



DoDEA ADMINISTRATIVE INSTRUCTION 1422.01

DoDEA WORK SCHEDULE PROGRAM

Originating Division: Human Resources

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Incorporates and cancels: DoDEA Regulation 5600.1, "DoDEA Work Schedule Program,"
July 10, 2009

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Approved by: Thomas M. Brady, Director

Purpose: This Issuance establishes policy, assigns responsibilities, and provides directions to implement the Department of Defense Education Activity (DoDEA) Work Schedule Program. This Issuance is established in accordance with DoD Directive 1342.20 and Volume 610 of DoD Instruction 1400.25.

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SECTION 1: GENERAL ISSUANCE INFORMATION

1.1. APPLICABILITY.

a. This Issuance applies to the DoDEA Headquarters Organization, the DoDEA Americas Region, the DoDEA Europe Region, the DoDEA Pacific Region, and to include all schools under the DoDEA authority, and when applicable, volunteers, students, support personnel, student teachers, contractors, and sponsors/parents.

b. Does not apply to School Level Administrators and Educators, District employees on a 222 day work year, or members of the Senior Executive Service (SES).

c. This Issuance shall be used in conjunction with any applicable labor agreements.

1.2. POLICY. It is DoDEA's policy that:

a. A work schedule will be established for all DoDEA employees to determine duty and absence status.

b. All DoDEA supervisors will establish controls to ensure staff accountability for hours worked and ensure DoDEA employees' work hours are accurately documented in the time and attendance system. DoDEA supervisors will maintain adequate office coverage to ensure the duties and requirements of their employees are fulfilled. This Issuance provides guidance to DoDEA employees to maintain consistency with merit system principles, equal compensation and employment opportunities, and workforce diversity goals and objectives, and that permit flexible work arrangements.

c. Participation in an Alternate Work Schedule (AWS) is not a right but is a benefit afforded to eligible employees. Initial approval of, as well as continued participation in, an AWS is subject to supervisory approval.

d. DoDEA Regional and District level employees, to include those centrally managed from Headquarters, may be permitted to work an AWS with approval from the employee's supervisor, in concurrence with DoDEA Regional and/or District leadership, within the limitations set forth in this policy.

e. DoDEA employees are not required to participate in an AWS. For those DoDEA employees who elect not to participate (and are not required to work an irregular work schedule as a condition of employment), a regular work schedule will be established with a fixed start and end time that does not vary, beginning no earlier than 0600 and no later than 0930, except as stated in Section 3.2.b.(2) of this Issuance.

f. The scope of this Issuance is limited to the DoDEA Work Schedule Program (DWSP). While referenced in this Issuance, the rules, limitations, and procedures for overtime, compensatory time, and compensatory time for travel are covered in accordance with Sections

5542 and 5547 of Title 5, United States Code; Parts 550.114, 551.422 and 551.531 of Title 5, Code of Federal Regulations.

1.3. INFORMATION COLLECTION. This Issuance may result in the collection of information due to its policy and procedures. Any collection of information must follow all applicable Federal, DoD, and DoDEA regulations, policies, and guidance.

SECTION 2: RESPONSIBILITIES

2.1. DODEA DIRECTOR. The DoDEA Director:

- a. Exercises overall responsibility for the implementation of this Issuance.
- b. Authorizes exceptions to the basic workweek and approves irregular or uncommon tours of duty that would result in applicable premium pay entitlements such as night pay and holiday or Sunday premium pay.

2.2. DODEA HUMAN RESOURCES DIVISION CHIEF. The DoDEA Human Resources Division (HR) Chief, under the authority, direction, and control of the DoDEA Director:

- a. Develops, interprets, and administers the provisions of this Issuance.
- b. Provides advice and guidance for DoDEA employees regarding administrative workweeks, official hours of duty, and AWSs. Reviews statutory and regulatory changes in Federal compensation policies that may impact DoDEA work schedules and implement changes, if necessary.
- c. Makes appropriate recommendations to ensure that AWSs do not cause an adverse impact on DoDEA's mission.

2.3. DODEA ASSOCIATE DIRECTORS, DODEA DIRECTORS FOR STUDENT EXCELLENCE AND DODEA HEADQUARTERS CHIEF OF STAFF. The DoDEA Associate Directors, DoDEA Directors for Student Excellence and DoDEA Headquarters Chief of Staff:

- a. Ensure all DoDEA employees are informed of their rights and responsibilities regarding the DWSP.
- b. Ensure compliance with this Issuance and hold subordinate DoDEA supervisors accountable for maintaining accurate work schedule forms documenting each DoDEA employee's prescribed hours of duty, and only certifying accurate employee time and attendance in the automated timekeeping system.

