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SUBJECT: Announcement of New Flexible 5/4-9 Work Schedule

NEW MATERIAL: This Notice provides policies and procedures for implementing a pilot program to make a new alternative work schedule (AWS) available to USAID/W employees. This notice applies to all USAID/W direct-hire full-time Civil Service and Foreign Service employees.

EFFECTIVE DATE: January 22, 1998

POLICY

USAID/General Notice
M/HR/PPIM/PP
01/22/98

SUBJECT: Announcement of New Flexible 5/4-9 Work Schedule

This Notice provides policies and procedures for implementing a pilot program to make a new alternative work schedule (AWS) available to USAID/W employees. This notice applies to all USAID/W direct-hire full-time Civil Service and Foreign Service employees. USAID/W employees who are on part-time or intermittent work schedules and those employees assigned to shift work are excluded from participation.

Additionally, coverage is extended to U.S. personal services contractors, employees on Intergovernmental Personnel Act (IPA) agreements, and employees on Participating Agency Service Agreements (PASAs) and Resources Support Service Agreements (RSSAs) who are working in Washington. Fellows and institutional contractors interested in working under an alternative work schedule should coordinate participation with their home organizations.

This Notice is being sent to the field for informational purposes. Overseas missions should continue to coordinate work schedules with the embassy. Missions desiring to implement an alternative work schedule program should work with officials at post on an appropriate approach, taking into account local customs and labor laws. The Office of Human Resources (M/HR) is available to provide guidance and assistance, if overseas operating units are interested in pursuing an alternative work schedule program.

The new work scheduling option described in this Notice is known as the Flexible 5/4-9 Work Schedule. This work schedule allows employees to fulfill their work requirement of 80 hours in a biweekly pay period over nine workdays (i.e., five days one week and four days the other week). For eight of the workdays, an employee works nine hours plus a 45-minute lunch break each workday, and for one workday, the employee works eight hours plus a 45-minute lunch break and has one regular day off each biweekly pay period. The lunch break is in addition to the employee's eight or nine-hour daily work requirement.

The new Flexible 5/4-9 Work Schedule is being offered to USAID/W employees on a trial basis subject

to management approval. This is in addition to the options of working official Agency hours (8:45 a.m. to 5:30 p.m.) or Flexitime, which is an alternative work schedule that has been approved and in use by USAID since 1984. Flexitime is a flexible work schedule that splits the workday into core and flexible hours. Employees are required to be at work during core hours, but they may establish their arrival and departure times during the flexible hours, with the approval of their supervisor. (For additional guidance on Flexitime, see the Leave Administration Webpage of the Office of Human Resources Website.)

The pilot program offering the new Flexible 5/4-9 Work Schedule will be implemented in early 1998 and run for the duration of calendar year 1998. In addition, another pilot program will be implemented during the same timeframe to introduce telecommuting (also known as flexiplace) work arrangements. During the pilot phase of these two family friendly programs, employees who wish to enter into telecommuting work arrangements on a regular, recurring basis are not eligible for participation in the Flexible 5/4-9 Work Schedule. This limitation is a result of our desire to keep the testing phase of these two programs as simple as possible to aid our evaluation of their impact and effectiveness. For additional information concerning telecommuting work arrangements, see USAID General Notice, Announcement of Agency Telecommuting Program, to be released shortly.

An evaluation of both pilot programs will be conducted at the end of fiscal year 1998 to determine whether these programs should be extended or made permanent, and if continued, whether any modifications are needed. By early December 1998, A/AID will be apprised of the outcome of the evaluation so that a decision may be made to continue or terminate the programs in January 1999.

M/HR will be conducting a series of briefings with supervisors and employees in USAID/W bureaus and offices to explain the procedural requirements of both programs. Employees will be notified as to the date, time, and location of these mandatory briefings. After attending the briefing, employees will have an opportunity to request the new Flexible 5/4-9 Work Schedule or a telecommuting arrangement but not both.

