

OTT ALTERNATIVE WORK SCHEDULE (AWS) POLICY

Effective 06/22/2009

This OTT policy does not supersede the NIH AWS Policy or the OD Policy or the OIR Policy but rather delineates the options considered appropriate to the unique work requirements of OTT.

Definitions

The following definitions are provided to clarify terms used in this policy:

- Core hours - Hours from 9:30 am to 11:30 am and from 1:00 pm to 3:00 pm Monday through Friday in which all staff must be on duty regardless of tour or schedule.
- Flexible/non-core hours - Hours between 6:30 am to 9:30 am and 3:00 pm to 6:00 pm Monday through Friday
- An employee's work hours may begin as early as 6:30 am or may end as late as 6:00 pm
- Credit hours - Hours an employee may choose to work, with supervisory approval, in excess of their basic work requirement under a flexible work schedule. Credit hours are not permitted under Compressed Work Schedule (CWS) described below.
- Meal Period - a minimum of one-half hour of unpaid time set aside for eating. A meal period is **not** considered to be part of the basic workweek/work requirement, except in those situations when the supervisor requires the employee to perform his or her regular duties while eating. An employee on AWS must have a meal period if they work 8 or more hours a day and may not skip the meal period to shorten the length of the work day.

Types of AWS approved for OTT

There are two components of AWS approved for OTT staff. They are Flexible Work Schedules and Compressed Work Schedules. Supervisory approval must be obtained before initiating any schedule changes.

- The Flexible Work Schedules (FWS) include Flexitour and Gliding Schedules. Flexitour has scheduled fixed starting and stopping times within the flexible hours of 6:30 am to 9:30 am and 3:00 pm to 6:00 pm, respectively. Gliding Schedule allows the employee to select an arrival time each day and change that arrival time daily as long as it is within the flexible hours of 6:30 am to 9:30 am. In both Flexitour and Gliding schedules, employees have a basic work requirement of 8 hours per day, Monday through Friday in addition to an unpaid meal period of at least one-half hour.
- Credit Hours are an option available within the FWS. Credit hours are hours that an employee elects to work, with supervisory approval, in excess of the employee's basic work requirement under a FWS. A maximum of 24 credit hours may be carried

over from one pay period to the next pay period. A full-time employee receives pay for a maximum of 24 unused credit hours at his or her current rate of basic pay when Federal employment ends, when the employee transfers to another agency (as defined in 5 U.S.C. 6121(1)), or when the employee otherwise is no longer subject to an agency's flexible work schedule program. Both the earning of and use of credit hours are subject to **advanced supervisory approval**. Credit hours may be earned during and/or outside OTT's 6:30 am to 6:00 pm working hours Monday through Friday and also on non-work days, e.g., Saturday or Sunday, however, premium pay will not be granted for those hours.

- The Compressed Work Schedule (CWS) - more than 8 hours per day and less than 10 days per pay period (credit hours are not available under CWS)
 - 5/4-9 (eight 9 hour days and one 8 hour day per pay period);
 - 4-10 (eight 10 hour days per pay period); or
 - 4-9 and 1-4 (eight 9 hour days and 2 four hour days per pay period)
- Exceptional cases - in those rare cases where greater flexibility is necessary because of exceptional circumstances and it benefits both OTT and the employee, other types of flexible work schedules provided for in the OD AWS Policy, may be approved.

Are you eligible to apply for AWS?

You are eligible if you are a Federal Civil Service employee, contractor, or Fellow who:

- has a minimum of an acceptable or fully acceptable level of performance;
- does not need close supervision (such as new employee); and
- has a job that is suitable for AWS (the positions of Senior Staff, receptionist and OTT Director's Secretary are considered not suitable for AWS).

Who may approve AWS?

First Line Supervisors may approve AWS tours of duty to start at the beginning of a pay period; employees must work with the supervisor prior to attending special work requirements (e.g., training sessions, conferences, etc.). Employees may have to come off of AWS during periods of extensive training or special work requirements.

If your request is denied by your First Line Supervisor, you may request review by the Second Line Supervisor.

Exceptional cases, as defined above, must be approved by both the First Line Supervisor and the Director, OTT.

