



Alternate Work Schedule Program

2010 Federal Employees Week



Agenda

- What is an Alternate Work Schedule
- Policies
 - TRADOC and IMCOM
- Responsibilities
- Procedures
- Work Schedule Definitions

What is AWS

- Alternative work schedules (AWS) means both flexible work schedules and compressed work schedules.
- Two types allowed by Law 5 U.S.C Chapter 61
- Flexible
- Compressed

Policies

- MCOE Policy Memorandum No 690-990-2-1 dated 01 Apr 2010
- USAG Policy Memorandum No 690-50-1 dated 24 Feb 2009
- Approved CWS
 - 5/4-9 Compressed Plan
- Implemented first pay period after approval

Responsibilities

- Management
 - Establish efficient, equitably managed work schedules
 - Approve/Disapprove Requests for CWS
 - Manage Work Schedules
 - Ensure compliance with work schedule
 - Recognize and act upon abuse of CWS
 - Monitor customer reaction
 - Ensure CWS policy is available for employees
- Employees
 - Adhere to approved work schedule

Procedures

- Regular Day Off (RDO)
- Holidays
- Sick and Annual Leave
- Training
- Temporary Duty (TDY)
- Excused Absences
- Court Leave
- Details
- Change In Work Schedule

Work Schedule Definitions

- Basic Work Requirement
- Regular Day Off (RDO)
- Compressed Work Schedule