2.4. DODEA SUPERVISORS. DoDEA Supervisors:

- a. Establish a basic work requirement for each DoDEA employee that states the number of hours, excluding overtime hours, that a DoDEA employee is required to work (or account for by leave or otherwise).

b. Maintain copies of DoDEA employee work schedule forms, documenting each DoDEA employee's basic work requirement that states the number of hours, excluding overtime hours that a DoDEA employee is required to work (or account for by leave or otherwise).

c. Ensure that records of approved changes in administrative workweeks, or prescribed hours of duty, are appropriately maintained.

d. Monitor DoDEA employee's daily work schedules and ensure employee's work hours and leave usage are properly documented in the time and attendance system, accurately reflecting the DoDEA employee's daily status, before certifying DoDEA employee timesheets.

e. Identify positions which have essential duties and responsibilities that reasonably preclude participation in the AWS.

f. Modify or cancel work schedules, as needed, to ensure that mission needs are met, normally providing affected DoDEA employees a thirty (30) days advance written notice, in order to take care of personal needs such as rearranging transportation or finding alternate childcare, etc. An effort will be made by the DoDEA employee and DoDEA supervisor to reach a mutually agreeable change or cancellation date. Tours of duty shall not be changed for the purpose of avoiding the payment of holiday, premium, or irregular or occasional overtime pay.

g. Notify DoDEA employees that regular working hours while on temporary duty (TDY) or in training may be adjusted as required to accomplish the TDY or training assignment.

h. Schedule meetings and work within a DoDEA employee's regularly scheduled administrative workweek when possible, unless directing required overtime or compensatory time to avoid unnecessary employee entitlements such as Sunday premium or night pay. Regularly scheduled work is work that is scheduled in advance of an administrative workweek. As such, scheduled overtime for hours before 0600 and after 1800 may entitle DoDEA employees to night pay in addition to overtime or compensatory time.

2.5. DODEA EMPLOYEES. DoDEA Employees:

a. Develop a proposed biweekly schedule of arrival and departure times using DoDEA Form 1422, "DoDEA Work Schedule Program Form," subject to supervisory approval, documenting the number of hours, excluding overtime hours the DoDEA employee is required to work (or account for by leave or otherwise), and submit to the DoDEA Customer Service Representative (CSR).

b. Upon approval of the requested work schedule, be responsible for compliance with the terms of the agreement until cancelled.

c. Adjust work hours to facilitate attendance at important events (e.g., mandatory town hall meetings), TDY, or training.

d. Ensure time and attendance reports accurately reflect hours worked and all leave used during the pay period and work with the DoDEA supervisor to submit corrected timecards as soon as possible, when necessary.

SECTION 3: WORK SCHEDULE GENERAL INFORMATION

3.1. WORK SCHEDULE CATEGORIES.

a. Regular Work Schedule. Full-time DoDEA employees who elect not to participate in an AWS, are required to work a basic forty (40)-hour workweek, within which the DoDEA employee is regularly scheduled to work on five (5) days, Monday through Friday.

(1) The start and end times for DoDEA employees, on a regular work schedule, are fixed and do not vary. The basic non-overtime workday may not exceed eight (8) hours, and the two (2) non-workdays outside the basic workweek are consecutive. The scheduled eight (8) hour workday can begin as early as 0600 and end at 1430 hours, except as stated at Section 3.2.b. of this Issuance, or can begin as late as 0930 and end at 1800 hours.

(2) Employees working regular work schedules are required to observe a minimum thirty (30) minute unpaid meal period, not to exceed one (1) hour. A meal period may not be scheduled at the beginning or end of the workday, to facilitate late arrival or early departure.

b. Uncommon Tours of Duty. The DWSP should not be interpreted as diminishing the authority of the DoDEA Director from using nonstandard work schedules under Section 6101 of Title 5, United States Code and operating under those schedules with their applicable premium pay entitlements. Also referred to as an irregular work schedule, an uncommon or "nonstandard work schedule" includes any schedule in which full-time employees work other than the standard schedule of eight (8) hours per day and five (5) days per week in an administrative workweek (e.g., shift work to cover 24/7 help-desk centers). Uncommon tours of duty will be annotated on the DoDEA employee's position description and included in the job announcement as a condition of employment.

c. Alternate Work Schedule. DoDEA employees eligible to participate in an AWS may be defined by DoDEA supervisors in terms of both organizational level and title (e.g., division chief) or specific position requirements. 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 AWS schedules are consistent with DoDEA's goals for maximizing productivity and for ensuring quality support services. DoDEA supervisors at all levels may designate positions which may not participate in the AWS due to operational considerations. See Section 4 of this Issuance for more information regarding AWS.

d. Part-time. Part-time DoDEA employees work between sixteen (16) and thirty-two (32) hours each week or between thirty-two (32) and sixty-four (64) hours a pay period. Part-time DoDEA employees may work any work schedule category offered under this Issuance subject to supervisory approval.

