

Approved FS Work Schedule Comparison Chart

Basic Tours		Flexible Tours				Compressed Tours	
Standard	1 st 40	Maxiflex	Gliding ¹	Variable Day	Variable Week	5/4/9	4/10
Basic Work Requirement A full-time employee must account for 8 hours a day, 40 hours a week. The supervisor determines the number of hours a part-time employee must work in a day and week.	Basic Work Requirement A full-time employee must account for 40 hours each week and 80 hours per pay period	Basic Work Requirement A full-time employee must account for 80 hours in a biweekly pay period. Part time employees must account for the number of hours required in their tour of duty as shown on the SF52.	Basic Work Requirement A full-time employee must account for 8 hours a day and 40 hours a week. Part time employees must account for hours as determined the SF52.	Basic Work Requirement A full-time employee must account for 40 hours a week. Part time employees must account for the number of hours required in their tour of duty as shown on the SF52.	Basic Work Requirement A full-time employee must account for 80 hours in a biweekly pay period. Part time employees must account for the number of hours required in their tour of duty as shown on the SF52.	Basic Work Requirement A full-time employee must account for 80 hours in a biweekly pay period.	Basic Work Requirement A full-time employee must account for 40 hours each week and 80 hours per pay period.
Tour of Duty Full time employees must establish fixed start/stop times to include 8 hours per day and 40 hours per week. Part-time employees establish fixed start/stop for pre-determined number of hours as determined by the supervisor.	Tour of Duty First 40 hours worked per week.	Tour of Duty Schedules provide for flexible time bands at the start and end of the workday. Lunch may be flexed between 11:00 and 1:00 pm. Employees are required to account for core hours 3 days per week.	Tour of Duty Schedules provide for flexible time bands at the start and end of the workday. Lunch may be flexed between 11:00 and 1:00 pm. Employees <u>must</u> work during core hours. Cannot vary length of workday.	Tour of Duty Schedules provide for flexible time bands at the start and end of the workday. Lunch may be flexed between 11:00 and 1:00 pm. Employees must account for core hours each day. May not lengthen or shorten the work-week but may vary the length of the workday.	Tour of Duty Schedules provide for flexible time bands at the start and end of the workday. Lunch may be flexed between 11:00 and 1:00 pm. Employees must account for core hours each day. May vary the length of the workweek.	Tour of Duty Schedules provide for fixed tour of duty consisting of eight 9-hour days, one 8-hour day, and one day with no work performed. Lunch may be flexed between 11:00 and 1:00 pm.	Tour of Duty Schedules provide for fixed start/stop time comprising 4 consecutive 10 hour days. Lunch may be flexed between 11:00 and 1:00 pm.
Core hours Not applicable	Core hours Not applicable.	Core hours ² 10 am thru 2 pm. Maxiflex employees must account for core hours 3 days per week.	Core hours 10 am thru 2 pm. Must account for core hours each day.	Core hours 10 am thru 2 pm. Must account for core hours each day.	Core hours 10 am thru 2 pm. Must account for core hours each day.	Core hours Core hours are not applicable	Core hours Core hours are not applicable
Overtime Work ³ Work over 8 in a day or 40 in a week as directed by management. Employee may request comp time in lieu of payment for overtime	Overtime Work After the first 40 each week. Employee may request comp time in lieu of payment for overtime	Overtime Work Work over 8 in a day or 40 in a week as directed by management. Employee may request comp time in lieu of payment for overtime.	Overtime Work Work over 8 in a day or 40 in a week as directed by management. Employee may request comp time in lieu of payment for overtime.	Overtime Work Work over 8 in a day or 40 in a week as directed by management. Employee may request comp time in lieu of payment for overtime.	Overtime Work Work over 8 in a day or 40 in a week as directed by management. Employee may request comp time in lieu of payment for overtime	Overtime Work Work in excess of 8 or 9 hours per day (as scheduled) or scheduled hours of the week if ordered by management. Employee may request comp time in lieu of payment for overtime	Overtime Work Hours of work in excess of 10 for the day or 40 for the week. Employee may request comp time in lieu of payment for overtime
Flexibility Not a flexible schedule. Credit hours are not allowed. All time outside of work schedule is charged to leave or overtime.	Flexibility All hours worked up to the first 40 hours of each week are considered scheduled. Clearly document records to show whether the basic 40-hour week is to be completed within a 5 or 6-day workweek. Holiday and leave are charged at 8 hours.	Flexibility Employee may vary length of workday and workweek to meet 80 hours per pay period. Must work core hours at least three days per week. May earn and carryover up to 24 credit hours to next pay period.	Flexibility Employee may vary arrival and departure times on a daily basis. Must work 40 hours per week. Must work 5 days per week. Credit hours are not available on this schedule.	Flexibility Must have an established 8-hr workday scheduled; may work varied hours in a day up to a max of 40 hours per week. May earn credit hours, however <u>cannot carry them into the following week</u> ⁴	Flexibility Must have an established 8-hr schedule; may work varied hours in a workday or workweek to meet 80 hours per pay period. Credit hours may be carried into the next pay period.	Flexibility Not a flexible schedule. Hours are fixed as scheduled. Credit hours are not available. Leave is charged according to work schedule for the day.	Flexibility Not a flexible schedule. Hours are fixed as scheduled. Credit hours are not available. Holiday and leave paid at 10 hours.

¹ The Gliding Schedule is not approved for Bargaining Unit employees. Effective with the new Pay and Leave Handbook the Gliding Schedule will be rescinded for all employees.

² Core hours for all FS employees will be 10 am – 2 pm effective with the release of the new Pay and Leave Handbook. As a result of Master Agreement Negotiations, core hours for bargaining unit employees are 10 – 2 effective immediately.

³ Regularly scheduled overtime is work scheduled by management in excess of 8 hours in a day or 40 in a week before the beginning of a pay period.

Irregular unscheduled overtime is work over 8 in a day or 40 in a week that is not scheduled in advance but does need supervisor’s approval.

⁴ With the release of the new Pay and Leave Handbook this will be rescinded According to the NFFE Master Agreement Article 18 section 4e, “ Credit hours may earned and used within the same biweekly pay period”.