Core Time/Hours | Flexible Time Bands | Regular Day Off (RDO) | Flexi-Lunch with Supervisor Approval | "Swap" RDO | Holidays | Leave | Admin Leave |
|---|---|---|---|---|---|---|---|---|---|
| Gliding Schedule | Yes | Yes | Yes | None | Yes | N/A | 8 hours | 8 hours | Up to 8 hours |
| Maxiflex | Yes | Yes | Yes | No more than 2 per pay period | Yes | Yes | 8 hours | Up to 12 hours | Up to 8 hours |
| Compressed 5/4-9 | No | No | No | 1 per pay period | No | No | Up to 9 hours | Up to 9 hours | Up to 9 hours |
| Compressed 4/10 | No | No | No | 1 per week | No | No | 10 hours | Up to 10 hours | Up to 10 hours |