A CONTRACTOR OF THE CONTRACTOR

THE JOINT STAFF SUFFOLK, VA

S OF AUGUS					
Reply ZIP Code: 23435-2697					Date
MEMORANDUM FOR	R J1 MILSEC: TIN	MEKEEPING			
SUBJECT: Work Sche	dule				
1. The following individual,:			, is authorize	d to work one of	the following
a. Regular Wo schedule does allow for This schedule does NO	overtime pay and	comp time, but i	parture times; 8-ho t must be pre-appro		
b. Flexitour W schedule does allow for Employee can earn cred	overtime pay and	comp time, but i		oved by the empl	loyee's Vice Director.
c. Compressed workday in a pay period					days and one 8-hour hours.
1st week	Monday	Tuesday	Wednesday	Thursday	Friday
2nd week	Monday	Tuesday	Wednesday	Thursday	Friday
d. Maxiflex W the biweekly pay period pay period, but in which hours each week within	l and which a full- n an employee ma	time employee he y vary the numbe	as a basic work req	uirement of 80 h	
2. Please ensure schedu Wednesday, & Thursday		ours (0900-1400)	, flexible hours (06	00-1800), and co	re days (Tuesday,
3. If you have questions Team at js.pentagon.j6.			ease contact JS J6	Timekeeping	
Supervisor's printed na	me				
Supervisor's signature	Date	Emp	loyee	I	Date Date

ENCLOSURE A

Joint Staff Civilian Work Schedules FACT SHEET

Regular	Flexitour	5/4/9 Compressed	
Non-AWS (Non-Alternate Work Schedule)	AWS	AWS	
Fixed arrival and departure times	Fixed arrival and departure times	Fixed arrival and departure times	
8-ours/workday 40-hours/week	8-hours/workday 40-hours/week	Eight 9-hour workdays and one 8-hour workday in a pay period, and one Regular Day Off (RDO)	
Schedule allows Overtime pay and Comp time	Schedule allows Overtime pay, Comp time, and Credit Hours	Schedule allows Overtime pay and Comp time	
Does NOT allow credit hours		Does NOT allow credit hours	

Maxiflex			
AWS			
Flexible arrival and departure times (within established perimeters)			
Schedule contains core hours (0900-1400), flexible hours (0600-1800), and core days (Tuesday, Wednesday & Thursday)			
Schedule allows Overtime pay, Comp time and Credit Hours			

1 Enclosure A

- All Work Schedules All overtime/compensatory time <u>must</u> be approved in advance by a GO/FO/SES of the Directorate. Employees <u>must</u> get approval to work credit hours in advance from the supervisor. Compensatory time <u>must</u> be used before any annual leave can be used since unused comp time pays out as overtime after 26 pay periods. NOTE: Supervisors and employees should manage the employees' annual leave balances along with compensatory balances to ensure the employee does not lose annual leave at the end of the leave year. Joint Staff core hours are 0900 1400, flexible hours are 0600 1800 and core days are Tuesday, Wednesday and Thursday (excluding shift workers). Night differential pay applies for work (except those on Maxiflex schedules) earlier than 0600 and later than 1800.
 - Alternate Work Schedules Generally speaking, managers cannot direct an employee to utilize an alternate work schedule. It must be the employee who requests to move to an AWS. Managers are always the final approval authority for all proposed work schedules. AWS is not an employee entitlement and can be terminated at any time.
 - Maxiflex Employees must still work within established core hours, flexible hours and core days. Any hours directed by management outside of these must be compensated for.

2 Enclosure A

• All fixed work Schedules – Must be consistent from week to week Even under Flexitour employees must maintain consistent, regular work schedules so that managers always know when they should be on duty.

Examples of possible **Regular** work schedules or **Flexitour** work schedules (**not all-inclusive**)

Regular or Flexitour Examples

- 0730-1600 (M-F) with a 30-minute break
- 0715-1545 (M-F) with a 30-minute break
- 0900- 1800 (M-F) with a 60-minute break

Flexitour Only (just one example)

• 0730-1600 (M, W, F) w. 30-min break & 0900 - 1800 (T, Th) w/60-min break

CWS-Notall-inclusive

• Employees may NOT "mix" two types of schedules.

First week of pay period	First week of pay period
• 0800 - 1730 (M-R) with a 30-minute break	• 0715 - 1715 (T-F) with a 60-minute break
0800 - 1630 (F) with a 30-minute break	0715 - 1615 (M) with a 60-minute break

Second week of pay period

• 0800 - 1730 (M-R) with a 30-minute break RDO is Friday

• 0715 - 1715 (M/T/R/F) with a 60-minute break RDO is Wednesday

Second week of pay period

3 Enclosure A

Overtime/Compensatory Time	Credit Hours			
All work time officially ordered in advance in excess of 8 hours/day, 40 hours/week, or 80 hours biweekly pay period. Regular and recurring requirements (i.e., a late meeting every Wednesday at 1730) are NOT appropriate uses for overtime or comp time. \$\$Overtime is paid out in the pay period in which it is earned (typically every 2 weeks). \$\$Comp time is paid out after 26 pay periods (52 weeks) as overtime, if it was not used. This is why the rules require that an employee use comp time first before using annual leave.	If an employee chooses to work extra hours, the employee is not entitled to overtime pay or comp time for such work. They are only entitled to credit hours. Employee must get prior approval before using credit hours, just like leave or comp time (OPM-71 required). Pays out if the employee leaves JS or changes from a flexible work schedule to a non-flexible work schedule. Only 24 credit hours can be carried into a new pay period (i.e., everything above 24 hours is lost after 2 weeks).			
 With the exception of employees who are doing shift work, Joint staff employees are NOT authorized any other alternate work schedule aside from 5/4/9 Compressed, Flexitour or Maxiflex. Joint staff employees are authorized to telework if determined eligible. 				
I acknowledge that I have read and understood the contents of this form.				

Date

Supervisor

Employee

Date