

10 SEPTEMBER 2003



Personnel

MAXIFLEX SCHEDULE TEST PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFD 36-8, *Employee Benefits and Entitlements*. It provides guidance on the administration of the Alternative Work Schedule (AWS) Program, which enables employees to participate in a Maxiflex schedule. The guidance contained herein complies with 5 U.S.C. 6122; Title 5, 5 C.F.R. Part 610; OPM's Handbook on Alternate Work Schedules; and AFI 36-807/AFRES Supplement, Weekly, and Daily Scheduling of Work and Holiday Observances. While in effect, this program supplements Article, 2, Section 2; Article 15, Sections 1, 2, 3, 6, 7, 8, and 9; Article 17, Sections 1, 2, 3, 4, and 5; Article 18, Section 4 of the collective bargaining agreement between this installation and AFGE Local 3116. This instruction applies to all Air Reserve Technicians (ARTs) and civilian employees assigned to the 939th Air Refueling Wing, located at Portland IAP, OR. (See **Paragraph 4.1** for exception.)

1. Objectives: Alternative work schedules enable managers, supervisors, and employees to meet or exceed mission requirements, program effectiveness, and personal goals through the increased flexibility available in AWS programs. The goals of AWS programs are to provide top quality support for our customers, while allowing employees an opportunity to enhance their quality of life. The employee benefits provided by AWS programs are useful recruitment and retention tools. This instruction establishes a Maxiflex schedule under the AWS program that supports the spirit of the President's memorandums dated July 11, 1994 and June 21, 1996 for providing flexible family-friendly work arrangements.

2. Test Information: The information provided in this instruction initiates a new test program period beginning with the date of this instruction and ending one year later, unless otherwise extended by authority of the wing commander.

2.1. Analysis Content: When possible, comments should reference a baseline measurement or metric such as mission capable rate or a comparison (i.e. employees' sick leave prior to and during the Maxiflex test). Comments should be specific to the organization and state how the Maxiflex schedule has had a positive and/or adverse agency impact on:

2.1.1. Mission accomplishment.

- 2.1.2. Internal and external customer service.
- 2.1.3. Organization efficiency, productivity, morale, annual and sick leave use, and tardiness.
- 2.1.4. Turnover rates and job recruitment.
- 2.1.5. Quality of life, opportunities for full-time and part-time employment, job satisfaction and non-work life issues.
- 2.1.6. Schedules for working parents and day care.
- 2.1.7. Carpools, traffic, mass transit.
- 2.1.8. Levels of energy consumption.

2.2. Suspense for Analysis Submission: At the end of each calendar year quarter (i.e. comments for period ending 31 March, 30 June, 30 September and 31 December), managers and supervisors should provide comments to the appropriate group commander. Group commanders should forward these comments to the civilian personnel flight. Non-supervisory employees may submit comments to AFGE, Local 3116, or to the civilian personnel flight.

2.3. Continuing the Maxiflex Schedule: At the end of the test period, the group commanders and human resources officer will make recommendations to the wing commander concerning making the Maxiflex schedule permanent. The written comments and evaluation factors discussed in **Paragraph 2.1.** and **2.2.** above will be used to determine whether the Maxiflex schedule will be maintained at the 939 ARW (**Paragraph 5.1.**).

3. Definitions:

- 3.1. Agency means any executive agency or military department (as defined in 5 U.S.C. 105 and 102, respectively).
- 3.2. Alternative Work Schedules (AWS) means both the flexible work schedules (including Maxiflex) and compressed work schedules.
- 3.3. Basic work requirement means the number of hours, excluding overtime hours, an employee is required to work or to account for by charging leave, credit hours, excused absence, holiday hours, compensatory time off, or time off as an award.
- 3.4. Biweekly pay period means the 2-week period an employee is scheduled to perform work.
- 3.5. Core hours means the time periods during the workday, workweek, or pay period within the tour of duty during which an employee covered by a flexible work schedule is required by the agency to be present for work.
- 3.6. Credit hours means those hours within a flexible work schedule an employee elects to work in excess of his or her basic work requirement so as to vary the length of the workweek or workday.
- 3.7. Employee has the meaning given that term in 5 U.S.C. 2105.
- 3.8. Flexible hours (also referred to as “flexible time bands”) means the times during the workday, workweek, or pay period within the tour of duty during which an employee covered by a flexible work schedule may choose to vary his or her times of arrival to and departure from the work site consistent with the duties and requirements of the position.
- 3.9. Flexible work schedule (FWS) means a work schedule established under 5 U.S.C. 6122 that:

3.9.1. In the case of a full-time employee, has an 80-hour biweekly basic work requirement that allows an employee to determine his or her own schedule within the limits set by the agency.

3.9.2. In the case of a part-time employee, has a biweekly basic work requirement of less than 80 hours that allows an employee to determine his or her own schedule within the limits set by the agency.

3.10. Maxiflex schedule means a type of flexible work schedule that contains core hours on fewer than 10 workdays in the biweekly pay period and in which a full-time employee has a basic work requirement of 80 hours for the biweekly pay period, but in which an employee may vary the number of hours worked on a given workday or the number of hours each week within the limits established for the organization.

3.11. Organization means an entity within an agency headed by an official with the authority to establish tours of duty.

3.12. Overtime hours, when used with respect to FWS programs, refers to all hours in excess of 8 hours in a day or 40 hours in a week that are officially ordered in advance, but does not include credit hours.

3.13. Prevailing rate employee is defined in 5 U.S.C. 5342(2). These employees are also known as Federal wage employees under the WG or WS pay plans.

3.14. Tour of duty under a FWS means the limits set by an agency within which an employee must complete his or her basic work requirement.

3.15. Work unit means an entity located in one place with a specific mission, with homogeneous procedures or technology, and headed by a supervisor or manager authorized to approve time and attendance reports and approve leave.

4. Maxiflex Participation: Supervisors will determine the minimum numbers and kinds of employees required for any given tour of duty and may restrict an employee's requested schedule. The extent of flexibility possible in a particular organization will be based on relevant considerations such as mission accomplishment, peak workload periods and necessary contacts with other organizations. Mission accomplishment will be the priority consideration for a supervisor's denial of an employee's request to participate in a Maxiflex schedule.

4.1. Employees hired under the Student Temporary Employment Program (STEPs) are excluded from Maxiflex. These students normally work a part-time work schedule (except during official school closures, when they may work full time). Additionally, supervisors normally schedule these students around their school schedules.

4.2. Supervisors who have a need and wish to approve a work schedule (i.e. tour of duty, core hours, core days, etc.) which does not conform to the established schedule in this instruction may do so only with the concurrence of his or her group commander and the approval of the 939 ARW Commander (**Paragraph 5.1.1.**). During the absence of the 939 ARW Commander, the approval authority for deviations to the established schedules is the senior ART. A copy of the approval must be forwarded to the civilian personnel flight and the original maintained by the requesting supervisor.

4.3. Management has the right to vary tours of duty and to change an employee's scheduled hours of duty, in order to meet mission essential requirements and will give the maximum notice possible to affected employees. When a supervisor disapproves an employee's request to participate in Maxiflex

or disapproves the employee's requested Maxiflex schedule, the employee may elevate the request to his or her group commander for further review and a decision. Employees directly under the "wing" may elevate their disapproved request to the wing commander for further review and a decision (Paragraph 5.5.2.).

4.4. Maxiflex participants on temporary duty (TDY), attending training, participating in inspections or high-level visits, will work the hours that coincide with the duty hours at the temporary duty or training location or as dictated by the needs of the inspections or visits, as determined by the OPR either locally or at the TDY or training location, as applicable. The maximum possible advance notice will be given to affected employees when a change to their approved Maxiflex schedule is necessary. Normally, employees on TDY or training of more than 2 days will be required to revert to a 5 day, 8 hour workweek for that pay period(s). The facts and circumstances of each case will determine the decision. Duration of the assignment and purpose will be prime considerations.