By February 27, 1998, all USAID/W employees, including U.S. personal services contractors as well as employees under IPAs, PASAs, and RSSAs, are required to complete a Work Schedule Request, Form AID 400-6 (12/97), to officially establish a work schedule with their supervisor. Employees may obtain a Work Schedule Request, Form AID 400-6 (12/97), from their Administrative Management Staff.

First line supervisors are the approving officials for employees desiring to work Flexitime or official Agency hours. Deputy Assistant Administrators in the regional Bureaus, PPC, G, and BHR; Office Directors or Deputy Office Directors in all Offices of the M Bureau, and Directors of Independent Offices must approve/disapprove employee participation in the Flexible 5/4-9 Work Schedule, based on the recommendations of the first line supervisor and second level supervisor (division chiefs or equivalent). During the pilot program, the approval authority may not be delegated downward from these levels.

Guidelines for implementation of the pilot program are set forth in an attachment to this Notice. This information will be posted on the Family Friendly Work Arrangements Webpage located on the Human Resources (M/HR) Website (<http://www.usaid.gov/M/HR>). Policies and procedures on the Flexible 5/4-9 Work Schedule will be incorporated into ADS Chapter 479, Hours of Duty, in the near future.

POINT OF CONTACT: Questions may be directed to M/HR/PPIM/PP, Joann Jones (202) 712-5048.

Notice 0126

GUIDELINES FOR IMPLEMENTATION OF NEW FLEXIBLE 5/4-9 WORK SCHEDULE

1. Background

On July 11, 1994, and June 21, 1996, the President issued directives to heads of executive departments and agencies, requiring them to establish and expand programs that support family-friendly work arrangements, including greater use of alternative work schedules. Pursuant to the Presidential Initiative, in September 1994, AFGC conducted a survey of USAID/W employees on compressed work schedules, and in August 1997, the Agency conducted a Family-Friendly Needs Assessment Survey of USAID/W employees to assess their needs for family-friendly work arrangements including alternative work schedules.

Results of the Family-Friendly Needs Assessment Survey were issued to employees in USAID General Notice dated October 3, 1997. Ninety percent of the 996 USAID/W employees who responded to the survey indicated they would be interested in participation in a compressed type of alternative work schedule.

In August 1997, a team of Agency employees was convened to study the feasibility of a compressed type of alternative work schedule and formulate proposals for implementation. On November 24, 1997, the pilot program implementing the new Flexible 5/4-9 AWS option was approved by the Administrator, and is the end product of discussions of the team's proposals with employees, union representatives, and management at all levels of the Agency.

2. Authority

- a. 5 USC, Chapter 61, Hours of Work
- b. 5 CFR, Part 610, Hours of Duty
- c. U.S. Office of Personnel Management, Handbook on Alternative Work Schedules, December 1996.

3. Definitions

Administrative Workweek - A period of seven consecutive calendar days beginning on Sunday and ending on the following Saturday.

Basic Work Requirement - The number of hours, excluding overtime hours, an employee is required to work or account for periods of absence by charging leave, holiday hours, excused absence, compensatory time, or leave without pay. A full-time employee must work 80 hours during a biweekly pay period.

Basic Workweek - The 40-hour workweek established for full-time employees within each administrative workweek.

Biweekly Pay Period - The two-week period for which an employee is scheduled to perform work.

Core Hours - The time periods of the workday during which an employee covered by a flexible work schedule is required by the Agency to be present for work.

Flexible Hours (also referred to as flexible bands) - The time periods during the workday in which employees covered by a flexible work schedule may choose to schedule their arrival and departure times subject to management approval.

Flexible 5/4-9 Work Schedule - A type of flexible work schedule in which an employee is allowed to complete the 80-hour biweekly basic work requirement over nine workdays (i.e., five days one week and four days the other week) subject to management approval. For eight of the workdays, an employee works nine hours plus a 45-minute lunch break each workday, and for one workday, the employee works eight hours plus a 45-minute lunch break and has one regular day off (eight hours) each biweekly pay period.