3.2. ESTABLISHING AN EMPLOYEE WORK SCHEDULE.

a. Work Schedule Record. Each DoDEA employee must develop a proposed biweekly schedule of arrival and departure times using DoDEA Form 1422, "DoDEA Work Schedule

Program Form.” The proposed schedule requires DoDEA supervisor approval. For Headquarters-supervised DoDEA employees assigned to the DoDEA District Superintendent Office or Region; DoDEA Regional and/or District leadership must concur with the request for a Flexible Work Schedule (FWS), Compressed Work Schedule (CWS) or a regular work schedule that starts before 0600 or ends after 1800 before DoDEA supervisor approval. The approved DoDEA Form 1422, “DoDEA Work Schedule Program Form” must be maintained by the DoDEA employee and DoDEA supervisor. Prior to the beginning of the pay period, or as soon as possible, the DoDEA Form 1422, “DoDEA Work Schedule Program Form” must be submitted to the CSR, using the current communication method. The DoDEA Form 1422, “DoDEA Work Schedule Program Form” must show each DoDEA employee’s basic work requirement that states the number of hours, excluding overtime hours, that an employee is required to work (or account for by leave or otherwise). The DoDEA employee is responsible for adjusting his or her hours to facilitate attendance at important events, TDY, or training. See Section 3.3. of this Issuance for submitting work schedule changes.

b. Starting and Ending Times. Except for mission-required, uncommon tours of duty approved by the DoDEA Director, there is no DoDEA requirement to establish work schedules that start before 0600 or end after 1800 hours.

(1) A DoDEA supervisor, except through directed overtime or compensatory time, will not require a DoDEA employee to start the duty day before or end the duty day after these hours, unless night pay is authorized. However, a DoDEA employee may request an exception to the work schedule, as defined in Section 3.1.a. of this Issuance in order to begin the workday before 0600 or to end after 1800 hours.

(2) When a DoDEA employee requests a starting time before 0600 hours or an ending time after 1800 hours, night pay shall not be paid. Requests for an exception must be submitted in writing to the DoDEA supervisor for approval (Figure 1: Example of Request Tour of Duty Hours Before 0600 or After 1800 of this Issuance). For DoDEA employees in the National Capital Region, supervisors must submit for review to the first Senior Executive Service (SES) or the headquarters chief of staff, within their supervisory chain, prior to final approval. Requests must be maintained by the DoDEA supervisor, and include a statement that the DoDEA employee understands that night pay is not authorized for hours worked at the election of the DoDEA employee. A copy of the signed “Request Tour of Duty Hours Before 0600 or After 1800” Memorandum shall be maintained on file by the DoDEA supervisor and DoDEA employee.

3.3. CHANGES TO THE EMPLOYEE WORK SCHEDULE.

a. Work Schedule Changes. Existing work schedules may be changed, as needed, preferably prior to the beginning of the pay period, or as soon as possible. Changes initiated by the DoDEA employee, including returning to a basic workweek/regular work schedule, are subject to DoDEA supervisory approval. Changes to a DoDEA employee’s work schedule require an updated DoDEA Form 1422, “DoDEA Work Schedule Program Form” be submitted to (using the current communication method), and maintained by the CSR. Copies of the DoDEA Form 1422, “DoDEA Work schedule Program Form” will also be maintained by the

DoDEA supervisor and DoDEA employee. Approved changes will be made by the appropriate timekeeper in the approved automated time and attendance system.

b. DoDEA Supervisor Initiated Changes. DoDEA supervisor-initiated changes to an employee's regularly scheduled administrative workweek or official hours of duty shall be approved only when unusual work requirements of the office warrant the change, the efficiency or productivity of the office may improve, or some other benefit may be achieved by the office. A DoDEA supervisor-initiated cancellation or modification to an employee work schedule shall normally include thirty (30) days advance written notice. When possible an effort will be made by the DoDEA employee and DoDEA supervisor to reach a mutually agreeable termination date.

Figure 1: Example of Request Tour of Duty Hours Before 0600 or After 1800

MEMORANDUM FOR [Supervisor Name]	
SUBJECT: Request Tour of Duty Hours Before 0600 or After 1800	
<p>I am requesting that my regular tour of duty start Before 0600 hours or end after 1800 hours. Request my start time to begin at <i>0530</i> and my end time to be <i>1400</i> effective <i>30 September 2018</i>. I understand the change in my tour of duty hours is at my request, and night pay is not authorized.</p>	
<p style="text-align: right;">/signature of employee making request/ <i>Jane A. Doe</i> Human Resources Assistant Human Resources Division, Staffing</p>	
APPROVED: _____	
DISAPPROVED: _____ (annotate reason below)	
_____ Signature of Supervisor	_____ Date

SECTION 4: ALTERNATE WORK SCHEDULES

4.1. ALTERNATE WORK SCHEDULE.

a. General. AWS is an umbrella term that refers to a CWS and FWS. Participation in an AWS is a benefit afforded to eligible DoDEA employees and is not a right. Initial approval of, as well as continued participation in an AWS, the selection of an AWS option, and the specific work schedule requested by a DoDEA employee is subject to supervisory approval.

b. Alternate Work Schedule Categories. There are two (2) AWS categories and, with supervisory approval, eligible DoDEA employees have the option of working either if the position or mission supports it:

- (1) Compressed Work Schedule (See Section 4.2. of this Issuance).
- (2) Flexible Work Schedule (See Section 4.3. of this Issuance).

c. Employee Eligibility. DoDEA supervisors are responsible for identifying positions which have essential duties and responsibilities that reasonably preclude participation in the AWS. If the DoDEA supervisor finds that a proposed or existing AWS under this Issuance is deemed to have an adverse Activity impact, he or she will have the option to not establish it, modify it (e.g., determine that an employee or group of employees must be excluded, and restrict the earning of credit hours), or terminate it.

d. Meal Period. The length of the meal period may be adjusted within parameters established by the DoDEA supervisor, without charge to leave providing that the full workday requirement is met and that the meal time is not scheduled at the start or end of the workday.

e. Supplemental Record Keeping. DoDEA supervisors will not always have personal knowledge of the exact beginning and ending times of each employee's workday. In these situations, particularly when certain FWS are in use, the DoDEA supervisor may implement supplemental time accounting methods to ensure adequate oversight (i.e., signing in and out each workday).