4.5. If an employee does not wish to voluntarily participate in either the Maxiflex or the Compressed Work Schedule AWS programs, he or she will be considered to be on a fixed default schedule of 5-day, 8-hour workweeks each pay period.

5. Responsibilities:

5.1. The 939 ARW Commander will:

5.1.1. Retain the authority and is responsible for making determinations concerning continued use of the Maxiflex schedule. The commander retains the right to terminate Maxiflex if he or she determines the Maxiflex schedule has had an adverse impact upon the agency during the test phase.

5.1.2. Retain the authority and is responsible for making determinations concerning deviations to the established Maxiflex schedule.

5.1.3. Review and render a decision on a supervisor's disapproval of a "wing" employee's request to participate in a Maxiflex schedule or the employee's requested Maxiflex schedule.

5.2. The group commanders (operations, maintenance, and mission support) will:

5.2.1. Forward any written comments received from supervisors relating to the positive and adverse agency impact of the Maxiflex schedule to the civilian personnel flight upon receipt of such written comments.

5.2.2. Forward to the 939 ARW Commander any supervisory requests for deviations to the established Maxiflex schedule.

5.2.3. Review and render a decision on a supervisor's disapproval of an employee's request to participate in a Maxiflex schedule or the employee's requested Maxiflex schedule.

5.2.4. Ensure Maxiflex is applied fairly and equitably by supervisors in their organizations.

5.3. The civilian personnel flight is the office responsible for furnishing guidance and assistance to all levels of management on the administration of Maxiflex, in accordance with governing authorities.

5.4. The civilian personnel flight and AFGE Local 3116, in partnership, are responsible for furnishing guidance and assistance, to bargaining unit employees, on Maxiflex.

5.5. Supervisors and management officials are responsible for:

- 5.5.1. Reviewing Maxiflex requests for regulatory compliance.
 - 5.5.2. Approving Maxiflex schedule requests when possible and disapproving when necessary. Each organizational unit, as a whole, remains open for business Monday through Friday, each workweek, excluding Federal holidays. Supervisors are responsible for maintaining and documenting work schedules to ensure service as required through the workweek. Disapproval of an employee's request to participate in Maxiflex or disapproval of an employee's requested Maxiflex schedule will be made by the employee's group commander. Employees directly under the "wing" may elevate their request to the wing commander, after the supervisor's disapproval.
 - 5.5.3. Ensuring employees comply with approved schedules and regulatory requirements of Maxiflex.
 - 5.5.4. Ensuring integrity of the time accounting system and spot-checking, as needed, to verify entries are correct.
 - 5.5.5. Recognizing and acting on program abuses.
 - 5.5.6. Ensuring a work schedule request is prepared by the employee each time the work schedule changes due to management initiated actions (i.e. TDY, training, or mission requirements).
 - 5.5.7. Submitting written comments, to their group commanders, at the end of each calendar quarter, to include both positive and adverse agency impact on their organization.
 - 5.5.8. Ensuring daily reporting (sign-in/out) sheets (**Attachment 3** for operations group employees and **Attachment 2** for all other employees) are posted at a central location for sign-in/out by employees. These records are retained by the supervisor in accordance with AFMAN 37-139, *Records Disposition Schedule (Table 65-22, Rule 3)*. A clock designated as an official sign-in/out clock is available where sign-in/out sheets are located.
- 5.6. Employees are responsible for:
- 5.6.1. Complying with the laws, regulations, Air Force instructions and administrative procedures governing Maxiflex.
 - 5.6.2. Being flexible in their schedules to meet heavy workloads or unusual work requirements.
 - 5.6.3. Ensuring the accuracy and legitimacy of all submitted work schedule forms and timecard (including time accounting) documents signed or initialed.
 - 5.6.4. Ensuring a work schedule change request (**Attachment 1**, 939 ARW Form 1, **Maxiflex Work Schedule Request**) is prepared each time the work schedule changes and is submitted to the supervisor for approval not later than the Wednesday prior to the beginning of the next pay period. (For use by all employees other than those in operations group).
 - 5.6.5. Ensuring a work schedule change request (**Attachment 3**, 939 ARW Form 8, **Maxiflex Work Schedule Log**) is prepared not later than the Wednesday prior to the beginning of the next pay period. (For use by employees within operations group).
 - 5.6.6. Recording their arrivals and departures as they occur on the daily sign-in/out sheets (**Attachment 2**, 939 ARW Form 7, **Maxiflex Daily Sign In/Out**), using the official clock provided for recording times. (For use by all employees other than those in operations group).

