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Personnel

**WEEKLY AND DAILY SCHEDULING OF
WORK AND HOLIDAY OBSERVANCES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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AFI 36-807, 21 June 1999, is supplemented as follows:

This supplement implements AFD 36-8, *Employee Benefits and Entitlements*. It establishes policy per AFMC/CC Letter, Subject: Health, Fitness and Scheduling of Work, 3 November 2003. This supplement does not apply to the Air National Guard or the U.S. Air Force Reserve units and members.

3.1.1. (Added) Headquarters directors, center commanders, wing commanders and commanders of geographically separated units will determine Alternative Work Schedule (AWS) and Alternative Work Arrangement (AWA) options for their respective organizations and execute them as they deem appropriate and in such a way as to complete their missions without causing hardship to other related organizations.

3.2.2. (Added) When used effectively, AWS can be a useful management tool to accomplish the mission and increase employee morale. The flexibilities available in an AWS can be used for incorporating employee fitness programs. There are two categories of AWS: flexitime and compressed work schedules (CWS).

3.2.2.1. (Added) Flexitime: Flexitime consists of workdays with core hours and flexible hours. Core hours are the designated period of the day when all employees must be at work. Flexible hours are the part of the workday when employees may choose their time of arrival and departure. Within the limits approved by the respective authority in paragraph **3.3.1. (Added)**, flexitime can enable employees to select and alter their work schedules to better fit personal needs and help balance work, personal, and family responsibilities. Flexitime is a voluntary work schedule and is approved by the first-level supervisor.

3.2.2.2. (Added) Compressed Work Schedules (CWS): CWS are fixed schedules that allow civilian employees to fulfill their basic biweekly work requirement in less than 10 workdays. Most commonly used are the 5/4/9 and 4/10. The 5/4/9 work schedule allows employees to complete the basic biweekly work requirement of 80 hours in 9 workdays. The 4/10 work schedule allows employees to work 10 hours per day, 4 days per week, for a 40-hour workweek.

3.3.1. (Added) Management will establish metrics to measure the effectiveness of the organization while working under a CWS arrangement. Metrics should include (but not be limited to) a baseline which establishes current level of productivity, customer service, and costs. Periodic review of these metrics is required along with exit criteria (where bargaining unit members are affected) to terminate CWS if degradation of mission becomes apparent.

3.4.2. (Added) When considering what type of CWS to implement, managers should be aware of how CWS scheduling will affect mission accomplishment. While approval of CWS may be appropriate for some positions, customer interface and mission demands of one-deep positions may not allow for such scheduling. Managers are cautioned to ensure sufficient mission/program coverage at all times.

3.4.3. (Added) Headquarters directors, center commanders, wing commanders and commanders of geographically separated units will allow for fitness activities for civilian employees who choose to participate in a way that does not lessen their work hours, using existing scheduling flexibilities (e.g., flexitime, comp time, CWS), during non-compensated time.

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