

**MANAGEMENT**

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**Alternative Work Schedules  
for the Office of Management**

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**PURPOSE** This MAPP describes the policies and procedures governing the Alternative Work Schedule (AWS) program in the Office of Management (OM) in the Center for Drug Evaluation and Research (CDER).

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**REFERENCES**

- FDA's Master Plan for Alternative Work Schedules (1995).
  - CDER Manual of Policies and Procedures (MAPP) 4657.1, "Alternative Work Schedules," November 7, 1995.
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**POLICY**

The Office of Management implements CDER's AWS policy (MAPP 4657.1) with the following changes/limitations:

1. Employees are not permitted to work compressed work schedules;
2. Core hours are 10:00 a.m. to 2:00 p.m., Monday through Friday;
3. Flexible time bands, or maxiflex, are between 5:30 a.m. and 10:00 a.m. (arrival time) and between 2:00 p.m. and 12:00 a.m. (departure time), Monday through Friday. This is also the time frame in which credit hours may be earned;
4. Credit hours may be accumulated in increments of less than 15 minutes but

must be reported in 15 minute increments each pay period. Credit hours in increments of less than 15 minutes at the end of a pay period will be forfeited; and

5. Under certain circumstances, employees may substitute a weekend day for a regular (Monday through Friday) workday. This request must be approved by the employee's Division Director.
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#### **EFFECTIVE DATE**

This MAPP is effective upon date of publication.