5.6.7. Recording their arrivals and departures as they occur on the daily sign-in/out sheets (**Attachment 3**), using the official clock provided for recording times. (For use by all employees within operations group).

5.6.8. Requesting a start time in the 1st flexband in a 15-minute increment (e.g. 0600, 0615, 0730, etc.) and a departing time in the 2nd flexband, also in a 15-minute increment.

5.6.9. Selecting either a 30-minute, 45-minute or 60-minute lunch and start and end times in 15-minute increments (e.g. 1100-1130, 1100-1145, 1100-1200, etc.), if scheduled to work for 6 or more hours on that day. Employees may, with prior management approval, temporarily alter starting and stopping lunch times with advance notice inside the pay period. Changes requested for “same day” must be made within the employee’s first duty hour and are subject to management approval.

5.6.10. Completing the 939 ARW Form 1, **Maxiflex Work Schedule Request**, 939 ARW Form 7, **Maxiflex Daily Sign In/Out**, and 939 ARW Form 8, **Maxiflex Work Schedule Log**. For employees outside of operations group, complete Form 1 in its entirety, to reflect the date the employee wishes to begin working the Maxiflex work schedule. Enter the time of anticipated arrival, lunch period, anticipated departure and total work time for each day scheduled to work during a two-week pay period. Employee submits to first-level supervisor for approval not later than the Wednesday prior to the pay period in which the employee wishes to participate in Maxiflex. If first-level supervisor recommends disapproval, the supervisor must document reason for recommended disapproval in the remarks box and forwards to wing/group commander, as appropriate. If wing/group commander disapproves employee request, the commander must document reason for disapproval. Form 3 (all employees outside of operations group) is completed by the employee on a daily basis and is updated each time the employee arrives at work, leaves and returns from lunch, and departs from work. Form 3 must be signed and dated and given to the timekeeper prior to timecards being input at the end of each pay period. Employees within the operations group must complete Form 4 in its entirety and submit to the first-level supervisor not later than the Wednesday prior to each pay period in which the employee wishes to participate in Maxiflex. Form 4 should reflect the hours the employee is requesting to work (including credit hours), as well as any anticipated leave (including for military duty) and credit hours used. If approved, the supervisor signs the Form 4. Form 4 is updated (pen and ink changes) by the employee on a daily basis each time the employee arrives at work, leaves and returns from lunch, and departs from work. Form 4 must be signed and dated and given to the timekeeper prior to timecards being input at the end of each pay period. The timekeeper must sign Form 4 when the employee timecard has been completed. Forms 1, 3, and 4 are maintained with the timecards at the end of each pay period (**Table 65-22, Rule 3**).

5.7. The financial management office, payroll section, provides advice and assistance on matters relating to timecard submissions relative to this instruction.

6. Maxiflex Requirements:

6.1. In order to meet the basic work requirements:

6.1.1. A full-time employee must work 80 hours in a biweekly pay period, in no fewer than 9 days within a 10-day pay period. The employee must work (or be on approved leave) during core hours on core days and for the number of hours scheduled to work for that day. The employee may arrive

anytime during the 1st flexband; starting times begin in 5-minute increments. For example, an employee arrives to work at 0608. The documented time for the employee to begin work is 0610. The employee is not considered “tardy” until core hours begin.

