

## Pharmaceutical Sciences

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### Alternative Work Schedule (AWS) for the Office of Generic Drugs

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**PURPOSE** This MAPP describes policies governing the Alternative Work Schedule program for the Office of Generic Drugs, OPS.

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#### **BACKGROUND**

- The AWS program provides individuals with the flexibility to schedule their work time to accommodate their needs, so long as it does not materially disrupt the conduct of the Center's business.
- FDA has revised its policies regarding core hours and flexible bands. The Office of Pharmaceutical Science's (OPS's) AWS program is described under MAPP 5000.1. This MAPP provides the policies for the implementation of AWS within all components of the Office of Generic Drugs (OGD), as required under MAPP 5000.1.
- Implementing AWS within OGD requires balancing the need to work as a team with the individual needs of employees. The work of the divisions is highly demanding and under tight deadlines. To meet these deadlines, individuals must work well as a team, with opportunities for frequent and

direct (often face-to-face) communication. The implementation of AWS must not undermine the effectiveness and efficiency of this team effort. At the same time, it allows employees and supervisors to use the AWS program to accommodate the employee's needs as much as possible without compromising OGD's work and mission. The OGD AWS plan represents an effort to achieve this balance.

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## REFERENCES

- CDER's Alternative Work Schedule (MAPP 4657.1)
  - CDER's Flexible Workplace Arrangements Program (MAPP 4657.2)
  - CDER's Overtime Policy (MAPP 4657.3)
  - OPS's Plan for Alternative Work Schedules (MAPP 5000.1)
  - OPS's Flexible Workplace Arrangements (MAPP 5000.2)
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## DEFINITIONS

- **Alternative Work Schedule.** Any work schedule other than a designated fixed or compressed work schedule.
- **Basic Work Schedule.** The number of hours an employee is regularly scheduled to work: full-time employees, 8½ hours per day (including ½ lunch break, 40 hours per week or 80 hours per biweekly pay period; for part-time employees, fewer than 40 hours (but not fewer than 16 or more than 32) per week or fewer than 80 hours per biweekly pay period.
- **Compressed Work Schedule.** Employees fulfill the requirement of working 80 hours in a biweekly pay period over a span of eight or nine work days. For example, 5-4/9 (work 9 hours for 5 days of the first week

and 4 days the next week with 1 day off) or 4/10 (work 4 days for 10 hours each week with 1 day off a week). This is a fixed schedule with a predetermined starting and ending time for each workday in the pay period, and the same day off each pay period.

- **Core Hours.** The time during the workday during which an employee covered by a flexible (not compressed) work schedule is required to be present.
- **Credit Hours.** Hours worked in a day in excess of the basic work requirement.
- **Flexible Bands.** The time band during the workday during which an employee may choose to vary the times of arrival to and departure from the work site. These time frames also provide the time bands in which credit hours may be earned. Flexible bands also define the times on weekends during which credit hours can be earned.
- **Maxiflex (or Flexitime).** Work is performed within the designated flexible band of hours and employees must be present for work or on approved leave during core hours. Employees are allowed, with supervisory approval, to earn credit hours during the flexible bands.
- **Overtime and Compensatory Time Work.** Work that is officially ordered for a specifically defined project and performed outside the employee's official work schedule and that may result in financial remuneration.

**POLICY**

1. The maximum flexible bands that can be permitted in OGD are as follows:

Maxiflex Schedule:

Monday - Friday	6:00 a.m. - 7:00 p.m.
Saturday - Sunday	6:00 a.m - 6:00 p.m. (credit time only)

2. Core hours for OGD are 9:30 a.m. - 3:30 p.m., Monday - Friday.
3. Normal business hours in CDER are 8:00 a.m. until 4:30 p.m., Monday - Friday.
4. Employees are expected to be available for meetings during normal business hours even if their attendance would interfere with their normal work schedule. Meeting times and training times are not limited to the core hours but can be scheduled to accommodate office/division needs. Office/division management are required to ensure adequate staffing of all functions during normal business hours.
5. Phone coverage:
 

Divisions:

8:00 a.m. - 5:00 p.m.	Monday - Thursday
8:00 a.m. - 4:30 p.m.	Friday

Immediate Office:

8:00 a.m. - 5:30 p.m.	Monday - Thursday
8:00 a.m. - 5:00 p.m.	Friday
6. All General Schedule (GS) employees in OGD are eligible to participate in a maxiflex work schedule. In all cases, the maxiflex schedule options available to employees will depend on coordinating employee schedules so that adequate office/division coverage is maintained and work operations are unhindered. Requests to participate in an alternative work schedule may be approved only by the employee's supervisor and office director.
7. Credit hours may not be earned by Commissioned Corps Officers, SES employees, or Title 38 employees.