4.2. COMPRESSED WORK SCHEDULE.

a. Description. CWS are fixed work schedules that permit employees to complete their basic biweekly work requirement of eighty (80) hours, excluding overtime hours in less than ten (10) workdays. DoDEA supervisors may change or stagger the arrival and departure times of DoDEA employees. Once selected, the start and end times are fixed and do not vary until the DoDEA supervisor provides an opportunity to select different starting and stopping times. CWS are voluntary arrangements and DoDEA supervisors cannot mandate employees in an organization to participate in a CWS.

b. Scheduling. The scheduled workday can begin as early as 0600 and end as early as 1430 hours or begin as late as 0930 and end as late as 1800 hours, while still meeting the required

daily work hours, (i.e., 0600 – 1530 with at least a 30-minute meal period, when working a nine (9) hour day). The length of the meal period may be adjusted within the parameters established by the DoDEA supervisor, without charge to leave, providing that the full workday requirement is met and that the meal time is not scheduled at the start or end of the workday.

c. Types of Compressed Work Schedule.

(1) 4/10. This CWS allows forty (40) hours of work to be completed during four (4), ten (10) hour workdays, Monday through Friday, each week per an eighty 80-hour pay period. The one (1) regular day off (RDO) per each week may be regularly scheduled on Monday through Friday. The RDO may be rescheduled periodically by the DoDEA employee and DoDEA supervisor to meet operational needs. See Section 3.3 of this Issuance for submitting work schedule changes.

(2) 5/4-9. This CWS allows eighty (80) hours of work within a pay period to be completed in nine (9) workdays, Monday through Friday. DoDEA employees work a fixed schedule of eight (8), nine (9) hour workdays, and one (1), eight (8) hour workday per an 80-hour biweekly pay period. DoDEA employees work five (5) days during one (1) week and four (4) days during the other week. The one (1) RDO per pay period may be regularly scheduled on Monday through Friday. The one (1) eight (8) hour workday may be scheduled for any of the nine (9) workdays during the pay period. This day off may be rescheduled periodically by the DoDEA employee and DoDEA supervisor to meet operational needs. See Section 3.3. of this Issuance for submitting work schedule changes.

(3) Part-time. DoDEA supervisors may approve the number of hours a part-time employee works each day on a CWS. Part-time DoDEA employees must develop a proposed schedule of arrival and departure times using DoDEA Form 1422, “DoDEA Work Schedule Program Form.” The proposed schedule requires DoDEA supervisor approval. The approved DoDEA Form 1422, “DoDEA Work Schedule Program Form” must be maintained by the DoDEA employee and DoDEA supervisor and must be updated annually.

d. Holidays.

(1) Holiday Pay. If excused from work on a holiday, a DoDEA employee is entitled to basic pay for the number of hours of his or her CWS on that day. For example, if a holiday falls on a nine (9) or ten (10) hour basic workday, the DoDEA employee’s holiday is nine (9) or ten (10) hours, respectively. A part-time CWS DoDEA employee is entitled to basic pay for the number of hours he or she normally would have been scheduled to work that day. In the event the President issues an executive order granting a half-day holiday, full-time CWS DoDEA employees are normally excused from work during the last half of their basic work requirement (i.e., non-overtime hours) on that day. If, however, a DoDEA employee is required to work on a holiday that is a regularly scheduled workday, the DoDEA employee is entitled to holiday premium pay for the number of hours he or she is scheduled to work during his or her regularly scheduled tour of duty.

(2) In Lieu of Holidays. For full-time DoDEA employees, when a holiday falls on a non-workday, to include a RDO, the DoDEA employee is entitled to an in lieu of holiday.

(a) Should a holiday not fall on Sunday (e.g. Saturday) the workday prior to the holiday is the designated in lieu of holiday. An example would be if a DoDEA employee's scheduled non-workday falls on a Monday, and the holiday falls on that Monday, the DoDEA employee would observe the preceding Friday as the in lieu of holiday (even if the holiday is in a different pay period).

(b) Should a holiday fall on a Sunday, the next scheduled workday is the in lieu of holiday, as prescribed in Executive Order 11582. An example would be if a DoDEA employee's scheduled non-workday falls on Monday, the DoDEA employee would observe Tuesday as the holiday.

e. Credit Hours. There is no legal authority for credit hours under a CWS. Pursuant to Section 6121(4) of Title 5, United States Code, the law only provides credit hours for FWS.

f. Temporary Duty and Training. When a DoDEA employee participating in the CWS is in a TDY status or attending training for all or part of a pay period, the work schedule for the pay period will normally revert to a standard eight (8) hour day, 40-hour week, 80-hour pay period. However, the Activity may permit the employee to continue to work the approved CWS schedule (if suitable) or require the DoDEA employee to change the schedule to conform to operations at the TDY or training location. Where a TDY assignment or training is scheduled after the beginning of a pay period and follows days already worked and/or a scheduled day off, DoDEA 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 when TDY, as well as compensatory time for travel time may be approved in accordance with Subchapter V of Title 5, United States Code.

