



# Department of Defense Education Activity REGULATION

NUMBER 5600.1

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HUMAN RESOURCES REGIONAL SERVICE CENTER

SUBJECT: DoDEA Work Schedule Program

- References:
- (a) Director, Department of Defense Education Activity Directive Memorandum, "DoDEA Work Schedule Implementation," July 9, 2001 (hereby canceled)
  - (b) President of the United States Memorandum, "Expanding Family-Friendly Work Arrangements in the Executive Branch," July 11, 1994
  - (c) Part 610 of title 5, Code of Federal Regulations
  - (d) Office of Personnel Management Handbook, "Alternative Work Schedules," current edition<sup>1</sup>
  - (e) Sections 5550 and 6120-6133 of title 5, United States Code

1. PURPOSE. This Regulation establishes policy and assigns responsibilities for administering the Department of Defense Education Activity (DoDEA) Work Schedule Program (DWSP) in accordance with References (b) through (e).

2. APPLICABILITY. This Regulation:

a. Applies to the Office of the Director, Department of Defense Education Activity; the Director, Domestic Dependent Elementary and Secondary Schools, and Department of Defense Dependents Schools, Cuba (DDESS/DoDDS-Cuba); the Director, Department of Defense Dependents Schools, Europe (DoDDS-E); the Director, Department of Defense Dependents Schools, Pacific, and Domestic Dependent Elementary and Secondary Schools, Guam (DoDDS-P/DDESS-Guam); (hereafter collectively referred to as "DoDEA Area Directors"); and all DoDEA District Superintendents, and Support Staff.

b. Does not apply to school-level Administrators and Educators.

3. DEFINITIONS. See Glossary.

4. POLICY. It is DoDEA policy that:

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<sup>1</sup> Available at <https://www.opm.gov/oca/aws/index.asp>

a. All employees will be assigned a work schedule that will determine duty and absence status.

b. Participation in the alternate work schedule program is a benefit afforded to eligible employees; it is not a right. Initial approval of, as well as continued participation in the DWSP, the selection of a DWSP option, and the specific work schedule requested by an employee is subject to supervisory approval.

c. No employee shall be required to participate in any aspect of DWSP.

(1) Employees not electing to participate in the DWSP must work a schedule consisting of an 8-hour work day, Monday through Friday, with a 30-minute or 1-hour meal period.

(2) The starting and ending times of each work day and of each meal period may not vary without specific advance supervisory approval or unless within parameters pre-established by the supervisor.

d. Supervisors may approve the starting and ending time for an employee. There are no DoDEA limitations on how early or how late a work schedule can be arranged.

e. Telework arrangements are covered by other DoDEA guidance. Employees may combine a telework arrangement with an alternative or regular work schedule, subject to the supervisors approval.

f. DoDEA employees assigned to Senior Executive Service positions may not work compressed schedules.

5. EFFECTIVE DATE. This Regulation is effective immediately.



Dr. Shirley A. Miles  
Director

Enclosures

1. Responsibilities
  2. Flexitour Work Schedule
  3. Gliding Work Schedule
  4. Compressed Work Schedule
  5. DWSP Work Schedule Matrix
  6. Flexitour Credit Hour Request and Approval Form
- Glossary

ENCLOSURE 1

RESPONSIBILITIES

1. Director, Department of Defense Education Activity (Director, DoDEA). The Director, DoDEA shall exercise overall responsibility for the implementation of this Regulation.
2. Director, Human Resources Regional Service Center, Department of Defense Education Activity (Director, HRRSC, DoDEA). The Director, HRRSC shall:
  - a. Inform employees of their rights and responsibilities regarding the DWSP.
  - b. Ensure compliance with this Regulation.
3. Director, Domestic Dependent Elementary and Secondary Schools and Department of Defense Dependents Schools, Cuba; the Director, Department of Defense Dependents Schools, Europe; the Director, Department of Defense Dependents Schools, Pacific and Domestic Dependent Elementary and Secondary Schools, Guam. The Director, DDESS/DoDDS-Cuba; the Director, DoDDS-E; and the Director, DoDDS-P/DDESS-Guam shall ensure supervisors properly execute their responsibilities with regard to the DWSP.
4. DoDEA Supervisors. The DoDEA Supervisors shall:
  - a. Implement the policy outlined in enclosures 2, 3 and 4.
  - b. Approve and monitor employees' daily work schedules, to include the accumulation and use of credit hours. (See Enclosure 6)
  - c. Identify positions which have essential duties and responsibilities that reasonably preclude participation in the DWSP.
  - d. Establish, modify, or terminate work schedules established under the DWSP as needed to ensure that mission needs are met.
  - g. Ensure that participants in the DWSP are treated equitably.
5. DoDEA Employees. The DoDEA Employee shall:
  - a. Request permission from his or her supervisor to participate in the DWSP by completing the DWSP Work Schedule Matrix. (See Enclosure 5)
  - b. Upon approval of the requested work schedule, be responsible for compliance with the terms of the agreement until terminated.

