

Increased Flexible Policy

Questions and Answers

- 1. What are the advantages of this program, if there is a requirement that I work at least 4 days a week?**

Employees participating in this program can vary the hours worked each day and the days worked each week, as long as they meet the basic 80-hour work requirement for the biweek. In addition, employees may work as few as 3 weekdays (Monday-Friday) each week, and may work regular hours until 10:00 p.m. You can also work less than 8 hours in a day without taking leave.

- 2. Can part-time employees participate in this program?**

No.

- 3. Why does this program require that an employee work a minimum of 4 days per week?**

This requirement is driven by the need of the agency to provide service to its customers during the agency's business hours.

- 4. Do I still need to take a 30 minute unpaid lunch?**

Yes, if you work more than six consecutive hours you must take an unpaid lunch of at least 30 minutes. You may not shorten your workday by taking this meal break at the beginning or end of your workday. If you do not work more than six consecutive hours, you do not need to take this period.

- 5. Is there still a cap on the total amount of hours of regular time, overtime, compensatory time and credit hours an employee can work per day?**

Yes, 12.

6. May I work overtime on a holiday? If so, how much overtime can I work on a holiday?

Yes you may work up to 12 hours of overtime on a holiday. The first 8 hours of overtime will be paid as holiday premium pay.

7. Do I have to end my shift after a full hour of work each day?

No, under this program, you need not work a full hour, you can work in fifteen minute increments. For example, you can work four and a quarter hours one day and eleven and three quarter hours the next.

8. Is there a minimum amount of time that employees must work on a given day?

Yes, employees must work a minimum of fifteen minutes.

9. How do I record 15 minutes increments?

The method for recording 15-minute increments has not changed.

10. If I prepare a draft T&A (this does not apply to patent examiners), how do I record fractional hours on my time and attendance sheet?

If you prepare a draft time and attendance report, you should write in the fractional hours either by using fifteen minute increments or by using .1, .2, or .3 to represent 15, 30, or 45 minutes.

11. I fill out a 690E. How do I record fractional hours?

Fractional hours are not recorded until the full hour is reached. This is similar to the current practice of capturing fractional hours for "travel" time.

12. When can I claim overtime under this program?

If you have been approved to work overtime, compensatory time or credit hours, you can claim overtime after you work more than eight hours in a day or more than forty hours in a week. If you do not have 80 hours in pay status (regular hours, approved leave, compensatory time, or credit hours used), time claimed as overtime/compensatory time/credit hours will be converted to regular pay until you have met the 80 hour requirement for the biweek.

13. Can I work overtime on the first Sunday in the pay period?

Yes, it will be considered regular time until you exceed 40 hours the first week.

14. Does a holiday count toward the 80-hour biweekly work requirement?

Yes, you may claim 8 hours per holiday.

15. If an employee works on a holiday, will it be considered holiday pay or overtime/compensatory time?

If the employee has been approved to work overtime (or compensatory time in lieu of overtime) and reports to work on a holiday, he/she will be paid holiday pay up to 8 hours. Any hours worked after that will be considered overtime/comp time.

16. If the Government is closed due to inclement weather, how many hours of administrative leave will an employee working under this Program be entitled to claim on that day?

If the Government is closed for the entire day, the employee will be entitled to the amount of hours he/she would have worked on that particular day, up to 8 hours.

If the Government closes early for other than inclement weather at a specific time, e.g., Christmas Eve, at 2:00 p.m., the employee is only entitled to the amount of time that would complete an 8-hour day. The employee must already be at work to be entitled to this time.

17. If I plan to work on a Saturday or Sunday, but I cannot come in because of weather or other reasons, can I claim the eight hours described above?

No, the government is not officially open on these days. If you need the time to complete the eighty hours, you would need to use annual leave, compensatory time previously earned, or use leave without pay.

18. Can I use leave and still work twelve hours on the same day?

No, our current practice continues. You may only be in a pay status for twelve hours, including use of annual leave, sick leave, compensatory time used, credit hours used, regular duty hours or overtime/comp time/credit hours earned.

19. Is it possible to work a full weekend of regular hours in a biweek?

Yes. Since an employee may work one weekend day per week, the employee may work the Saturday of the first week and the Sunday of the second week.

20. Is it possible to fulfill a "workday" requirement by working 2 hours that day?

Yes.

21. Can I work an 8 hour day from 1:30 p.m. - 10:00 p.m.?

Yes.

22. Can I work a 7-hour day from 5:30 a.m. - 1:00 p.m.?

Yes.

23. Can I work a 4-hour day from 5:00 p.m. - 9:00 p.m.?

Yes.

24. Can I work a 12-hour day from 9:30 a.m. - 10:00 p.m.?

Yes.

25. In a biweek, can I allocate my regular 80 hours of work on (1st week) Sunday, Monday, Thursday, Friday, (2nd week) Wednesday, Thursday, Friday and Saturday?

Yes.

26. Combining my regular work hours and midday flex, can I work a 7 hour day from 6:30 a.m. - 10:30 a.m., and 4:00 p.m. - 7:00 p.m.?

Yes.

27. Does this new flexible schedule affect the compensatory time program?

No, you may still work compensatory time under the provisions of that program. Just as with overtime, compensatory time must be approved in advance.

28. What happens if I am sick or otherwise unable to update my voicemail to indicate that I will not be in the office?

You are required to make an effort to keep your voicemail current. There will be times when you may not be able to do this, for example, if you are incapacitated due to sickness or injury.

29. Regarding my e-mail, what if I don't come in on a day I had planned to?

You would not be required to update your e-mail. This is true regardless of the reason you decide not to come in.

30. What happens if I forget to update my voice mail or e-mail?

Your supervisor would remind you of this requirement. The goal here is to create good customer service habits. Remember, we do have internal as well as external customers.

31. Will the TTAB's and the BPAI's Maxiflex programs be replaced by this Increased Flexitime Policy?

No. All other existing work schedules in the agency will remain in place. This includes the SES Maxiflex Programs, as well as the compressed schedules currently available (i.e., 5/4/9 and 4/10).