Flexitime (also referred to as Flexitour or Flexitime) - A type of flexible work schedule in which an employee is allowed to select arrival and departure times within Agency-designated flexible hours, subject to management approval.

Lunch Break - The lunch break for USAID/W employees is 45 minutes which is in addition to the daily eight or nine-hour work requirement for that workday. Lunch breaks are unpaid time.

Nonworkday - A day outside of the employee's basic workweek; a full-time employee with a Monday through Friday workweek has Saturday and Sunday as nonworkdays. The employee's regularly scheduled day off under the Flexible 5/4-9 work schedule also constitutes a nonworkday or "flex day" based on the fact that the employee has voluntarily agreed to earn pay for that pay period on the other 9 workdays of that pay period.

Schedule Change - A modification or adjustment in the established work schedule of an employee which may be initiated by either the supervisor or employee on a permanent or temporary basis.

4. Policy

The objective of the pilot program is to provide a new work scheduling option for USAID managers to use in helping employees to better balance their working lives with their personal lives, while at the same time ensuring that work requirements continue to be accomplished. It is Agency policy to support employee participation in alternative work schedules when they are compatible with the accomplishment of work requirements and the duties and responsibilities of individual positions lend themselves to such work arrangements.

Participation in an alternative work schedule is a management option rather than a right or entitlement of an employee. An employee's participation in alternative work schedules is strictly voluntary and is subject to management approval. Management has the right to deny or terminate an employee's participation in an alternative work schedule. In addition, a supervisor has the right to alter an employee's established work schedule from time to time in response to work requirements, temporary duty, training, etc. (See section 8h, Changes in Work Schedules.)

5. Responsibilities

a. Supervisors

(1) Reviewing and recommending approval or disapproval of employee work schedule requests and permanent requests for changes.

(2) Communicating and seeking mutual agreement with the employee on work schedules.

(3) Suspending an employee's alternative work schedule when workload requirements, temporary duty, or training preclude participation.

(4) Informing employees of any modifications in work schedules in accordance with the timeframes specified in 8h, Changes in Work Schedules.

(5) Taking final action on approving all temporary changes in work schedules and permanent changes initiated by an employee to terminate AWS participation.

(6) Ensuring there is adequate office coverage during official hours (8:45 a.m. - 5:30 p.m.) and that customer service needs and work requirements are not adversely affected by employee participation in alternative work schedules.

(7) Recommending the termination of an individual employee's participation in AWS because of programmatic reasons, adverse impact on accomplishment of work, or employee noncompliance with AWS procedural requirements.

(8) Certifying by signature on the Final Time and Attendance Report transmitted to Payroll (M/FM/P) each pay period that the figures reported for each employee are correct and accurately reflect the hours worked and that any leave taken and any overtime or compensatory time off earned or used has been properly recorded.

(9) Attending required briefings related to the implementation and administration of the AWS pilot program.

b. Approving Officials

(1) Are responsible for approving an employee's work schedule request to participate in the Flexible 5/4-9 work schedule and consist of Deputy Assistant Administrators in all regional Bureaus, PPC, G, and BHR; Office Directors or Deputy Office Directors in all Offices of the M Bureau; and the Directors of Independent Offices reporting directly to the Administrator. During the pilot program, the approval authority shall not be delegated downward from these levels.

(2) Ensuring that employee participation in alternative work schedules is equitable and consistent across work units within the organization.

(3) Determining the impact of work schedules on the office's mission and taking appropriate action to expand, continue, or terminate participation.

(4) Taking final action on terminating an employee's AWS participation because of programmatic reasons, adverse impact on accomplishment of work, or noncompliance with AWS procedural

requirements, based on the recommendations made by the immediate supervisor and second level supervisor (division chief or equivalent).

c. Timekeeper

(1) Maintaining the proper time and attendance data for each assigned employee.