## ENCLOSURE 2

### FLEXITOUR WORK SCHEDULE

1. Flexitour Work Schedule. The basic pay period consists of two 40-hour work weeks, each work week consisting of five 8-hour work days, Monday through Friday. Each employee is either in a duty status or a leave status during the 8-hour work day.
2. Scheduling. The scheduled 8-hour or minimum work day can begin as early as 0600 and end at 1430 hours, and must include a minimum of a 30-minute meal period. The scheduled 8-hour work day can begin as late as 0930 and end as late as 1800 hours, and must include a 30-minute or 1 hour meal period. The length of the meal period may be adjusted within parameters established by the supervisor, without charge to leave providing that a full 8-hour day is worked.
3. Starting and Ending Times. If an employee's starting and ending times do not satisfy the 8-hour work day requirement, the difference must be accounted for through leave requested by the employee and approved by the supervisor, by the use of accumulated compensatory time or credit hours requested by the employee and approved by the supervisor, or by an occasional grant of excused absence for up to 59 minutes.
4. Meal Period. Employees are required to observe a minimum 30-minute meal period. A meal period may not be scheduled at the beginning or end of the work day, to facilitate late arrival or early departure.
5. Work Schedule Record. Each employee must develop a proposed biweekly schedule of arrival and departure times using the Work Schedule Matrix in Enclosure 5. The proposed schedule is subject to supervisory approval. The employee is responsible for adjusting his or her hours to facilitate attendance at important events. The approved work schedule must be maintained by the appropriate timekeeper or supervisor.
6. Work Schedule Changes
  - a. Existing work schedules may be changed as needed. Changes initiated by the employee, including returning to a basic work week schedule, are subject to advance supervisory approval. Approved changes will be made by the appropriate timekeeper.
  - b. A supervisor-initiated termination of a work schedule program shall normally include 30 days notice. An effort will be made by a DWSP participant and supervisor to reach a mutually agreeable termination date.
7. Use of Leave, Compensatory Time, and Credit Hours. The use of leave, compensatory time, and credit hours is subject to supervisory approval and may be taken on any scheduled work day. Credit hours may not be used on days during which overtime, compensatory time, or credit hours are earned. Supervisors will take particular care to ensure that the credit hours approval and use

procedures outlined in this guidance are properly administered. The informal approval or use of credit hours is expressly prohibited.

8. Time Accounting Systems and Record-Keeping. Supervisors will not always have personal knowledge of the exact beginning and ending times of each employee's work day. In these situations, particularly when flexible work schedules are in use, supplemental time accounting methods may be instituted to ensure adequate oversight. All Defense Civilian Payroll System (DCPS) instructions pertaining to time and attendance reporting will continue under the DWSP. DoDEA timekeepers and alternates will maintain a copy of current employee time and attendance sheets and work schedule matrices, and any related records. The DoDEA Resource Management Division customer service representative will provide timekeepers with assistance, as needed, to ensure that DWSP work schedules are properly recorded in the DCPS. A master work schedule file for DoDEA employees participating in DWSP will be maintained by individual timekeepers.

9. Program Evaluation. Supervisors are responsible for identifying any adverse impact (e.g., reduced productivity, diminished level of service to the public, or unreasonable increases in operating costs) at least yearly. Should any unacceptable adverse impact be identified, termination of the program must be considered.

## ENCLOSURE 3

### GLIDING WORK SCHEDULE

1. Gliding Work Schedule. The basic pay period consists of two 40-hour work weeks, each work week consisting of five 8-hour work days, Monday through Friday. Each employee is either in a duty status or a leave status during the 8-hour work day.

#### 2. Scheduling

a. The scheduled 8-hour work day can begin as early as 0600 and end at 1430 hours, and must include a 30-minute or 1 hour meal period. The scheduled 8-hour work day can begin as late as 0930 hours and end at 1800 hours, and must include a 30-minute or 1 hour meal period.

b. Employees are permitted to vary the actual starting and ending times from day to day without advance approval, within parameters pre-established by the supervisor.

c. The length of the meal period may also be adjusted within parameters established by the supervisor, without charge to leave providing that a full 8-hour day is worked.

