

# MANAGERS FACT SHEET

## *Flexible Work Schedules*

Flexible Work Schedules (FWS) provide managers and supervisors with an alternative method for meeting program goals while allowing employees the flexibility of determining their work schedule.

### **Authorization to participate in FWS is an employment benefit, not an entitlement.**

At NCI, three forms of FWS are permitted: Flexitour; Gliding Schedule; and 5/4 – 9 Compressed Work Schedule (CWS). Information regarding these FWS options is delineated below.

### **Applicable to all FWS Programs**

- All full-time, permanent civil service NCI employees in good performance standing are eligible to participate, as are all Title 42, Title 38, SES and CC employees.
- Participation requires approval of the appropriate Approving Official (ARC Managers/Branch Chiefs/Section Heads/Office of the Associate Director Supervisors, or Supervisors in the OD).
- Participation may be suspended or revoked at any time, at the discretion of the Approving Official.
- Supervisors may modify work schedules to meet office requirements (e.g., attendance at a regularly scheduled staff meeting, peak-period work requirements, etc.).
- All employees must be present at work during NCI designated Core Times, which are 9:30am-11:30am and 1:30pm-3:30pm.
- Tour of Duty must fall within the NCI designated range of 6:00am-6:00pm, M-F (for employees working during normal business hours).
  - Approve a 6:00am daily arrival sparingly.
- Attendance at training or temporary reassignment to another office may require the suspension of the FWS in order to fully participate in the training or comply with the temporary office's schedule.

### **Flexitour**

- Flexitour is defined as a prescheduled, fixed 8 ½ hour workday (including ½ hour for lunch), M-F, that is outside the standard NCI tour of 8:30am-5:00pm.
- Identified start time must be between the hours of 6:00am-9:30am.
- Tour of Duty must be consistent from week to week, as specified on the *Work Schedule Request* form, which the employee must complete.

### **Flexitour (Continued)**

- Employee requests to modify the Tour of Duty (either temporarily or permanently) require justification, documentation, and prior approval.
- Credit hours may only be earned within the 6:00am-6:00pm M-F time band.
- Overtime work must be request and approved in writing before worked.

### **Gliding Schedule**

- A Gliding Schedule is a work schedule of 8 ½ hours per day (including ½ hour for lunch), M-F, which allows the employee to select an arrival time each day and change that arrival time daily.

### **Compressed Work Schedule (CWS)**

- A Compressed Work Schedule (CWS) is a work schedule consisting of the 80 hour workweek, comprised of eight 9 ½ hour workdays, one 8 ½ hour workday (both including ½ hour for lunch), and one day off within each bi-weekly pay period. This is the only form of CWS authorized at NCI.
- The Approving Official may reserve specific days of the week as unavailable as a CWS day off due to regularly scheduled activities (e.g., staff meeting).
- Tour of Duty must be consistent from week to week, as specified on the *Work Schedule Request* form which the employee must complete
- Employee requests to modify the Tour of Duty (either temporarily or permanently) require justification, documentation, and prior approval.
- Annual or Sick Leave charged for a full day of absence will be for the amount of schedule hours the employee was due to work.
- If an Administrative Leave (AL) (e.g., snow day) situation occurs on the scheduled CWS day-off, the employee is not eligible to receive AL.
- Holiday leave is paid in accordance with the employee's scheduled tour of duty.
- When a holiday falls on the employee's CWS day off the employee takes his/her day off in accordance with the schedule outline in the NCI FWS Policy found at <http://omaa.cancer.gov/policy/timekeeping/flex-schedule>.
- CWS employees are prohibited from using/earning credit hours.

### **For More Information**

NCI FWS Policy and the Work Schedule Request form may be found at:

<http://omaa.cancer.gov/policy/timekeeping/flex-schedule>.