6.1.2. A part-time employee works fewer hours than a full-time (80 hours) employee within a biweekly pay period.

6.2. In general, the tour of duty comprises all hours and days flexible and core hours have been designated, including those days within a Maxiflex schedule for which only flexible hours are scheduled. The tour of duty defines the limits within which an employee must complete his or her basic work requirement. Tours of duty will consist of core days of Tuesday through Thursday, with employees required to work 9 of the 10 days within a pay period. If an employee is unable to report for duty, the employee must notify his or her supervisor no later than the core start time shown below. The following chart is the established workday for either the day or afternoon shifts:

<u>Shift</u>	<u>1st Flexband</u>	<u>Core Start</u>	<u>Lunch Band</u>	<u>Core Stop</u>	<u>2nd Flexband</u>
Day	0600-0800	0800	1100-1300	1430	1430-1800
*Afternoon	1400-1600	1600	1830-2030	2230	2230-0100

(*Available only to those officially assigned to an afternoon tour of duty due to mission requirements.)

6.3. Credit hours may be earned only by employees on Maxiflex. Credit hours are non-overtime pay hours of work, which are in excess of the employee’s basic Maxiflex work requirement. The number of credit hours earned is equal to the number of excess hours worked (i.e. one credit hour earned for one excess hour worked). Credit hours may be earned and used in 15-minute increments.

6.3.1. Credit hours are not authorized, and will not be approved, when Maxiflex employees, by their own choice, arrive at work earlier than their scheduled arrival time (i.e. light traffic day), or leave work later than their scheduled depart time (i.e. waiting for a carpool).

6.3.2. Since credit hours are worked at the election of the employee, subject to approval by the supervisor, they are distinguished from overtime hours in that *they are not officially ordered and approved in advance* by management. Credit hours must be worked within an employee’s non-overtime tour of duty and work performed must be directly related to the employee’s current ART or civilian position (as identified by his or her official pay plan/series/grade).

6.3.3. When an employee uses credit hours, such hours are to be counted as a part of the basic work requirement to which they are applied. An employee is entitled to his or her rate of basic pay for credit hours and an employee may not use credit hours to create or increase entitlement to overtime pay.

6.3.4. Credit hours must be earned before they can be used. Credit hours may be earned and used in the same day. Credit hours are applied in the same way as annual leave, compensatory time, etc. so as to satisfy the 80-hour pay period basic work requirement. Credit hours used must be scheduled in advance and approved by the leave-approving official.

6.3.5. Section 6126(a) of Title 5, United States Code, limits the number of credit hours an employee may carry over from a biweekly pay period to a succeeding biweekly pay period to 24

hours for a full-time employee and one-fourth of a part-time employee's biweekly work requirement.

6.3.6. Supervisors will make every effort to ensure employees have an opportunity to utilize any available credit hours prior to separation from Federal service, transfer to another installation or Federal agency, or conversion to a non-Maxiflex schedule.

6.3.6.1. If an employee voluntarily converts from a Maxiflex schedule with a credit hour accumulation, the employee will be paid for that balance at his or her then current rate of basic pay

6.3.6.2. If a full-time employee who separates from Federal service, transfers to another installation, or Federal agency and has a credit hour balance, the employee will be paid for that balance at his or her then current rate of basic pay. A maximum of 24 credit hours is payable at the employee's current rate of basic pay.

6.3.6.3. If a part-time employee who separates from Federal service, transfers to another installation, or Federal agency and has a credit hour balance, the employee is entitled to compensation only for those credit hours not in excess of one-fourth of the employee's biweekly work requirement.

6.3.6.4. Excess credit hours, not used during the pay period in which they are earned, will be forfeited.

6.3.6.5. An employee may not be paid overtime pay, Sunday premium pay, or holiday premium pay for credit hours.

6.3.6.6. In the event of base closure or early dismissal before the beginning of an employee's daily tour of duty, an employee may retain credit hours that have not been used, to the extent permitted by law and regulation. If an early dismissal occurs during or after the employee's daily tour of duty, the employee will be charged for credit hours that have already been used.