4.3. FLEXIBLE WORK SCHEDULE.

a. Description. FWS are types of AWS that allow employees to determine their own schedule within the limits set by the Activity. FWS are voluntary work schedules approved by DoDEA supervisors that enable employees to select and alter their schedules to better fit personal needs and help balance work and personal responsibilities. All FWSs allow employees to earn and use credit hours, subject to supervisory approval. FWS consist of workdays with core hours and flexible hours. Flexible hours are the part of the workday when employees may, within limits, set by the DoDEA supervisor, choose their arrival and departure times. Core hours are the designated period of the day when all DoDEA employees must be at work, or in an approved leave status. DoDEA core hours are from 0930 to 1430, Monday through Friday.

b. Scheduling. The length of the meal period may be adjusted within the parameters established by the DoDEA supervisor, without charge to leave providing that a full eighty (80)-hour work requirement is met per pay period when working core hours. A meal period may not be scheduled at the beginning or end of the workday, to facilitate late arrival or early departure.

c. Types of Flexible Work Schedules. DoDEA offers five (5) types of FWSs to eligible employees, subject to supervisory approval. DoDEA employees are precluded from participation in multiple FWS programs at the same time.

(1) Flexitour. The basic pay period consists of two (2), 40-hour workweeks, each workweek consisting of five (5), eight (8) hour workdays, Monday through Friday. The scheduled eight (8) hour or minimum workday can begin as early as 0600 and end as early as 1430 hours or begin as late as 0930 and end as late as 1800 hours. Once selected, the start and end times are fixed and do not vary until the DoDEA supervisor provides an opportunity to select different starting and stopping times. DoDEA employees are required to be at their designated place of duty during core hours of 0930 to 1430 Monday through Friday, or in a leave status.

(2) Gliding Work Schedule. A Gliding Work Schedule is approved for use in the DWSP. The basic pay period consists of two (2), forty (40)-hour workweeks, each workweek consisting of five (5), eight (8) hour workdays, Monday through Friday. The DoDEA employee may select a starting and stopping time each day and may change starting and stopping times daily within the established flexible hours, as determined by the DoDEA supervisor. DoDEA employees are required to be at their designated place of duty during core hours of 0930 to 1430, Monday through Friday, or in a leave status.

(3) Variable Day Schedule. A Variable Day Schedule contains core hours on each workday in the week and in which a full-time employee has a basic work requirement of forty (40) hours in each week of the biweekly pay period, but in which a DoDEA employee may vary the number of hours worked on a given workday within the week within the limits established for the Activity. DoDEA employees are limited to scheduling no more than eleven (11) hours per workday and are required to be at their designated place of duty during core hours of 0930 to 1430 Monday through Friday, or in a leave status. All daily work hours in the work schedule must be preapproved by the DoDEA supervisor each pay period.

(4) Variable Week Schedule. A Variable Week Schedule contains core hours on each workday in the week and in which a full-time DoDEA employee has a basic work requirement of eighty (80) hours for the biweekly pay period, but in which a DoDEA employee may vary the number of hours worked on a given workday or the number of hours each week within the limits established for the Activity. DoDEA employees are limited to scheduling no more than eleven (11) hours per workday and are required to be at their designated place of duty during core hours of 0930 to 1430, Monday through Friday, or in a leave status. All daily work hours in the work schedule must be preapproved by the DoDEA supervisor each pay period.

(5) Maxiflex Work Schedule. A Maxiflex Work Schedule contains core hours on fewer than ten (10) workdays in the biweekly pay period and in which a full-time DoDEA employee has a basic work requirement of eighty (80) hours for the biweekly pay period. Under this schedule, a DoDEA employee may vary the number of hours worked on a given workday or the number of hours each week within the limits established for the Activity. DoDEA employees are required to be at their designated place of duty during core hours for a minimum of three (3) days each workweek, Monday through Friday, as determined by the DoDEA supervisor, or in a leave status. Under Maxiflex, employees may split their schedule in the same workday. For example, employees may work their core hours from 0930 to 1430 and finish their workday from 1800 to 2000. DoDEA employees are limited to scheduling no more than eleven (11) hours per workday. All daily work hours in the work schedule must be preapproved by the DoDEA supervisor each pay period. For example, an employee must notify his/her DoDEA supervisor that he/she plans to work seven (7) hours on Monday, five (5) hours on Tuesday, etc.

(6) Part-time DoDEA Employees. DoDEA supervisors may approve the number of hours a part-time DoDEA employee works each day on a FWS.

d. Holidays.

(1) Holiday Pay. If excused from work on a holiday, full-time FWS DoDEA employees are limited to eight (8) hours of basic pay. In the event the President issues an executive order granting a half-day holiday, full-time FWS DoDEA employees are entitled to basic pay for the last half of their basic work requirement (i.e., non-overtime hours) on that day, not to exceed four (4) hours. If, however, a DoDEA employee is required to work on a holiday that is a regularly scheduled workday, he or she is entitled to holiday premium pay for up to eight (8) hours of holiday work. A part-time FWS DoDEA employee is entitled to basic pay for the number of hours scheduled for the holiday, not to exceed eight (8) hours.