Considerations to be reviewed prior to the approval of AWS

Supervisors must decide whether to approve AWS per the organization's needs by ensuring that it does not diminish office operations (e.g., appropriate office coverage, productivity, customer service, etc.)

While OD's standard operating hours are 8:30 am to 5:00 pm, Monday through Friday, this policy allows for work schedule flexibility at management's discretion. First Line Supervisors have the authority to approve an AWS that begins no earlier than 6:30 am and ends no later than 6:00 pm, Monday through Friday.

Participation in AWS is an employment benefit, not an entitlement.

Time Accounting System for Credit Hours:

- Sign-In/Sign-Out function in the Integrated Time and Attendance System (ITAS) must be used when working or using credit hours. All credit hours earned and credit hours used must be approved by the employee's supervisor per pay period.
- Authorization to earn credit hours must be documented annually, using "Request for Flexible Work Schedule." (See page 4) Authorization to earn credit hours may be requested and approved for an entire year.
- Credit hours earned/used are recorded on ITAS each pay period. Credit hours may be earned in 1/4 hour increments and may be used in 1/4 hour increments, not to exceed 24 hours per pay period. Employees on leave may not earn credit hours.
- The Administrative Time & Leave Record is used to keep track of credit hours for employees on flexible work tours. Timekeepers change the REL. Comp. time columns on the Administrative Time and Leave Record by writing "Credit Hours" at the top. These records must show the prior balance of credit hours, the total of credit hours earned and used for the pay period, and the new balance of credit hours. Timekeepers should follow the procedures outlined in the HHS Guide For Timekeepers.

How do you apply for AWS?

You should:

- Discuss AWS with your First Line Supervisor who will discuss with you the types of AWS available at OTT;
- Submit the [AWS Tour of Duty Form](#) to your supervisor for approval for FWS or CWS;
- Submit the Request for Flexible Work Schedule (See page 4) to your supervisor for approval for credit hours; and
- Your supervisor will send the approved forms to your timekeeper.

For information on the NIH and OD AWS policies, go to the [NIH Policy Manual](#) or the [OD AWS Policy](#). For more information on Credit Hours visit [U.S. Office of Personnel Management](#) website. NIH policy on meal periods can be found at the [NIH manual chapters](#).

NIH OFFICE OF TECHNOLOGY TRANSFER

Request for Flexible Work Schedule

Employee Name: _____ Date: _____

Title: _____ Series/Grade: _____

Notice: Work must start and end between 6:30 a.m. and 6:00 p.m. Monday through Friday, with core hours from 9:30 am to 11:30 am and from 1:00 pm to 3:00 pm.

Flexible Work Schedule Requested is: () Flexitour () Gliding Schedule

If Flexitour is requested, the tour of duty every bi-week will be as follows:

Tour of Duty	Week 1					Week 2				
	Mon	Tue	Wed	Thur	Fri	Mon	Tue	Wed	Thur	Fri
Start (am)										
End (pm)										

Supervisor's Signed Approval () Disapproval (): _____ Date: _____

Request for Authorization to Earn Credit Hours

Credit hours are a feature of Flexible Work Schedules, such as Flexitour. Employees have a basic work requirement of 8 hours per day, Monday through Friday in addition to an unpaid meal period of at least one-half hour. Credit hours are hours of work which an employee requests to work in excess of the basic work requirement in order to be able to take time off from work at a later date without charge to leave, either within the same or a later pay period. Employees must inform their supervisors in **advance** of their intent to earn or use credit hours and must have the approval of the supervisor to do so. Credit hours may be earned during and/or outside OTT's 6:30 am to 6:00 pm working hours Monday through Friday and also on non-work days, e.g., Saturday or Sunday, however, premium pay will not be granted for those hours.

Full-time employees may carry over up to 24 credit hours each pay period. Part-time employees may carry over an amount equal to one-fourth of scheduled bi-weekly tours. Credit hours may be earned in 1/4 hour increments and used in 1/4 hour increments; however, they cannot be used before they are earned. A Certification of Coverage form must be submitted for all use of credit hours.

Period covered: From: _____ To: _____

Note: This form must be completed annually on or before the beginning of the calendar year.

Supervisor's Signed Approval () Disapproval (): _____ Date: _____