3. Starting and Ending Times. If an employee's starting and ending times do not satisfy the 8-hour work day requirement, the difference must be accounted for through leave requested by the employee and approved by the supervisor, by the use of accumulated compensatory time or credit hours requested by the employee and approved by the supervisor, or by an occasional grant of excused absence for up to 59 minutes.

4. Meal Period. Employees are required to observe a minimum meal period of 30-minutes duration. A meal period may not be scheduled at the beginning or end of the work day, to facilitate late arrival or early departure.

5. Work Schedule Record. Each employee must develop a proposed biweekly schedule of arrival and departure times using the work schedule matrix in Enclosure 5, but may vary arrival and departure times on a daily basis within the established flexible hours. The proposed schedule is subject to supervisory approval. The employee is responsible for adjusting his or her hours to facilitate attendance at important events. The approved work schedule must be maintained by the appropriate timekeeper or supervisor.

#### 6. Work Schedule Changes

a. Existing work schedules may be changed as needed. Changes initiated by the employee, including returning to a basic work week schedule, are subject to advance supervisory approval. Approved changes will be made by the appropriate timekeeper.

b. A supervisor-initiated termination of a work schedule program shall normally include 30 days notice. An effort will be made by a DWSP participant and supervisor to reach a mutually agreeable termination date.

7. Use of Leave, Compensatory Time, and Credit Hours. The use of leave, compensatory time, and credit hours is subject to supervisory approval and may be taken on any scheduled work day. Credit hours may not be used on days during which overtime, compensatory time, or credit hours are earned. Supervisors will take particular care to ensure that the credit hours approval and use procedures outlined in this guidance are properly administered. The informal approval or use of credit hours is expressly prohibited.

8. Time Accounting Systems and Record-Keeping. Supervisors will not always have personal knowledge of the exact beginning and ending times of each employee's work day. In these situations, particularly when flexible work schedules are in use, supplemental time accounting methods may be instituted to ensure adequate oversight. All DCPS instructions pertaining to time and attendance reporting will continue under the DWSP. DoDEA timekeepers and alternates will maintain a copy of current employee time and attendance sheets and work schedule matrices, and any related records. The DoDEA Resource Management Division customer service representative will provide timekeepers with assistance, as needed, to ensure that DWSP work schedules are properly recorded in the DCPS. A master work schedule file for DoDEA employees participating in DWSP will be maintained by individual timekeepers.

9. Program Evaluation. Supervisors are responsible for identifying any adverse impact (e.g., reduced productivity, diminished level of service to the public, or unreasonable increases in operating costs) at least yearly. Should any unacceptable adverse impact be identified, termination of the program must be considered.

## ENCLOSURE 4

### COMPRESSED WORK SCHEDULE

1. The 5/4-9 Compressed Work Schedule. This schedule allows 80 hours of work within a pay period to be completed in nine work days, Monday through Friday. Employees work a fixed schedule of eight, 9-hour work days, and one 8-hour work day in each 80-hour pay period. Employees work five days during one week and four days during the other week. The one day off during the pay period may be regularly scheduled on Monday through Friday of either week. This day off may be rescheduled periodically by the employee and supervisor to meet operational needs. The one 8-hour work day may be scheduled for any one of the nine work days during the pay period.

2. The 4/10 Compressed Work Schedule. This schedule allows 40 hours of work to be completed during four, 10-hour days, Monday through Friday, in each of two weeks in an 80-hour pay period. The one day off each week may be regularly scheduled on Monday through Friday. This day off may be rescheduled periodically by the employee and supervisor to meet operational needs.

3. Starting and Ending Times. There is no DoDEA requirement to schedule any work day to start before 0600 or to end after 1800 hours. As such, a supervisor will not require an employee on a compressed work schedule to start the duty day before or end it after these hours, unless night differential pay is authorized. However, solely for his or her personal convenience, an employee may request a work schedule which begins as early as 0500 hours and ends as late as 2000 hours. Where an employee requests a starting time before 0600 hours or an ending time after 1800 hours, night differential shall not be paid.

#### 4. Holidays

a. When a federal holiday falls on a scheduled work day (e.g., Thanksgiving Day), the holiday is counted as having the same number of hours that are scheduled for that work day in completing the basic 40-hour work week or the 80-hour pay period requirement.

b. Should a holiday fall on a Sunday, the next scheduled work day is the "in lieu of" holiday. EXAMPLE: Should an employee's scheduled non-work day be on Monday, the employee would observe Tuesday as the holiday.

c. Should a holiday not fall on Sunday, the preceding work day is the "in lieu of" holiday. EXAMPLE: Should an employee's scheduled non-work day be on a Thursday, and the holiday falls on a Thursday, the employee would observe Wednesday as the holiday.