6.3.6.7. Aircrew members must follow current HQ AFRC work schedule guidance regarding lunch hours.

7. Overtime/Premium Pay Determinations:

7.1. Overtime hours for employees on Maxiflex are all hours of work in excess of 8 hours in a day or 40 hours in a week which are officially ordered in advance by management. The requirement that overtime hours be officially ordered in advance also applies to nonexempt employees under the Fair Labor Standards Act (FLSA). Such employees may not earn overtime pay as a result of including "suffered or permitted" hours (under the FLSA) as hours of work. (This is different than those under other work schedules).

7.2. Management may order an employee who is covered by Maxiflex to work hours in excess of the number of hours the employee planned to work on a specific day. If the hours ordered to be worked are not in excess of 8 hours in a day or 40 hours in a week at the time they are performed, the employee will be required to complete his or her basic work requirement as scheduled. This will result in an employee entitlement to be compensated at the rate of basic pay for any hours of work equal to or less than 8 hours in a day or 40 hours in a week. An employee also would be entitled to overtime pay for hours of work ordered in excess of 8 hours in a day or 40 hours in a week.

7.3. Night Pay (General Schedule):

7.3.1. If an employee's tour of duty includes 8 or more hours available for work during daytime hours (i.e. between 0600 and 1800 hours), he or she is not entitled to night pay even though he or she voluntarily elects to work during hours for which night pay is normally required (i.e. 1800 and 0600 hours). For example, an employee's tour of duty begins at 0600 hours and ends at 1800 hours. The core hours are 0800 to 1430. The employee's work schedule for the day has the employee arriving at work at 0800 hours with a 30-minute lunch. The employee's normal quitting time would be 1630. However, the employee elects to work extra time that day from 1630 to 1930. The employee would not be entitled to night pay for the time between 1800 and 1930 hours.

7.3.2. Agencies must pay night pay for those hours that must be worked between 1800 and 0600 hours to complete an 8-hour daily tour of duty. For example, an employee's tour of duty begins at 1400 hours and ends at 2230. The employee is scheduled to work an 8-hour day with a 30-minute lunch. The employee arrives at work at 1400 hours and end of day is at 2230. The employee is entitled to night pay for the hours of 1800 to 2230 because the work was required to be performed between 1800 hours and 0600 hours.

7.3.3. An employee is entitled to night pay for any non-overtime work performed between 1800 and 0600 hours during designated core hours.

7.4. Night Differential (Prevailing Rate Employees): Night differential will not be paid solely because a prevailing rate employee elects to work credit hours, or elects a time of arrival or departure at a time of day when night differential is otherwise authorized, except that prevailing rate employees are entitled to night differential for regularly scheduled non-overtime work when a majority of the hours of a Maxiflex schedule for a daily tour of duty occur during the night.

7.5. Holiday Pay:

7.5.1. When an employee under Maxiflex is relieved or prevented from working on a day designated as a holiday (or an "in lieu of" holiday under 5 U.S.C. 6103(b) or section 3 of E.O. 11582) by Federal statute or Executive order, the employee is entitled to his or her rate of basic pay on that day for 8 hours.

7.5.2. If a holiday falls on a day during a part-time employee's tour of duty who is on Maxiflex and the employee is relieved or prevented from working on that day, the employee is entitled to his or her rate of basic pay for the scheduled number of hours of work for that day towards his or her basic work requirement (not to exceed 8 hours).

7.5.3. A full-time employee under Maxiflex who performs non-overtime work on a holiday (or "in lieu of holiday" as described in **Paragraph 7.5.1.**) is entitled to his or her rate of basic pay plus premium pay equal to his or her rate of basic pay for that holiday work. Holiday premium pay is limited to a maximum of 8 hours. These hours must be designated as holiday hours and must include all applicable core hours.

