

APPENDIX 3

Alternate Work Schedule Application Form

ALTERNATIVE WORK SCHEDULE (AWS) APPLICATION
(See program criteria on reverse side detailed in Article 25, Section 4)

NAME (please print): _____

I REQUEST FOR THE FOLLOWING WORK SCHEDULE (Please check one):

FLEXITOUR (Pursuant to Article 25 § 5A) Once selected arrival and departure times are fixed (8 hours a day, 40 hours a week, and 80 hours biweekly).

ARRIVAL TIME: _____ a.m. DEPARTURE TIME: _____ p.m.

FLEXTIME (Pursuant to Article 25 § 5B) This schedule allows employees to vary their daily arrival and departure times within the established flexible bands. The basic work week requirement is eight hours per day, forty hours per week, and eighty hours in a biweekly pay period.

MAXIFLEX SCHEDULE (Pursuant to Article 25 § 5C) This schedule allows employees to earn credit hours and to vary their daily arrival times within the established flexible bands. A Maxiflex schedule may contain core hours on fewer than 10 workdays in the biweekly period. The basic work requirement is eighty hours per biweekly pay period. Employees 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. Employees specify, with supervisory approval, which day(s) they will work and the number of hours per workday.

- 1) Employees on Maxiflex will count all Federal holidays as eight (8) hours towards the 80-hour pay period.
- 2) An employee may use leave or compensatory time to meet any additional work hour requirements for the holiday. An employee will also be allowed to earn and use credit hours for this purpose, provided the work is available. Alternatively, employee will be allowed to schedule the holiday as an eight (8) hour day.
- 3) Once an employee's Maxiflex schedule is approved by the Employer, it shall become the employee's approved schedule unless altered by the supervisor or an employee's request to alter it is approved.

COMPRESSED WORK SCHEDULES (CWS) (check one of the following compressed work schedules). Once selected arrival and departure time is fixed.

5-4/9 Plan DAY OFF: _____ WEEK 1 _____ WEEK 2 _____

9 HOUR DAY ARRIVAL TIME: a.m.

8 HOUR DAY: _____ WEEK 1 _____ WEEK 2 _____

8 HOUR DAY ARRIVAL TIME: _____ a.m.

4-10 Plan DAY OFF: _____ IN WEEK 1
DAY OFF: _____ IN WEEK 2

10 HOUR DAY ARRIVAL TIME: _____ a.m.

See Article 25 – AWS/Hours of Work – DHHS – NTEU CBA Mid-Term Supplement for more details.

I have read and understand the provisions of Article 25 of the Collective Bargaining Agreement between HHS and NTEU.

Employee Signature: _____ Date: _____

Approved _____ Disapprove _____ Effective date: _____

Approved with condition(s)/modification(s) _____

Approving Official signature: _____

Reason(s) for disapproval: _____

The following language duplicates Article 25, Section 4:

Program Criteria

HHS OpDivs

Work days: Monday-Friday

Flexible bands: 6AM - 930AM (arrival band) Monday - Friday
3PM – 7 PM (departure band) Monday-Thursday
230PM – 7PM (departure band) Friday

Flexible band for

Credit hours only: 5 AM – 9 PM Monday - Sunday

Lunch band: 11AM – 2PM

Core hours: 930AM – 3PM (Monday – Thursday)
930AM – 230PM (Friday)

Credit hours: 3 per day; 8 on Saturdays and Sundays

FDA

Work days: Monday-Saturday

Flexible bands: 5AM - 10AM (arrival band) Tuesday - Thursday
3PM – 9 PM (departure band) Tuesday-Thursday
5AM – 1030AM (arrival band) Monday, Friday, Saturday
230PM – 9PM (departure band) Monday, Friday, Saturday

Flexible Band for:

Credit hours only: 5AM – 9PM Monday – Sunday

Lunch band: 11AM – 2PM

Core hours: 10AM – 3PM (Tuesday – Thursday)
1030AM – 230PM (Monday, Friday, Saturday)

Credit hours: 8 per day