(2) Ensuring that employees initial the draft Time and Attendance Report and/or complete other time and attendance documents as to hours worked, leave taken, and any overtime or compensatory time off earned or used during a pay period in accordance with office procedures and established timeframes.

(3) Processing and signing the Final Time and Attendance Report at the end of the pay period.

(4) Maintaining all supporting documents including approved Applications for Leave (Form SF-71), approved overtime requests, and approved work schedule requests.

d. Employees

(1) Complying with provisions and requirements in these Guidelines.

(2) Requesting participation in the Flexible 5/4-9 work schedule, if desired, by completing a Work Schedule Request, Form AID 400-6 (12/97).

(3) Filling out Form AID 400-6 to establish a work schedule, electing one of the three options.

(4) Communicating and seeking mutual agreement with the supervisor on work schedules.

(5) Providing advance notification of leave and any permanent or temporary schedule changes in accordance with the timeframes specified in section 8h, Changes in Work Schedules.

(6) Maintaining any records of daily time and attendance in accordance with office procedures and established timeframes.

(7) Certifying time and attendance by reviewing and initialing the draft Time and Attendance Report to ensure that it accurately reflects hours worked, leave taken, and any overtime or compensatory time off earned or used during the pay period.

(8) Attending required briefings related to the implementation and administration of the AWS pilot program.

6. Requesting Participation in the Flexible 5/4-9 AWS Option

Employees must request permission to participate in the Flexible 5/4-9 work schedule. Employee requests to participate in the Flexible 5/4-9 work schedule must be made in writing and in advance, taking into account the need for higher level management approval and the fact that the effective date on which an employee may begin the schedule must coincide with the beginning of a full pay period. Employees who wish to participate in this option must complete a Work Schedule Request, Form AID 400-6 (12/97), and submit it to their immediate supervisor to obtain the necessary management approvals.

The immediate supervisor will review the employee's work schedule request, recommend approval or disapproval, and forward the request through the second level supervisor (division chief or equivalent) to the designated approving official (see section 5b) for final action.

In reviewing an employee's work schedule request, the first and second level supervisors and the approving official shall consider the eligibility of the employee, the duties and responsibilities of the employee's position, and the requirements of the work situation based on the following criteria:

- (1) Adequate staff coverage is available during the employee's requested day off.
- (2) Work unit's ability to efficiently and effectively fulfill its mission, including service to both internal and external customers.
- (3) Position does not have work requirements which preclude a regularly scheduled day off every pay period.
- (4) Employee's performance demonstrates the ability to accomplish work assignments on a timely basis without continuous, direct supervision.
- (5) Within the previous twelve months, the employee has had no record of leave abuse, leave restriction, or other time and attendance problems.
- (6) The proposed final action on the employee's requested work schedule is consistent with decisions made on other positions with similar duties, responsibilities, and work requirements in that organization.
- (7) The employee is not currently participating in a part-time or job sharing arrangement.
- (8) The employee is not currently participating in a telecommuting arrangement on a regular, recurring basis.

If approved, the employee will be assigned to the schedule effective the first day of the next full pay period following the date of approval, unless otherwise instructed by the supervisor. When final action has been taken on the employee's requested work schedule, the supervisor will provide the employee with a signed copy of the Work Schedule Request, which becomes the employee's established work schedule. A copy will also be furnished to the employee's timekeeper to maintain on file.

If an employee is promoted, reassigned, or detailed from a position in one work unit to a position in another work unit, the employee must complete a new Work Schedule Request for management approval to participate in the Flexible 5/4-9 work schedule.

7. Certification of Time and Attendance

Pursuant to 5 CFR 610.404, agencies that institute flexible or compressed alternative work schedules are required to have a time accounting method that will provide affirmative evidence that each employee assigned to an AWS has worked the proper number of hours in a biweekly pay period. To comply with this requirement, USAID/W employees are now required to certify for each pay period all hours worked, hours of leave taken, overtime or compensatory time off earned or used for each workday of the pay period according to office procedures and established timeframes.