(2) In Lieu of Holidays. For full-time DoDEA employees when a holiday falls on a non-workday, the DoDEA employee is entitled to an in lieu of holiday.

(a) Should a holiday not fall on Sunday (e.g. Saturday) the workday prior to the holiday is the designated in lieu of holiday. For example, if a DoDEA employee's scheduled non-workday falls on a Monday, and the holiday falls on that Monday, the employee would observe the preceding Friday as the in lieu of holiday (even if the holiday is in a different pay period). If the holiday falls on a non-workday and is a day the DoDEA employee has chosen as a non-workday that day remains the holiday and the DoDEA employee must select another non-workday.

(b) Should a holiday fall on a Sunday, the next scheduled workday is the in lieu of holiday, as prescribed in Executive Order 11582. For example, if a DoDEA employee's scheduled non-workday be on Monday, the DoDEA employee would observe Tuesday as the holiday.

(3) In Lieu of Holidays for Part-time DoDEA Employees. Part-time DoDEA employees are entitled to a holiday when the holiday falls on a day when he or she would otherwise be required to work or take leave. This does not include overtime work. If a holiday falls on a non-workday part-time DoDEA employees are not entitled to an in lieu of holiday. If an Activity's office or facility is closed due to an "in lieu of" holiday for full-time DoDEA employees, the DoDEA Director may grant paid excused absence to part-time DoDEA employees who are otherwise scheduled to work on that day.

e. Credit Hours. Credit hours are any hours within a FWS that are in excess of a DoDEA employee's basic work requirement (e.g., forty (40) hours per week) that the DoDEA employee elects to work to vary the length of a workweek or a workday. Credit hours are different from overtime hours in that they are not officially ordered in advance and must be worked within a DoDEA employee's non-overtime tour of duty. The scope of this Issuance does not include DoDEA overtime policy, however, mandatory meetings, or work that management requires outside of the DoDEA employee's regular schedule is credited as overtime or compensatory time. However, an eligible DoDEA employee working a FWS may elect to earn credit hours instead of overtime or compensatory time. DoDEA employees must get preapproval by their

DoDEA supervisor before earning more than two (2) credit hours on one (1) day, and/or credit hours on the weekend. The tour of duty defines the limits within which a DoDEA employee on a FWS must complete his or her basic work requirement. For example, if a DoDEA employee's tour of duty does not include weekends, then he or she may not earn credit hours for work performed on the weekend.

(1) Use. Credit hours may be used in lieu of leave and, with supervisory approval, as credit to the basic work requirement for DoDEA employees approved for a FWS. Credit hours can be used in the same pay period they are earned, however, they must be earned before they can be used. Credit hours may not be used on days during which overtime, compensatory time, or credit hours are earned or until approved by the DoDEA supervisor and properly recorded within the time and attendance system.

(2) Accrual Limitations. In accordance with Section 6126 of Title 5, United States Code, full-time DoDEA employees are prohibited from carrying over more than twenty-four (24) credit hours (one quarter of the biweekly work requirement for part-time employees) from one (1) pay period to the next.

(3) Compensation for Unused Credit Hours. Credit hours shall be paid out at the DoDEA employee's current rate of pay when a DoDEA employee no longer works FWS, transfers to another Federal agency, or upon separation from Federal service. Payment for accumulated credit hours is limited to a maximum of twenty-four (24) hours for a full-time DoDEA employee. For a part-time DoDEA employee, the limit is one quarter of the employee's biweekly work requirement. DoDEA employees are prohibited from receiving compensation for any other reason (e.g., excess or unused credit hours that cannot be carried forward into the next pay period) in accordance with Section 6123(b) of Title 5, United States Code.

f. Overtime. For DoDEA employees under a FWS, overtime hours are all hours of work in excess of eight (8) hours in a day or forty (40) hours in a workweek, which are officially ordered in advance by management. For DoDEA employees on a flexible work schedule, overtime hours must be officially ordered in advance, notwithstanding the standard in accordance with Section 201 *et seq.* of Title 29, United States Code, also known as "The Fair Labor Standards Act of 1938, as amended" or in this Issuance as "FLSA." The requirement that overtime hours be officially ordered in advance also applies to the "FLSA" for nonexempt DoDEA employees working a FWS. Employees on FWSs may not earn overtime pay as a result of including "suffered or permitted" hours (under the "FLSA") as hours of work in accordance with Part 551.401(a)(2) of Title 5, Code of Federal Regulations.

g. Temporary Duty and Training. When a DoDEA employee participating in the FWS is in a TDY status or attending training for all or part of a pay period, the work schedule for the pay period will normally revert to a standard eight (8) hour day, forty (40)-hour week, eighty (80)-hour pay period. However, the Activity may permit the employee to continue to work the approved FWS schedule (if suitable) or require the DoDEA employee to change the schedule to conform to operations at the TDY or training location. Where a TDY assignment or training is scheduled after the beginning of a pay period and follows days already worked and/or a scheduled day off, DoDEA 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 for travel time may be approved in accordance with Section 5542(2) of Title 5, United States Code.

