



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

AUG 19 2021

AMIM-LVG-ZA (100)

MEMORANDUM FOR GARRISON ACTIVITIES

SUBJECT: Command Policy Letter #07, Alternative Work Schedules and Credit Hours

1. REFERENCES.

- a. Title 5 United States Code (USC), Chapter 61, Hours of Work, Subpart II, Flexible and Compressed Work Schedules, Sections 6120-6133
- b. Title 5 Code of Federal Regulations (CFR) Part 610, Subpart D, Flexible and Compressed Work Schedules, Sections 610.401-610.408
- c. Installation Management Command (IMCOM) Regulation 690-610, Civilian Personnel, Civilian Personnel Work Schedules, 15 May 2014.
- d. DoD Financial Management Regulation 7000.14-R, Volume 8, Civilian Pay Policy, Chapter 5, Leave and Other Absences, Section 0512, Credit Hours, Jul 2019.
- e. Department of Defense (DoD) Instruction 1400.25, Volume 610, DoD Civilian Personnel Management System: Hours of Duty, dated 28 Nov 14 (Incorporating Change 1, Effective 25 Nov 2019).
- f. Office of Personnel Management (OPM) Handbook on Alternative Work Schedules (AWS).

2. **PURPOSE.** To establish the Garrison guidelines and processes for requesting and approving alternative work schedules, to include credit hours, in order to enable managers and supervisors 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 contained in 5 USC 6121, 5 CFR 610.102, IMCOM Regulation 690-610, the OPM Handbook on AWS, and those listed below will be used.

- a. **AWS.** The AWS approved for use within Garrison are the Flexitour Work Schedule (a Flexible Work Schedule), and the Compressed Work Schedule (CWS).

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(1) Flexitour Work Schedule. A work schedule in which an employee selects a fixed starting and ending time for his or her work day, 8 hours a day, 40 hours a week, and 80 hours during the biweekly pay period, approved by the supervisor.

(2) CWS. An AWS with an established fixed schedule that allows an employee to complete an 80-hour pay period in less than 10 work days. The approved CWS options for Garrison employees include either a 5/4/9 schedule or a 4/10 schedule. Supervisors are not approved to work a CWS. Employees approved to work a CWS may not earn credit hours and may not flex their arrival and departure times.

b. Core Hours. Designated hours set by management during which an employee on an approved AWS must be present for work. The Garrison core hours are 0900 - 1500. An employee approved to work a Flexitour or CWS may not be permitted to establish a tour of duty that begins later than 0900 or ends earlier than 1500.

c. Credit Hours. If mission requires and employees have written approval in advance from their supervisor, they may request to work in excess of their 8-hour tour of duty and earn credit hours; this only applies to those cases where employees have approved Flexitour Work Schedules. In these cases, they will not be paid basic pay, overtime pay, or receive compensatory time. Instead, they will receive the approved number of credit hours. The credit hours an employee may work in a pay period are limited to those they are allowed to carry over to the next pay period, a maximum cumulative total of 24 credit hours. Note: earned credit hours cannot be converted to any other time category, e.g., compensatory time, overtime pay, etc.

5. RESPONSIBILITIES.

a. Employee.

(1) May request to work a Flexitour Work Schedule or CWS by submitting a memorandum through their supervisor to the Garrison Commander for approval (Appendix A or B). The written request must include the established tour of duty, days, hours of work, and lunch period.

(2) If approved to work a Flexitour Work Schedule, the employee must properly request and obtain supervisory approval prior to earning or using credit hours, regardless of work location.

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(3) Is responsible for recording hours worked, leave taken, and credit hours earned/taken 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) Forward all requests for AWS to the Garrison Commander. The Garrison Commander is the approval authority for all AWS.

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

(3) Ensure the credit hours worked and earned (CD)/taken (CN) are accurately recorded on the employee's 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 recommending approval of AWS and use of credit hours.

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 (Flexitour Work Schedule or CWS) and must be approved by the Garrison Commander.

(2) The Garrison normal hours of operation are 0730 to 1630. Management will normally schedule employees' regular hours of work during those hours.

