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BUREAU OF LAND MANAGEMENT  
National Human Resources Management Center  
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In Reply Refer to:  
1400-610(HR-220)P

September 9, 2002

EMS TRANSMISSION  
Instruction Memorandum No. 2002-076  
**Expires 09/30/2003**

To: All Center Directors, WO330D, WO570D and WO560 Project Managers  
From: Director, National Human Resources Management Center  
Subject: Alternate Work Schedule Reminders

**Program Area:** Hours of Duty

**Purpose:** To clear up misunderstanding and reestablish BLM policy regarding hours of work and Alternate Work Schedules (AWS).

**Policy/Action:** The BLM Manual 1400-610 provides the guidance for hours of duty. Employees are expected to adhere to the parameters of the schedule they are approved to work.

**Time Frame:** This IM is reiterating information which has been and continues to be in effect.

**Budget Impact:** None

**Background:** The following information serves as a reminder of pertinent information relating to the different work schedules.

A. Traditional Work Schedule. Employees work a fixed schedule, consisting of 5 days a week, 8 hours per day, for a total of 80 hours per pay period. Scheduled lunch periods are either 30 minutes, or no longer than one hour. Meal periods may be extended with supervisory approval.

B. Alternative Work Schedules (AWS).

1. General Provisions. The following is an explanation of the terminology in which employees must be familiar in order to adhere to the AWS they are currently working:

(a) Core Hours. Established core hours are from 9:30 a.m. to 11 a.m. And 1:00 p.m. to 2:30 p.m., Monday through Friday. Employees must work during core hours unless otherwise approved for leave or credit hours.

(b) Flexible Time Bands. Work hours are from 6:00 a.m. to 6:00 p.m.. With the exception of overtime work, employees must work between these time bands.

(c) Lunch periods. Meal periods will be one-half hour to one hour during the flexible time band of 11:00 a.m. to 1:00 p.m., Monday through Friday. Employees may extend the lunch period with supervisory approval as long as the work requirements are met. Lunch periods may only be waived for employees working 6 hours or less.

(d) Credit hours must be earned during the normal work hours of 6:00 a.m. to 6:00 p.m., Monday through Friday. A maximum of 24 hours may be accumulated during a pay period. Part-time employees are limited to earning a maximum of 1/4 of the hours in their normal bi-weekly schedule. Accumulated hours may be carried forward and utilized during other days, weeks, or pay periods. Use of earned credit hours must be approved by the supervisor and should be used before annual leave is granted. Employees are responsible for ensuring that they do not accumulate more than 24 credit hours at any time. Credit hours in excess of 24 will automatically be forfeited. Employees on compressed schedules are not authorized to use credit hours since their schedules are fixed. (The contract for members of the American Federation of Government Employees (AFGE) states that employees must obtain prior approval from the immediate supervisor to work credit hours, and the employee and the supervisor must agree on the work to be performed during the period the employee is earning the credit hours.)

2. Flexible Work Schedules. There are four (4) approved flexible work schedules. Each option is different and has specific parameters which **must** be followed by supervisors and employees alike. While supervisors are encouraged to allow employees to select a flexible schedule, employees must understand that workload requirements, training sessions, temporary duty, other work related requirements and/or government holidays may require temporarily or permanently changing to a traditional schedule. Flexible schedules include:

(a) Gliding Schedule: Employees may vary their arrival time between 6:00 a.m. and 9:30 a.m. and their departure time between 2:30 p.m. and 6:00 p.m., on a daily basis, as long as they work at least 8 hours (excluding the lunch period) per day. Employees on gliding schedule are not authorized to use credit hours until they earn them.

(b) Variable Day Schedule: Employees may vary their arrival time between 6:00 a.m. and 9:30 a.m., and their departure time between 2:30 p.m. and 6:00 p.m., as well as varying the number of hours they work each day. Full-time employees must work 5 days per week, during core

hours, for a total of 40 hours per week.

(c) Variable Week Schedule: Employees may vary their arrival time between 6:00 a.m. and 9:30 a.m., and their departure time between 2:30 p.m. and 6:00 p.m., as well as varying the number of hours they work each day and the number of hours they work each week. Full-time employees must work 5 days per week, during core hours, for a total of 80 hours per pay period.

(d) Maxiflex Schedule: Employees may vary their arrival time between 6:00 a.m. and 9:30 a.m., and their departure time between 2:30 p.m. and 6:00 p.m., as well as varying the number of hours they work each day, the number of hours they work each week, and the number of days they work each week. Full-time employees must work the core time band at least three days per week and complete 80 hours per pay period.

3. Compressed Work Schedules. Employees may work more than 8 hours in a day to reduce the number of days worked in a pay period. This entitles the employee to a scheduled day off, while still working 80 hours per pay period. Compressed schedules are fixed, and do not allow for flexible core time bands (arrival and departure times), or use of credit hours. While supervisors are encouraged to allow employees to select a day of the week they prefer to take off, employees must understand that workload requirements, training sessions, other work related requirements, or government holidays may require temporarily or permanently changing their scheduled day off, or changing to a traditional or flexible schedule. The following are two (2) optional compressed schedules:

(a) 4-10 Compressed Schedule. Full-time employees have a fixed tour of duty consisting of four 10 hour days per week, for a total of 80 hours per pay period. Part-time employees have a fixed schedule with at least one 10 hour day. Under this schedule employees are eligible for 1 day off per work week, which is normally the same each week. At the employee's request, and subject to work load demands, supervisors may approve a change in the scheduled day off.

(b) 5-4/9 Compressed Schedule: Full-time employees have a fixed tour of duty consisting of eight 9 hour days and one 8 hour day each pay period. Part-time employees are entitled to one day off every other week. The scheduled day off remains the same each pay period. At the employee's request, subject to work load demands, supervisors may approve a change in the scheduled day off.

#### 4. Holidays.

(a) Holiday on a workday. When a holiday falls on an employee's scheduled work day under a flexible or compressed work schedule, the employee's holiday is that day.

(b) Flexible Work Schedule with Monday through Friday Workweek.

(1) When the employee's day off under a flexible work schedule is the same day

as a holiday, that day is the employee’s holiday, and the employee must select another day off.

(2) When a holiday falls on a Saturday, the employee’s in-lieu-of holiday is the preceding Friday.

(3) When a holiday falls on a Sunday, the employee’s in-lieu-of holiday is the following Monday.

(c) Compressed Work Schedule with workweek other than Monday through Friday.

(1) If the holiday is on Sunday, the next workday is the in-lieu-of holiday.

(2) If the holiday is not on Sunday, the preceding workday is the in-lieu-of holiday.

(d) Procedures. To participate in AWS or to change their current AWS schedule, employees must document their choice on a Basic Workweek Change Request, Form 1400-72, and submit it to their supervisor for approval. Since approved requests become effective the first day of the pay period following the approval date, employees and supervisors must project schedule changes far enough in advance to allow for ample processing time.

To ensure all offices are adequately staffed during regular business hours, supervisors must be available on all work days.

**Manual/Handbook Sections Affected:** None

**Contact:** If you have questions, please contact Lenna Gerwing, Human Resources Specialist, HR-220, at (303) 236-6667.

Signed  
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