GLOSSARY

G.1. ACRONYMS.

AWS	Alternate Work Schedule
CSR	Customer Service Representative
CWS	Compressed Work Schedule
DSO	District Superintendent Office
DWSP	DoDEA Work Schedule Program
FLSA	“Fair Labor Standards Act of 1938, as amended”
FWS	Flexible Work Schedule
HR	Human Resources Division
RDO	regular day off
SES	Senior Executive Service
TDY	temporary duty

G.2. DEFINITIONS. Unless otherwise noted, these terms and their definitions are for the purpose of this Issuance.

administrative workweek. A period of seven (7) consecutive calendar days.

AWS. An arranged tour of duty that varies from the regular tour of duty. AWS includes both flexible and compressed work schedules.

basic workweek. For full-time DoDEA employees, it is a 40-hour workweek, Monday through Friday, eight (8) hours per day, with two (2) consecutive days off on Saturday and Sunday. For part-time DoDEA employees, the officially prescribed days and hours within the administrative workweek during which the DoDEA employee is scheduled to work.

compensatory time. Time off granted in lieu of payment for an equal amount of time spent in irregular or occasional overtime work. One (1) hour of compensatory time off is granted for each hour of overtime work. Agencies may require, in accordance with “FLSA”-exempt DoDEA employees receive compensatory time off in lieu of overtime pay for irregular or occasional overtime work, but only for a “FLSA”-exempt DoDEA employees whose rate of basic pay is above the rate for General Schedule-10, step 10. No mandatory compensatory time off is permitted for wage employees or in lieu of “FLSA” overtime pay.

core hours. The time periods during the workday, workweek, or pay period that are within the tour of duty during which an employee on a regular work schedule or is covered by a FWS is required by the Activity to be present for work. DoDEA core hours are 0930 to 1430, Monday through Friday.

credit hours. An entitlement to time off for up to twenty-four (24) credit hours, accumulated and used in fifteen (15) minute increments by DoDEA employee working under a FWS. Such time off must be requested and approved in advance by the DoDEA supervisor and derives from work performed at the request of the DoDEA employee to vary the length of a workday or workweek, with advance supervisory approval, in excess of the daily, weekly, or eighty (80) hour per pay period work schedule. Credit hours are not available for employees working a CWS.

CWS. A type of AWS in which a full-time DoDEA employee has an 80-hour biweekly basic work requirement which is scheduled for less than ten (10) workdays. For a part-time DoDEA employee, a biweekly basic work requirement of less than eighty (80) hours which is scheduled for less than ten (10) workdays. DoDEA offers two (2) types of compressed work schedules.

Flexitour. A type of flexible work schedule in which a DoDEA employee is allowed to select starting and stopping times within the flexible hours. Once selected, the hours are fixed, and the start and end times do not vary.

FWS. A type of AWS in which a full-time DoDEA employee has an 80-hour biweekly basic work requirement that allows a DoDEA employee to determine his or her own schedule within the limits set by the Activity. In the case of a part-time DoDEA employee, a biweekly basic work requirement of less than eighty (80) hours that allows an employee to determine his or her own schedule within the limits set by the Activity. DoDEA offers five (5) types of flexible work schedules.

gliding work schedule. A type of flexible work schedule in which a full-time schedule has a basic work requirement of eight (8) hours each day and forty (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.

holidays. Holiday is defined as a U.S. recognized federal holiday.

holiday premium pay. Pay for holidays on which work is performed.

hours of work. All time spent by a DoDEA employee performing work for the benefit of the Activity and under the control or direction of the Activity.

Maxiflex Work Schedule. A type of FWS that contains core hours on fewer than ten (10) workdays in the biweekly pay period and in which a full-time DoDEA employee has a basic work requirement of eighty (80) hours for the biweekly pay period, but in which a DoDEA employee may vary the number of hours worked on a given workday or the number of hours each week within the limits set by the DoDEA supervisor, or established for the Activity.

night pay. Distinct from night differential provisions that prevailing rate (i.e., Wage Grade) DoDEA employees are covered by, night pay is a ten (10) percent differential paid to an employee, covered under Section 5545 of Title 5, United States Code, for regularly scheduled work performed at night. It is computed as a percentage of the DoDEA employee's rate of basic pay (including any applicable locality payment or special rate supplement). Night pay is paid for regularly scheduled work performed at night. This generally means work scheduled before the beginning of the administrative workweek. Generally, night work must be performed between the hours of 1800 and 0600, including night work under a CWS. Night pay is paid in addition to Sunday and holiday premium pay, and “regularly scheduled” overtime (meaning overtime scheduled before the start of the administrative workweek). DoDEA employees on FWS are not entitled to night pay for voluntarily working flexible hours between 1800 and 0600, including while earning credit hours.

overtime. Under regular and flexible work schedules, overtime is hours of work officially ordered or approved in excess of eight (8) hours in a day or forty (40) hours in an administrative workweek. Under a FWS, overtime does not include work performed under credit hours provisions. Under a CWS, overtime is time in excess of specified work hours for the CWS of eighty (80) hours in a pay period, which is officially ordered and approved in advance. For part-time DoDEA employees, overtime hours are hours in excess of the CWS for a day (but must be more than eight (8) hours) or, for a week (but must be more than forty (40) hours).

premium pay. The dollar value of earned hours of compensatory time off and additional pay authorized by Parts 532 and 550 of Title 5, Code of Federal Regulations, for overtime, night, Sunday, holiday work, for standby duty, administratively uncontrollable overtime work, or availability duty. This excludes overtime pay paid to DoDEA employees under the “FLSA” as amended and compensatory time off earned in lieu of such overtime pay.

