



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, D.C. 20240

JAN 6 1994

PERSONNEL MANAGEMENT LETTER NO. 94-2 (610)

SUBJECT: Payment of Credit Hours for Flexible Work Schedule Employees

This is to provide Department policy concerning the payment of accumulated credit hours under a flexible work schedule (FWS) program when employees change from full-time to part-time employment.

According to FPM 510, Subchapter 4, full-time employees who are no longer subject to FWS and who have accumulated credit hours may be paid up to a maximum of 24 hours for these accumulated hours. Part-time employees may be paid for not more than one-quarter of the employee's biweekly work requirement. The question has arisen regarding the proper payment of credit hours for an employee who changes from full-time to part-time employment under FWS, an issue which is not covered in the FPM or the regulations.

The Office of Personnel Management recommends that the employee in this situation be paid for accumulated credit hours down to the maximum level the employee would be able to accumulate as a part-time employee. The Department has decided to adopt this policy as part of its flexible work schedule program beginning immediately.

We do not anticipate many cases of employees who are affected by this situation. However, if bureau personnel offices are aware of any employees who have not been paid for credit hours during the past year when changing from full-time to part-time employment, they should notify the appropriate payroll processing section in Denver, giving the employee's name, Social Security Number, and amount of credit hours which were unpaid. If there are any questions regarding an employee's pay or leave record, please contact the Payroll Hotline Service on (303) 969-7732.

Acting Director of Personnel

INQUIRIES: A.G. Coulter, Division of Employee Relations
Telephone 208-5284, Room 5219, Mail Stop 5203