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

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(4) Employees approved to work on an AWS may request supervisory approval (using memorandums at Appendix A or B) to schedule their duty hours between 0600 to 1800, to include an unpaid 30-60 minute lunch period between the hours of 1100-1330.

(5) Credit hours are optional, not mandatory, for employees approved to work a Flexitour Work Schedule.

(6) If a proposed or existing AWS plan is deemed to have an adverse impact on the organization, it may be disapproved or modified.

(7) The supervisor may change an already established AWS only after first giving advance notice to the union through CPAC (for a bargaining unit employee) and only after giving a two week advance notice to the employee, unless or the change is due to an emergency, based on an employee request, mutually agreed upon by the employee and the supervisor, or management determines advance notice of the change would seriously handicap the agency's ability in performing its mission or would incur additional costs.

b. Accumulation and use of credit hours.

(1) One credit hour is earned for each hour of approved voluntary work in excess of the normal day's tour of duty.

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

(3) Employees may use credit hours during a subsequent duty day, week, or pay period.

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

(5) 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 without compensation.

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

(7) While employees may earn credit hours while in temporary duty (TDY) status, they may not earn credit hours in actual travel status during the duty day.

(8) 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 permitted to earn credit hours.

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

(10) 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 and attendance record 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 and attendance record 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 policy is effective immediately and 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.

Encls
Appendix A - Sample
Flexitour Work Schedule Memo
Appendix B - Sample CWS Memo



JOHN G. MISENHEIMER JR.
COL, AG
Commanding

Appendix A

[Date]

MEMORANDUM FOR [insert Garrison Commander's name]

SUBJECT: Request for Flexitour Work Schedule

1. I, [insert name], request approval to work a Flexitour work schedule for hours [enter start time] to [enter end time], Monday thru Friday, with a lunch period from [enter start time] to [enter end time]. I understand I must be present for scheduled duty unless I obtain prior supervisory approval.

2. I understand as a full-time employee, I can accrue credit time up to a maximum of 24 credit hours. Any credit hours earned in excess of 24 hours per pay period will not carry over and will be forfeited. If a part-time employee I understand I may only carry over one-quarter of my bi-weekly requirement. I will record my work/credit hours with the appropriate codes (CD and CN). I also understand I must obtain supervisory approval before earning credit hours for work performed outside of the hours stated

above and I must request approval to use accrued credit hours for absences in the same manner in which I request other types of leave.

3. I understand credit hours may not be substituted for compensatory time or overtime pay nor can credit hours be converted to compensatory time or overtime. I understand I cannot use credit hours before they are earned.

4. I acknowledge that I have read and understand the Garrison Command Policy Letter #7, Alternate Work Schedule and Credit Hours dated DATE 2021.

[Employee's
Signature]

Employee Name

Supervisor's Recommendation Approval/Disapproval
[Supervisor's Signature]

Appendix B

[Date]

MEMORANDUM FOR [insert Garrison Commander's name]

SUBJECT: Request for Compressed Work Schedule

1. I understand the approved types of compressed work schedules for Garrison include:

a. A 4/10 schedule in which a full-time employee works four 10-hour days plus a non-paid lunch break each day, for a total of 40 hours per week and 80 hours per biweekly pay period; or,

b. A 5/4/9 schedule in which a full-time employee works eight 9-hour days and one 8-hour day plus a non-paid lunch break each day, for a total of 80 hours per biweekly pay period.

2. I, [insert name], request approval for a compressed work schedule for hours [list each day (Monday through Friday) and enter start time to end time], with a lunch period from [enter start time] to [enter end time]. My Regular Day Off (RDO) is: _____. I understand I must be present for scheduled duty unless I obtain prior supervisory approval.

3. I understand I may NOT earn credit hours or flex arrival and departure times when approved to work a CWS.

4. I acknowledge that I have read and understand the Garrison Command Policy Letter #7, Alternate Work Schedule and Credit Hours dated _____ 2021.

[Employee's Signature]

Employee Name

Supervisor's Recommendation

Approval/Disapproval

[Supervisor's Signature]