RDO. A non-workday under a CWS.

regular work schedule. For a full-time DoDEA employee, the period within an administrative workweek, established in accordance with Subpart 610.111 of Title 5, Code of Federal Regulations, within which the full-time DoDEA employee is regularly scheduled to work on five (5) days, Monday through Friday, when possible, the start and end times each day are fixed and do not vary, the basic non-overtime workday may not exceed eight (8) hours, the two (2) days outside the basic workweek are consecutive, and the lunch break may not be scheduled for more than one (1) hour in a basic workday. For a part-time DoDEA employee, it means the officially prescribed days and hours within an administrative workweek during which the employee is regularly scheduled to work.

regularly scheduled work. Work that is scheduled in advance of an administrative workweek under an Activity’s procedures for establishing workweeks in accordance with Part 610 of Title 5, Code of Federal Regulations.

Sunday premium pay. Non-overtime work during a DoDEA employee's regularly scheduled basic tour of duty (not to exceed eight (8) hours unless working a CWS and scheduled to work

more than eight (8) regularly scheduled hours on Sunday) that begins or ends on a Sunday. Sunday premium pay is equal to twenty-five percent (25%) of a DoDEA employee's rate of basic pay. Employees working a FWS are precluded from working flexible hours during a basic tour of duty that begins or ends on Sunday. DoDEA employees may not earn Sunday premium pay when they earn or use credit hours.

tour of duty. The hours of a day (a daily tour of duty) and the days of an administrative workweek (a weekly tour of duty) that constitute a DoDEA employee's regularly scheduled administrative workweek.

uncommon tours of duty. Nothing in the DWSP should be interpreted as diminishing the authority of the DoDEA Director using nonstandard work schedules under Section 6101 of Title 5, United States Code, and operate under those schedules with their applicable premium pay entitlements. Also referred to as an irregular work schedule, an uncommon or "nonstandard work schedule" includes any schedule in which full-time DoDEA employees work other than the standard schedule of eight (8) hours per day and five (5) days per week in an administrative workweek (e.g., shift work to cover 24/7 help-desk centers).

variable day schedule. A type of FWS containing core hours on each workday in the week and in which a full-time DoDEA employee has a basic work requirement of forty (40) hours in each week of the biweekly pay period, but in which an employee may vary the number of hours worked on a given workday within the week within the limits established by the DoDEA supervisor.

variable week schedule. A type of FWS containing core hours on each workday in the biweekly pay period and in which a full-time DoDEA employee has a basic work requirement of eighty (80) hours for the biweekly pay period, but in which a DoDEA employee may vary the number of hours worked on a given workday or the number of hours each week within the limits established by the DoDEA supervisor.

REFERENCES

Code of Federal Regulations, Title 5

DoD Directive 1342.20, "Department of Defense Education Activity (DoDEA)," October 19, 2007

DoD Instruction 1400.25, Volume 610, "DoD Civilian Personnel Management System: Hours of Duty," November 28, 2014

DoDEA Form 1422, "DoDEA Work Schedule Program Form," May 2019

Executive Order 11582, "Observance of Holidays by Government Agencies," February 11, 1971

United States Code, Title 5

United States Code, Title 29, Section 201 *et seq.* (also known as the "Fair Labor Standards Act of 1938, as amended" or as in this Issuance "FLSA")

APPENDIX

APPENDIX 1: INTERNAL CONTROLS EVALUATION CHECKLIST

CHECKLIST ITEM	YES/NO
Was the DoDEA Form 1422, “DoDEA Work Schedule Program Form” completed fully and signed by the DoDEA employee and their DoDEA supervisor?	
Was the DoDEA Form 1422, “DoDEA Work Schedule Program Form” submitted to the CSR for processing in automated time keeping system?	
Are the DoDEA employee and DoDEA supervisor maintaining the completed and signed DoDEA Form 1422, “DoDEA Work Schedule Program Form” on file?	
Is the DoDEA employee entering the appropriate scheduled daily hours or work requirement in DAI in accordance with their approved work schedule?	
If the DoDEA employee requests to change to a different work schedule was there an updated DoDEA Form 1422, “DoDEA Work Schedule Program Form” completed and signed by the DoDEA employee and their DoDEA supervisor?	
If the DoDEA employee is requesting to start work before 0600 or after 1800, is there a “Request Tour of Duty Hours Before 0600 and After 1800” Memorandum signed by the DoDEA employee and their DoDEA supervisor?	
Are the DoDEA employee and DoDEA supervisor maintaining the “Request Tour of Duty Hours Before 0600 and After 1800” Memorandum on file?	