7.5.4. A part-time employee on Maxiflex is entitled to holiday premium pay only for work performed during his or her basic work requirement on a holiday (not to exceed 8 hours). A part-time employee, scheduled to work on a day designated as an "in lieu of holiday" (**Paragraph 7.5.1.**), is not entitled to holiday premium pay for work performed on that day.

7.6. Pay for Sunday Work:

7.6.1. A full-time employee who performs regularly scheduled non-overtime work, a part of which is performed on Sunday, is entitled to Sunday premium pay for the entire daily tour of duty, not to exceed 8 hours. Employees are precluded from working flexible hours on Sundays.

7.6.2. A part-time employee is not entitled to Sunday premium pay.

7.7. Travel:

7.7.1. When a FLSA-exempt or nonexempt employee under Maxiflex is in a travel status during the hours of his or her regularly scheduled administrative workweek, that time is considered to be “hours of work” and must be used for the purpose of determining any overtime pay calculations, as applicable. Note, however, that overtime hours are initially scheduled for work, not travel.

7.7.2. The Maxiflex work schedule officially requested by the employee and approved by the supervisor will be used when determining the employee’s “regularly scheduled administrative workweek” for travel and pay purposes, to include determination of non-workdays.

7.7.3. An employee may not earn credit hours for travel because travel in connection with Government work is not voluntary in nature. In other words, travel itself does not meet the definition of credit hours. Credit hours are hours in excess of the employee’s basic work requirement which the employee elects to work. If travel time creates overtime hours of work, the employee must be compensated in accordance with applicable directives.

8. Paid Time Off:

8.1. Paid time off during an employee’s basic work requirement must be charged to the appropriate leave category, credit hours, compensatory time off, or to excused absence if warranted.

8.2. There is no requirement that employees use flexible hours for medical or dental appointments or other personal matters if the employee wishes to charge this time to leave. An employee may choose to charge time off during flexible hours to an appropriate leave category, or use credit hours when time off is scheduled during flexible hours in order to preserve leave.

8.3. An employee may apply no more leave or credit hours to a given day than he or she is scheduled to work on that day.

8.4. The head of an agency (or designee) may grant excused absence with pay to employees covered by Maxiflex under the same circumstances as excused absence would be granted to employees covered by other work schedules. The amount of excused absence to be granted should be based on the employee’s established basic work requirement in effect for the period covered by the excused absence.

8.5. When employees who would otherwise be required to work are excused from work because of an office closure due to a weather emergency or furlough, other employees who do not have a scheduled workday(s) during the office closure or furlough may not be granted another non-workday.

9. Forms Prescribed. 939 ARW 1, **Maxiflex Work Schedule Request**, 939 ARW 3, **Maxiflex Daily Sign In/Out**, and 939 ARW 4, **Maxiflex Work Schedule Log**.

MARK A. KYLE, Colonel, USAFR
Commander, 939 ARW

Attachment 1

939 ARW Form 1, Maxiflex Work Schedule Request Sample

MAXIFLEX Work Schedule Request				
Employee's Printed Name: Last, First, MI DOES, JOHN P.		Date 27 Dec 2002		
I am requesting to participate on a MAXIFLEX schedule as reflected below. If approved, DATE of this change will be:		Employee Signature		
1 Jan 2003				
Week One	Time In	Lunch	Time Out	Total Work Time
Sun				
Mon	0700	1130-1230	1600	8
Tue	0700	1130-1230	1600	8
Wed	0700	1130-1230	1600	8
Thur	0700	1130-1230	1600	8
Fri	0700	1130-1230	1600	8
Sat				
Week Two	Time In	Lunch	Time Out	Total Work Time
Sun				
Mon				
Tue				
Wed				
Thur				
Fri				
Sat				
☒ APPROVED ☐ RECOMMEND DISAPPROVAL (State Reasons in the space provided below and		☐ APPROVED ☐ DISAPPROVED		
Signature, Supervisor's Name, Rank, and Title 		Signature, Wing/Group Commander's Name, Rank, and Title 		
Please Explain Recommended Disapproval, Disapproval, and Additional Remarks				
If the first-level supervisor recommends disapproval, reasons must be documented in this section and request forwarded to wing/group commander, who either approves or disapproves request. If request is disapproved, reasons for disapproval must be documented in this section.				

