



THE JOINT STAFF
SUFFOLK, VA

Reply ZIP Code:
23435-2697

Date

MEMORANDUM FOR J1 MILSEC: TIMEKEEPING

SUBJECT: Work Schedule

1. The following individual, _____, is authorized to work one of the following schedule effective _____:

a. ☐ Regular Work Schedule – Fixed arrival and departure times; 8-hours/workday 40-hours/week. This schedule does allow for overtime pay and comp time, but it must be pre-approved by the employee's Vice Director. This schedule does NOT allow credit hours.

b. ☐ Flexitour Work Schedule - Fixed arrival and departure times; 8-hours/workday 40-hours/week. This schedule does allow for overtime pay and comp time, but it must be pre-approved by the employee's Vice Director. Employee can earn credit hours, but must have supervisor's approval before taking leave for credit hours earned.

c. ☐ Compressed Work Schedule - Fixed arrival and departure times; Eight 9-hour workdays and one 8-hour workday in a pay period and one Regular Day Off (RDO). This schedule does not allow credit hours.

1st week	Monday	Tuesday	Wednesday	Thursday	Friday
2nd week	Monday	Tuesday	Wednesday	Thursday	Friday

d. ☐ Maxiflex Work Schedule - Flexible work schedule that contains core hours on fewer than 10 workdays in the biweekly pay period and which a full-time employee has a basic work requirement of 80 hours for the biweekly pay period, but in which an employee may vary the number of hours worked on a given workday or the number of hours each week within the limits for the organization.

2. Please ensure schedule contains core hours (0900-1400), flexible hours (0600-1800), and core days (Tuesday, Wednesday, & Thursday)

3. If you have questions concerning the work schedules, please contact JS J6 Timekeeping Team at js.pentagon.j6.list.timekeeping@mail.mil.

Supervisor's printed name

Supervisor's signature Date

Employee Date

ENCLOSURE A

Joint Staff Civilian Work Schedules FACT SHEET

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

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

- **All Work Schedules** - All overtime/compensatory time must be approved in advance by a GO/FO/SES of the Directorate. Employees must get approval to work credit hours in advance from the supervisor. Compensatory time must 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.

- **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

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

CWS-Notall-inclusive	
<p>First week of <u>pay period</u></p> <ul style="list-style-type: none"> • 0800 - 1730 (M-R) with a 30-minute break 0800 - 1630 (F) with a 30-minute break <p>Second week of <u>pay period</u></p> <ul style="list-style-type: none"> • 0800 - 1730 (M-R) with a 30-minute break RDO is Friday 	<p>First week of <u>pay period</u></p> <ul style="list-style-type: none"> • 0715 - 1715 (T-F) with a 60-minute break 0715 - 1615 (M) with a 60-minute break <p>Second week of <u>pay period</u></p> <ul style="list-style-type: none"> • 0715 - 1715 (M/T/R/F) with a 60-minute break RDO is Wednesday

