

Q1- What are the available work schedules?

Standard Tour: fixed schedule 8:00 a.m. to 4:30 p.m., Monday through Friday

Compressed Work Schedule (CWS) 5-4/9 Tour

Flexi-tour: 40 hour per week schedule; 8 hours a day; and allows the selection of an arrival time between 6:00 a.m. and 9:00 a.m. which is the same each day once selected. The minimum hours you may schedule is 6 hours per day and the maximum hours is 10 hours per day.

Variable Week: 80 hour per pay period schedule; work is scheduled each day; and allows varying the number of hours worked on a given workday or the number of hours each week.

Maxi-flex: 80 hour per pay period schedule; allows for fewer than 10 workdays, but a minimum of 4 days a week must be scheduled; and allows varying the number of hours worked on a given workday or the number of hours each week. The minimum hours you may schedule is 6 hours per day and the maximum hours is 10 hours per day.

First-Forty Schedule: SES employees

Q2- Who is eligible for the work schedule options?

Full-time and part-time employees (includes supervisory and non-supervisory employees in General Schedule, Senior Executive Service, Senior Level, Scientific Technical, and NASA Excepted positions) are eligible for the Alternative Work Schedules (AWS) options. SES employees are also eligible for the First- Forty Tour.

Q3- Can I choose any work schedule that I want?

No. Supervisors are tasked with ensuring that the programmatic deliverables and commitments of their organization are met and that there is ready access to information and services during the regular business hours of 8:00 a.m. to 4:30 p.m., Monday through Friday. You may submit a request to your supervisor for approval to change your work schedule, however, supervisors have the ultimate responsibility and authority for assigning work schedules.

Q4- What are core hours and can I choose to work a schedule outside of core hours?

Core hours are the times during the workday when employees must be present for work. Agency guidance suggests that the core hours would typically be the same for the HQ Center. The core hours at Headquarters extend from 9:00 a.m. to 3:00 p.m. This does not preclude, however, a supervisor requiring an employee's presence for any standing or occasional meeting at any time of the day. Supervisors, however, may adjust an employee's core hours on a case-by-case basis if the need arises.

Q5- Once approved, can I change my work schedule if my situation changes?

Yes. However, once a work schedule tour has been approved, it should be in effect for at least two pay periods, unless your supervisor establishes a longer or shorter timeframe.

Q6- On a Maxiflex schedule, can I work eight 10-hour days and have two consecutive days off in a week?

No. You are required to schedule work on at least 4 days each week, thereby allowing one day off a week.

Q7- What is glide time and can it be used under all flexible work schedules?

Glide time is only available for Variable Week and Maxiflex. It's when the actual arrival time on any given workday may be varied 30 minutes before or after your established arrival time. You would need to adjust your departure time an equivalent amount of time that same workday and you would only be able to make the adjustment between the hours of 6:00 a.m. and 6:00 p.m.