At a minimum, certification of time and attendance by employees

will be accomplished by each employee reviewing and initialing the draft Time and Attendance Report, ensuring that the figures reported each pay period by the timekeeper are correct and accurately reflect hours worked, hours of leave taken, and any overtime or compensatory time off earned or used for each workday of the pay period before the final report is transmitted to Payroll (M/FM/P).

To facilitate the process of record keeping and verification of time and attendance, USAID/W Bureau/Office management has the option to institute sign-in/sign-out procedures, posting of work schedules, spot-checking, forms, logs, or other methods. An employee's failure to comply with time reporting and certification procedures may constitute grounds for terminating an employee's participation in an alternative work schedule and may result in disciplinary action.

Employees and their supervisor will furnish the timekeeper copies of all supporting documents including approved SF-71s, time and attendance records or logs, approved overtime requests, approved work schedule requests, and changes in work schedule. The timekeeper shall retain all supporting time and attendance documents for a minimum of two years. These documents are subject to inspection and audit.

In situations where an employee has attendance problems, or abuse of leave or of time reporting is suspected, the supervisor has the option to institute more structured reporting requirements until the problem is corrected. The supervisor also has the option to recommend the termination of an employee's participation in AWS for final action by the designated approving official. Before initiating any action, the supervisor must first meet with the employee to discuss the circumstances and give the employee a reasonable amount of time to correct the problem.

8. Pay and Leave Administration

General guidance on the administration of Flexible 5/4-9 work schedules with respect to pay, leave, and holidays is presented below. Supervisors, employees, and timekeepers should review this information carefully.

a. Basic Work Requirement

The basic work requirement for a full-time employee is 80 hours in a biweekly pay period.

Employees assigned to the Flexible 5/4-9 schedule fulfill their work requirement of 80 hours in a biweekly pay period over nine workdays (i.e., five days one week and four days the other week). For eight of the workdays, an employee works nine hours plus a 45-minute lunch break, and for one workday, the employee works eight hours plus a 45-minute lunch break and has one regular day off (eight hours) during the pay period.

Example of a 5/4-9 Work Schedule:

Day of the Week	Week 1	Week 2
Monday	8 Hours	Regular Day Off
Tuesday	9 Hours	9 Hours
Wednesday	9 Hours	9 Hours
Thursday	9 Hours	9 Hours
Friday	9 Hours	9 Hours

b. Flexible Hours

Flexible hours under the Flexible 5/4-9 work schedule are the same as flexible hours under the existing Agency Flexitime program:

- 7:00 a.m. to 9:30 a.m. (Schedule Arrival Time)
- 11:30 a.m. to 1:30 p.m. (Schedule 45-minute Lunch Break)
- 3:45 p.m. to 6:30 p.m. (Schedule Departure Time)

Employees are permitted to select arrival and departure times within the flexible hours designated above subject to management approval. If approved, the work hours are fixed but employees may request temporary changes to vary their arrival and departure times subject to supervisory approval.

Based on the flexible hours designated above, the earliest an employee may arrive is 7:00 a.m.; the latest, 9:30 a.m. The earliest an employee may leave is 3:45 p.m.; the latest, 6:30 p.m. Therefore, in order to complete a nine-hour workday with a 45-minute lunch break, an employee may not arrive to work later than 8:45 a.m. in order to leave work by 6:30 p.m.

c. Core Hours

Core hours are time periods during the workday in which employees are required to be present or on scheduled leave. Core hours under the Flexible 5/4-9 work schedule are the same as core hours under the Flexitime program:

- 9:30 a.m. to 11:30 a.m. (Monday through Friday, except on
- 1:30 p.m. to 3:45 p.m. the employee's regular day off)

d. Lunch Break

The lunch break is 45 minutes, which is in addition to the eight or nine-hour daily work requirement. The lunch period may not be skipped in order to shorten an employee's workday or to make up any time missed during the workday.

