

Alternative Work Schedules

Fact Sheet “In a Nutshell”

References:

- NIH Policy Manual 2300-610-4 – Alternative Work Schedules (AWS) (6/18/98)
- NIH Delegations of Authority

Delegation of Authority:

- To select which AWS models may be implemented within an Institute or Center (IC):
 - < Associate Directors, NIH
 - < May be redelegated to officials with sufficient knowledge to exercise the authority
- To implement and/or terminate selected IC Alternate Work Schedules:
 - < Associate Directors, NIH
 - < May be redelegated to first level supervisors

Alternative Work Schedules:

- Alternative Work Schedules are available to employees with management approval. Adjustable work hours can assist employees in balancing the demands of the workplace with their personal responsibilities and help alleviate commuting/parking problems as well. AWS encompasses Flexible Work Schedules (FWS) and Compressed Work Schedules (CWS).
- Flexible Work Schedules: For a full-time employee, an 80-hour basic work requirement that allows an employee some flexibility to determine his or her own tour of duty, with supervisory approval, within the core time requirements and the flexible time limits set by the IC. Also, with supervisory approval, employees may elect to earn and use credit hours. Credit hours are hours worked in excess of the basic work requirement so as to vary the length of a workweek or workday. These schedules include Flexitour, Gliding, Variable Day Schedule, Variable Week Schedule, and Maxiflex.
- Compressed Work Schedules: For a full-time employee, an 80-hour bi-weekly basic work requirement that is scheduled for less than 10 workdays. These schedules are fixed and include 5/4/9, 4/10, and 3/13 work schedules.
- Implementation of AWS is a matter of management and supervisory discretion.
- NIH’s standard operating hours are 8:30 a.m. to 5:00 p.m., Monday through Friday. Flexible hours may be established at IC discretion, provided they occur between 6:00 a.m. and 6:00 p.m.

- Generally official core times for FWS are 9:30 to 11:00 a.m. and 1:30 to 3:30 p.m.
- Participation in AWS is an employment benefit, not an entitlement.
- If an employee must work on a scheduled day off under a CWS:
 - < overtime or compensatory time is permitted; or
 - < employee may be required to temporarily change day off; or
 - < employee may request to change the day off for another day.
- ICs may decide that certain days are not available as CWS days off (e.g., staff meetings on Tuesdays, no one may be off on Tuesdays).
- Tour of duty of each employee on CWS must be documented and provided in writing to employee's timekeeper.

Additional Information:

If you would like more information on Alternative Work Schedules, contact your Human Resource Office.

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