5. Meal Period. All employees are required to observe a minimum meal period of 30-minutes duration and all work schedules shall reflect this requirement. A meal period may not be scheduled at the beginning or end of the work day (i.e., skipped), to facilitate late arrival or early departure.

6. Work Schedule Record. Each employee must develop a proposed biweekly schedule of arrival and departure times using the work schedule matrix in enclosure 5. The proposed schedule is subject to supervisory approval. The employee is responsible for adjusting his or her hours to facilitate attendance at important events. The approved work schedule must be maintained by the appropriate timekeeper or supervisor.

7. Work Schedule Changes

a. Existing work schedules may be changed as needed. Changes initiated by the employee, including returning to a basic work week schedule, are subject to advance supervisory approval. Approved changes will be made by the appropriate timekeeper.

b. A supervisor-initiated termination of a work schedule program shall normally include 30 days notice. An effort will be made by a DWSP participant and supervisor to reach a mutually agreeable termination date.

c. Work schedule changes required to bring an alternative work schedule approved under the former DoDEA Alternative Work Schedule Program into alignment with the DWSP should be submitted on the Work Schedule Matrix. (See Enclosure 5)

8. Use of Leave, and Compensatory Time. The use of leave and compensatory time is subject to supervisory approval and may be taken on any scheduled work day.

9. Temporary Duty and Training. When an employee participating in the DWSP is in a temporary duty (TDY) status for all or part of a pay period, the work schedule for the pay period will normally revert to a standard 8-hour day, 40-hour week, 80-hour pay period. Where a TDY assignment is scheduled after the beginning of a pay period and follows days already worked and/or a scheduled day off, supervisors are permitted discretion in adjusting the work schedule for any remaining days in the pay period. Overtime compensation and compensatory time will not be approved for time spent in a training status. However, overtime compensation and compensatory time may be approved for travel time according to Executive Order 13100 (Reference (c)). Travel time compensation is governed by a separate regulation.

10. Time Accounting Systems and Record-Keeping. Supervisors will not always have personal knowledge of the exact beginning and ending times of each employee's work day. In these situations, particularly when flexible work schedules are in use, supplemental time accounting methods may be instituted to ensure adequate oversight. All DCPS instructions pertaining to time and attendance reporting will continue under the DWSP. DoDEA timekeepers and alternates will maintain a copy of current employee time and attendance sheets and work schedule matrices, and any related records. The DoDEA Resource Management Division customer service representative will provide timekeepers with assistance, as needed, to ensure that DWSP work schedules are properly recorded in the DCPS. A master work schedule file for DoDEA employees participating in DWSP will be maintained by individual timekeepers.

11. Program Evaluation. Supervisors are responsible for identifying any adverse impact (e.g., reduced productivity, diminished level of service to the public or unreasonable increases in

operating costs) at least yearly. Should any unacceptable adverse impact be identified, termination of the program must be considered.

ENCLOSURE 5

**DWSP WORK SCHEDULE MATRIX**

Name: \_\_\_\_\_ Organizational Unit: \_\_\_\_\_

INITIAL DWSP MATRIX  CHANGE TO DWSP

TYPE OF SCHEDULE:  Flexitour Schedule  Gliding Schedule  
 5/4-9 Compressed Work Schedule (CWS)  4/10 CWS

LUNCH:  30 Minutes  1 Hour Hours: \_\_\_\_\_ - \_\_\_\_\_

**WEEK ONE**

Day	Work Schedule	Hours Worked
Mon	-	
Tue	-	
Wed	-	
Thu	-	
Fri	-	

**WEEK TWO**

Day	Work Schedule	Hours Worked
Mon	-	
Tue	-	
Wed	-	
Thu	-	
Fri	-	

**DAY OFF (Compressed Work Schedule ONLY) check one:**

1<sup>st</sup> Week:  Mon  Tue  Wed  Thu  Fri

2<sup>nd</sup> Week:  Mon  Tue  Wed  Thu  Fri

**SHORT DAY/8 HOUR DAY (Compressed Work Schedule ONLY) check one:**

1<sup>st</sup> Week:  Mon  Tue  Wed  Thu  Fri

2<sup>nd</sup> Week:  Mon  Tue  Wed  Thu  Fri

EMPLOYEE'S SIGNATURE AND NAME: \_\_\_\_\_

SUPERVISOR'S SIGNATURE: \_\_\_\_\_

DWSP APPROVING OFFICIAL SIGNATURE: \_\_\_\_\_

*\*By signing, employee signifies that he or she has read and understands DoDEA Regulation 5600.1.*

