



DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT LEAVENWORTH
290 GRANT AVENUE UNIT 1
FORT LEAVENWORTH, KANSAS 66027-1292

IMLV-ZA

22 July 2015

MEMORANDUM FOR GARRISON ACTIVITIES

SUBJECT: Garrison Command Policy Letter #14, Alternate Work Schedules and Credit Hours

1. REFERENCES.

- a. Title 5 U.S.C., Sections 6120-6133.
- b. Title 5 CFR 610.401-610.408.
- c. DoD Instruction 1400.25, Volume 610, DoD Civilian Personnel Management System: Hours of Duty, dated 6 Apr 09.
- d. Office of Personnel Management Handbook on Alternative Work Schedules.
- e. DOD Financial Management Regulation 7000.14-R Volume 8 Chapter 5, Section 0510, Credit Hours.

2. PURPOSE. To establish the Garrison guidelines and processes for requesting and approving alternate work schedules, to include credit hours, in order to enable managers and supervisor to meet their program goals while at the same time allowing employees to be more flexible in scheduling their personal activities.

3. APPLICABILITY. This policy applies to all Garrison Civilian employees.

4. DEFINITIONS. The definitions at 5 CFR 610.102 will be used. In addition, the following definitions apply:

- a. Alternate Work Schedule (AWS). Both flexible and compressed work schedules.
- b. Compressed Work Schedule (CWS). An alternative work schedule that allows a full-time employee to work an 80-hour bi-weekly pay period in less than 10 workdays.
- c. Flexible Work Schedules (FWS). An alternative work schedule that allows the employee to determine his or her own schedule within the limits set by the supervisor.

(1) Core Hours. Designated hours set by management during which an employee on a flexible work schedule must be present for work. The Garrison core hours are 0900-1500.

(2) Credit Hours. Hours an employee elects to work with documented supervisory approval, in excess of the basic workweek, i.e., more than 80 non-overtime

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hours in a 2-week pay period. Employees are not paid basic pay or overtime pay, nor do they receive compensatory time when they choose to earn credit hours. There is no maximum amount of credit hours an employee may work in a pay period, however, cumulative total credit hours allowed to be carried over to the next pay period is a maximum of 24 credit hours. Earned credit hours cannot be converted to compensatory time, overtime pay or vice versa.

5. RESPONSIBILITIES.

a. Employee.

(1) May request to work a flexible or compressed work schedule by submission of a memorandum to the supervisor (Appendix A). The written request must include proposed type of schedule, days, hours, and lunch period.

(2) Must properly request and obtain supervisory approval prior to earning or using credit hours regardless of work location.

(3) Is responsible for recording hours worked, leave taken, and credit hours appropriately on time and attendance record, and certifying by signature either written or electronic.

(4) Must be present for scheduled duty hours unless prior supervisory approval is obtained.

b. Supervisor or Manager.

(1) Establish procedures for employees to request a FWS or CWS.

(2) Establish procedures for employees to request and receive approval to earn or use credit hours.

(3) Ensure the hours worked and earned/used credit hours are accurately recorded on the time and attendance record.

(4) Ensure participating employees have a reasonable opportunity to use their credit hours.

(5) Ensure mission requirements can be met when approving AWS and use of credit hours.

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6. POLICY AND PROCEDURES.

a. General.

(1) The Garrison normal work schedule is 0730 to 1630 with a 60-minute unpaid lunch period, or 0730 to 1600 with a 30-minute unpaid lunch period. All other work schedules will be considered an AWS.

(2) The Garrison normal business hours are 0730 to 1630.

(3) The Garrison's core hours are 0900 to 1500. Management will endeavor to schedule meetings within the core hours.

(4) Employees on an AWS may set their regular duty hours between 0600 to 1800.

(5) Employees on an AWS will take a 30-60 minute unpaid lunch period between the hours of 1100-1330. With prior supervisory approval, employees may take up to 120 minutes and adjust their work schedule to fulfill their basic work requirement.

(6) Use of credit hours is optional for employees under a FWS.

(7) Use of credit hours is not authorized for employees on a CWS.

(8) The supervisor may change an AWS tour of duty only after giving a two week advance notice to the employee, unless emergency conditions exist or mutually agreed upon by the employee and the supervisor.

b. Accumulation and use of credit hours.

(1) One credit hour is earned for each hour of voluntary work in excess of the basic work requirement.

(2) Credit hours may be earned and used in 15 minute increments.

(3) Employees who accumulate credit hours under a FWS cannot convert credit hours to overtime pay or vice versa.

(4) Employees may use credit hours during a subsequent duty day, week, or pay period, with supervisory approval, to allow the employee to be absent for an equal number of hours with no loss of basic pay.

(5) Credit hours cannot be used before they are earned.

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(6) A full-time employee may carry over a maximum of 24 credit hours to the next pay period. A part-time employee may carry over one-quarter of their bi-weekly requirement. Example: If a part-time employee works a total of 40 hours per pay period, they may carry over a maximum of 10 credit hours to the next pay period. Unused credit hours at the end of the pay period in excess of 24 hours (or maximum allowed for part-time employee) will be forfeited.

(7) With supervisory approval, credit hours can be earned on Saturdays and Sundays, but not holidays.

(8) While employees may earn credit hours while in TDY status, they may not earn credit hours in actual travel status.

(9) Employees may not earn credit hours during excused absences, such as when excused from work due to weather emergencies. If employees work during the hours of their basic work requirement despite having been excused from work, they are not entitled to any additional compensation or to credit hours.

(10) Credit hours are transferable for the employee when he or she changes jobs or moves between organizations within Garrison. Employees may not donate their credit hours to another employee.

(11) Credit hours will be paid out at the employee's regular rate of pay if the employee leaves federal service or is no longer eligible to participate in an AWS program.

c. Timekeeping Requirements.

(1) Employees, supervisors, and timekeepers must ensure the accrual of credit hours is clearly recorded on the time card by the use of the code "CD".

(2) Employees, supervisors, and timekeepers must ensure the use of credit hours is clearly recorded on the time card by the use of the code "CN".

(3) Timekeepers should ensure employees participating on an AWS have the proper timekeeping code identified in the timekeeping system.

7. EFFECTIVE DATE. This Garrison policy for AWS is effective immediately on date signed. This policy will remain in effect until rescinded or updated. This policy supersedes all previous versions on this subject.

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8. PROPONENCY. The proponent for this policy is the Director of Human Resources at (913) 684-1697, DSN 552-1697. Questions regarding AWS should be directed to the Civilian Personnel Advisory Center, 913-684-7432.

Encl
Appendix A

//Original Signed//
THOMAS A. SHOFFNER
Colonel, AR
Commanding

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Appendix A

Request for AWS (Flexible Work Schedule)

Date

MEMORANDUM FOR (Supervisor's Name)

SUBJECT: Request for Flexible Work Schedule

1. Request approval for a flexible work schedule for the hours____to____, Monday through Friday, with a lunch period from____to____. I understand I must be present for scheduled duties, unless I obtain prior supervisory approval.
2. I understand that I can accrue credit time up to a maximum of 24 credit hours. I will record my work/credit hours with the appropriate codes. I also, understand I must get supervisory approval before earning credit hours for worked performed outside of the hours stated above, and I must request approval to use the accrued credit hours for absences.
3. I understand credit hours may not be substituted for compensatory time/overtime pay nor can I credit hours be converted to compensatory time or overtime. I understand I cannot use credit hours before they are earned.

(Employee's Signature)

Employee Name

Supervisor's Approval (Y/N)

(Supervisor's Signature)