Employees who prefer a work schedule with a lunch break longer than 45 minutes have the option of using additional time during the flexible period between 11:30 a.m. and 1:30 p.m., if approved by their supervisor. Any such extended lunch break is in addition to the eight or nine-hour basic work requirement for that workday.

e. Overtime Work Determinations and Compensation

Overtime work is work that is ordered and approved in advance by management in excess of the employee's daily eight or nine-hour basic work requirement for that workday. The existing rules on overtime under Title 5, United States Code, and the Fair Labor Standards Act (FLSA) apply. See ADS Chapter 472, Premium Pay - Overtime, for additional information.

f. Holiday Pay (When no Work is Performed)

Employees who do not work on a day designated as a holiday (or a day observed as a holiday) are entitled to their rate of basic pay on that day for eight hours (See 5 USC 6124.) The first eight hours of the employee's work schedule are designated by the Agency as "holiday hours."

Because an employee on the Flexible 5/4-9 work schedule cannot receive more than eight hours of pay on a holiday, it is Agency policy that the holiday will automatically become the employee's eight-hour workday for any pay period in which a holiday occurs. For example, if President's Day falls on Monday of the first week of the pay period and that happens to be a nine-hour workday of the employee, then the holiday will become the employee's eight-hour workday for that particular pay period.

If a situation occurs where one of the Monday workdays in a pay period is the employee's regular day off and that particular Monday happens to be a holiday (e.g., President's Day), the employee's eight-hour workday will be substituted for the employee's regular day off and the employee will take the following workday or select another workday in that pay period as the day off subject to the supervisor's approval.

In cases where two holidays occur in a pay period, an employee covered by the Flexible 5/4-9 work schedule will substitute the eight-hour workday for one of the holidays and has the following options with the second holiday: (1) take one hour of annual leave or leave without pay, (2) use one hour of any accrued compensatory time off, or (3) work the extra hour on another workday. If the second holiday happens to fall on the employee's regular day off or another nonworkday (Saturday or Sunday), the following rules apply:

(1) Nonworkdays Other than Sunday

This applies to Federal holidays which fall on nonworkdays with the exception of Sunday only. If a Federal holiday falls on a nonworkday of the employee other than Sunday, the employee's preceding workday will be the day on which the holiday is observed. For example, if New Year's Day falls on a Monday, which is an employee's regularly scheduled day off, the previous Friday will become the holiday for purposes of time and attendance reporting. (See 5 USC 6103(b).)

(2) Sunday as a Nonworkday

This applies only to Federal holidays which fall on Sunday nonworkdays. If a Federal holiday falls on Sunday, the subsequent workday will be the day on which the holiday is observed. (See section 3 of Executive Order 11582.) If New Year's Day falls on a Sunday, the employee will observe Monday as the holiday. However, if Monday is the employee's regular day off, the holiday will be observed on Tuesday for purposes of time and attendance reporting.

(3) The following chart shows when holidays falling on a employee's regular day off or other nonworkday (Saturday or Sunday) will be observed:

If Holiday Falls On: Then Holiday is Observed on:*

Sunday	Monday
Monday	Friday of Previous Week
Tuesday	Monday
Wednesday	Tuesday
Thursday	Wednesday
Friday	Thursday
Saturday	Friday

*For purposes of time and attendance reporting

g. Pay for Holiday Work

Employees eligible for premium pay who perform non-overtime work on a holiday (or a day observed as a holiday) are entitled to their rate of basic pay plus premium pay equal to their rate of basic pay for that holiday work. Holiday premium pay is limited to a maximum of the first eight hours worked. (See 5 USC 5546 and ADS Chapter 472, Premium Pay - Overtime, for additional information.)

h. Changes in Work Schedules

A supervisor or an employee has the option to initiate changes in work schedules on a permanent or temporary basis. Supervisors will notify employees as soon as possible in advance of management required schedule changes. All changes in work schedules must be documented in writing. The Work Schedule Request, Form AID 400-6 (12/97), is used for this purpose. The employee's timekeeper must receive notification of any change in work schedules.