8. Employees may work in excess of the basic work requirement (8½ hours per day) to earn credit hours, which may then be used to shorten other work days or work weeks. OGD employees are considered generally approved to work up to 2.0 hours in excess of the basic work requirements on a normal work day, if the hours are worked between 6:00 a.m. and 7:00 p.m. and a Request To Earn Maxiflex Credit Time form is completed (see Attachment A). (Supervisors may rescind this general approval if circumstances in an individual case make it necessary.) No more than 2.0 credit hours may be earned in a regular work day. Employees must have specific approval in advance to work credit hours before 6:00 a.m., after 7:00 p.m., or on weekends or holidays. A maximum of 24 credit hours and maxiflex time may be accumulated and carried forward from one pay period to the next for full-time employees. Part-time employees may carry forward up to ¼ of their official tour of duty hours as recorded on their SF-50. Credit hours and maxiflex time must be earned in advance and used in increments of ¼ hour. A full thirty minutes (½ hour) must be worked before an employee earns credit time. Credit time may not be earned minute by minute to accumulate up to ½ hour. ***Any credit hours in excess of the amount allowed to be carried forward to the next pay period are forfeited. Credit hours do not convert to pay even if unused after 8 pay periods, except as allowed by DHHS.*** Credit hours must be earned in advance and may be used as annual or sick leave; credit hours may not be taken in anticipation of earning them.
9. Generally, up to 2.0 hours of credit time or annual leave a day may be taken without a leave slip; a notation will need to be made by the employee on his/her time work sheet. ***Employees are still expected to notify supervisors/team leaders in advance for leave usage, regardless of whether the time taken is less than or greater than 2.0 hours. Prior approval for greater than 2.0 must be documented.***
10. An employee may ***not*** earn overtime, credit hours or maxiflex time while working at home under a Flexible Workplace Arrangement Program (FWAP) agreement, except in extenuating circumstances approved in advance by the office director. However, on the days a full-time employee is scheduled to work offsite, the employee may vary the beginning of the workday so long as the core hours of 9:30 a.m. - 3:00 p.m. are covered.



11. Attendance at professional meetings during the evenings and weekends may not substitute for a normal workday, and cannot be claimed as credit hours, compensatory time, or overtime. This includes the time spent traveling to and from the meeting site.
  12. In all cases, the AWS options available to employees will depend on coordinating employee schedules so that adequate office/division coverage is maintained and work operations are unhindered. An employee's participation in AWS may temporarily be withdrawn or modified by a supervisor for a specified period of time based on anticipated or emergency workloads. Advance notice of at least one week should be given to the employee if circumstances permit.
  13. Overtime, credit time and compensatory time work must be ***approved in advance***, and must be in excess of the employee's scheduled tour of duty. SES, Commissioned Corps, and Title 38 employees are ineligible to earn overtime.
  14. Earning credit time and maxiflex work schedules are a privilege, ***not*** a right. These may be rescinded by management for disciplinary reasons.
  15. Compressed schedules are not allowed in OPS.
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## EFFECTIVE DATE

This MAPP is effective upon the date of publication.

REQUEST TO EARN MAXIFLEX CREDIT TIME

(Authorization Form)

I, \_\_\_\_\_, request approval to earn \_\_\_\_\_ hours of  
(Print Name)

Maxiflex credit time on \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_.  
(Days/Date) (Beginning Time) (Ending Time)

\_\_\_\_\_ One Time Request

\_\_\_\_\_ Continuing Request

\_\_\_\_\_ Special Considerations: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Signature of Employee)

\_\_\_\_\_  
(Date)

Approved \_\_\_\_\_  
(Supervisor's Signature)

\_\_\_\_\_  
(Date)

Disapproved \_\_\_\_\_  
(Supervisor's Signature)

\_\_\_\_\_  
(Date)