ENCLOSURE 6

**FLEXITOUR CREDIT HOUR REQUEST AND APPROVAL FORM**

Date: \_\_\_\_\_

From: \_\_\_\_\_  
*(Employee's Name)*

Work Unit: \_\_\_\_\_

To: \_\_\_\_\_  
*(Supervisor's Name)*

Current Balance of Credit Hours, if any: \_\_\_\_\_ (Hours)

Credit Hours Requested (NTE 24 Hour Accrual Ceiling): \_\_\_\_\_ (Hours)

Date and Time Credit Hours Requested: \_\_\_\_\_

From: (Date) \_\_\_\_\_ To: (Date) \_\_\_\_\_

Approved

Disapproved

\_\_\_\_\_  
*(Supervisor's Signature & Date)*

***The employee understands that not more than 24 credit hours may be earned during a single pay period and that not more than 24 credit hours may be carried from one pay period to the next.***

## GLOSSARY

### PART I. ABBREVIATIONS AND ACRONYMS

CH	credit hours
CT	compensatory time
DCPS	Defense Civilian Payroll System
DoDEA	Department of Defense Education Activity
DWSP	DoDEA Work Schedule Program
HRRSC	Human Resources Regional Service Center
NTE	not to exceed
OT	overtime
OUSD	Office of the Under Secretary of Defense
P&R	Personnel and Readiness
T&A	time and attendance
TDY	temporary duty

### PART II. DEFINITIONS

basic work requirement. The number of non-overtime hours which an employee is required to account for either by work or leave within a bi-week pay period. This is 80 hours within a pay period.

compensatory time off-credit hours. An entitlement to time off for up to 24 credit hours, accumulated and used in 15-minute increments by an employee working under a flexitour schedule. Such time off must be requested and approved in advance by the supervisor (Enclosure 6) and derives from work performed at the request of the employee, with advance supervisory approval, in excess of the daily, weekly, or 80-hour per pay period work schedule.

compressed work schedule. A work period during which the 80-hour basic work requirement is fulfilled in 8 or 9 work days. Each work day under a compressed schedule will include a meal period.

credit hours. Any hours, within a flexible schedule established by section 6122 of title 5, United States Code (Reference (b)), which are in excess of an employee's basic work requirement and which the employee elects to work so as to vary the length of a work week or work day. Compensatory time-off in 15-minute increments that an employee may request and accrue in excess of the basic 8-hour daily or 40-hour weekly work requirement under a flexitour schedule. Credit hours are approved in advance by an employee's supervisor. A 24-hour maximum of credit hours may accrue and be carried over from one pay period to the next for subsequent use "as if" compensatory time. Credit hours must be used within 26 pay periods from the pay period in which it was credited. Unused credit hours will be paid at the employee's then current rate of pay upon an employee's separation or withdrawal from participation in the DWSP. Credit hours are not available to employees working compressed work schedules.

DWSP participating employee. Employees eligible to participate in the DWSP may be defined by supervisors in terms of either organizational level and title (e.g., division chiefs) or specific position requirements (e.g., a specific division chief's secretary). Eligibility will reflect such considerations as whether the essential duties and responsibilities of the position require the incumbent's presence as much as possible on a daily basis and whether DWSP schedules are consistent with the unit's goals for maximizing productivity and for ensuring quality support services. Managers and supervisors at all levels may designate positions which may not participate in the DWSP due to operational considerations.

flexitour work schedule. A type of flexible work schedule in which an employee is allowed to select starting and stopping times within the flexible hours. Once selected, the hours are fixed until the agency provides an opportunity to select different starting and stopping times.

gliding work schedule. A type of flexible work schedule in which a full-time schedule has a basic work requirement of 8 hours each day and 40 hours in each week, may select a starting and stopping time each day, and may change starting and stopping times daily within the established flexible hours.

overtime.

Under flexitour schedules – time worked in excess of 8 hours each work day or 40 hours each week, which is officially ordered and approved in advance and in 15 minute increments. Overtime does not include work performed under credit hours provisions.

Under compressed schedules – any time in excess of either the daily or weekly work hours specified for the compressed schedule of 80 hours in a pay period, which is officially ordered and approved in advance and in 15 minute increments.

work schedule matrix. The work schedule matrix provided in enclosure 4 is used by employees to propose and request a future schedule of working hours. It may also be used by employees to propose and request a future schedule of working hours.