(1) Permanent Changes

Management has the right to terminate an employee's established work schedule on a permanent basis. This may occur for various reasons including programmatic concerns, inability of the employee to accomplish work requirements, or employee's non-compliance with procedural requirements of the program.

Prior to taking action to terminate an employee's Flexible 5/4-9 work schedule, the supervisor shall meet with the employee to discuss the circumstances and shall give the employee a reasonable period of time to correct the problem. In such cases, the employee shall be provided written notification of the termination signed by the appropriate approving official (see section 5). The employee shall receive advance notice of at least one pay period, except in compelling circumstances. The written notification shall specify the employee's new work schedule.

An employee may also request a permanent change in work schedule to terminate participation in the Flexible 5/4-9 work schedule.

Employee-initiated schedule changes must be requested in writing and approved by the supervisor prior to the beginning of the pay period in which the change will occur. The employee should complete a Work Schedule Request, Form AID 400-6 (12/97), with the proposed new schedule and reason(s) for the change noted in the remarks section and submit it to the supervisor a week before the beginning of the pay period in which the change will take effect. First line supervisors have the authority to approve employee-initiated requests to terminate participation in the Flexible 5/4-9 work schedule.

(2) Temporary Changes

A supervisor has the right to temporarily change or modify an employee's work schedule and scheduled days off for operational reasons including anticipated or emergency work requirements, training, or temporary duty. Such temporary changes may also be done at the request of the employee. The duration of a temporary change will vary in length depending on the situation but normally will not exceed two pay periods.

Schedule changes must be documented and communicated to employees in advance of the beginning of the administrative workweek.

Schedule changes where the employee will have to return to an eight-hour workday, 40-hour workweek, must be effected at the beginning of the pay period in which the training, temporary duty, or other work requirement precipitating the change will occur.

When an employee covered by a Flexible 5/4-9 work schedule is assigned to a temporary duty station using another work schedule, the supervisor should make necessary adjustments to the employee's work schedule on a case-by-case basis, ensuring that the 80-hour work requirement in a biweekly pay period is met. The employee may be permitted to continue to use the Flexible 5/4-9 work schedule, if appropriate. However, in many cases, the employee will be required to revert to the basic five-day workweek or conform to the schedule used by the temporary worksite. If changed to the basic five-day workweek, the employees will remain on that work schedule for the duration of pay period(s) while in travel status.

i. Excused Absence (Administrative Leave)

Excused absence with pay will be granted to employees assigned to the Flexible 5/4-9 work schedules based on the same circumstances as excused absence would be granted employees covered by other work schedules. The amount of excused absence to be granted will be based on the employee's established work schedule in effect for the period covered by the excused absence.

Only those employees who would otherwise be required to work on the day of the closure will receive excused absence. Employees who do not have a scheduled workday during the office closure, i.e., a nonworkday under the Flexible 5/4-9 work schedule, are in a non-pay status and may not be granted another nonworkday.

Comptroller General opinion B-217080, dated June 3, 1985, determined that a scheduled day off under an alternative work schedule is a nonworkday; i.e., the equivalent of a Saturday or Sunday, and that snow emergencies on a Saturday or Sunday do not entitle employees to an additional day off. Moreover, an employee under a Flexible 5/4-9 has voluntarily agreed to earn pay for that pay period on the other nine workdays of that pay period. Therefore, if the Agency is closed due to weather conditions or other emergency situations, an employee who is not scheduled to work on that day under a Flexible 5/4-9 work schedule is in a non-pay status on that day and has no entitlement to another day off without a charge to leave.