Attachment 2

939 ARW Form 7, Maxiflex Daily Sign In/Out Sample

MAXIFLEX DAILY SIGN IN/OUT															
Signature, Typed Name and Office Symbol (Sign at end of pay period and turn in to time keeper)										Pay Period 02		Pay Period End Date 11 Jan 2003		Date Signed 15 Jan 2003	
DOE, JOHN P 939 ARW/DCP															
WEEK ONE DAY	WEEK ONE DATE	TIME IN	LUNCH OUT	LUNCH IN	TIME OUT	TOTAL WORK TIME	CREDIT EARNED	CREDIT USED	LEAVE HOURS USED	MIL DUTY TIME IN	MIL DUTY TIME OUT	COMMENTS (INCLUDE TYPE MIL DUTY, LEAVE & TIME FRAME)	RUNNING BALANCE CREDIT HOURS		
SUN	1 Jan 2003														
MON	2 Jan 2003	7:00	11:30	12:30	16:00	8	0	0	0	0:00	0:00		0		
TUE	3 Jan 2003	7:00	11:30	12:30	16:00	8	0	0	0	0:00	0:00		0		
WED	4 Jan 2003	7:00	11:30	12:30	16:00	8	0	0	0	0:00	0:00		0		
THURS	5 Jan 2003	7:00	11:30	12:30	16:00	8	0	0	0	0:00	0:00		0		
FRI	6 Jan 2003	7:00	11:30	2:30 P.M	16:00	8	0	0	0	0:00	0:00		0		
SAT	7 Jan 2003														
WEEK TWO DAY	WEEK TWO DATE	TIME IN	LUNCH OUT	LUNCH IN	TIME OUT	TOTAL WORK TIME	CREDIT EARNED	CREDIT USED	LEAVE HOURS USED	MIL DUTY TIME IN	MIL DUTY TIME OUT	COMMENTS (INCLUDE TYPE MIL DUTY, LEAVE & TIME FRAME)	RUNNING BALANCE CREDIT HOURS		
SUN	8 Jan 2003														
MON	9 Jan 2003	6:00	11:30	12:30	16:00	8	1	0	0	0:00	0:00	Credit hours earned 0600-0700	1		
TUE	10 Jan 2003	6:30	11:30	12:30	16:00	8	.5	0	0	0:00	0:00	Credit hours earned 0630-0700	1.5		
WED	11 Jan 2003	7:00	11:30	12:30	17:00	8	1	0	0	0:00	0:00	Credit hours earned 1600-1700	2.5		
THURS	12 Jan 2003	6:00	11:30	12:30	15:00	8	0	0	0	0:00	0:00	ree flexed beginning and ending of tour by	2.5		
FRI	13 Jan 2003	7:00	11:30	12:30	14:00	6	0	2	0	0:00	0:00	Credit hours used 1400-1600	.5		
SAT	14 Jan 2003														
TOTAL												OT HOURS FWD TO NEXT PP (24 HRS	.5		

Attachment 3

939 ARW Form 8, Maxiflex Work Schedule Log Sample

MAXIFLEX WORK SCHEDULE LOG													
Name (First, Last)		Does, John P.						Individual's Signature					
Unit & Office Symbol		939 ARW/DPC						Supervisor's Signature					
Pay Period		1						Timekeeper's Signature					
Beginning Date		1 Jan 2003						Type of Schedule: MAXIFLEX					
Tour of Duty Start Time		7:00						End Time		1600			
Core Hours Start Time		6:00						End Time		0700			
Meal Time		0:00											
Scheduled Meal Period		11:30 - 12:30											
Credit Balance forward													0
DATE	TIME IN	MEAL TIME	TIME OUT	WORK TIME	Credit Earned	Credit Used	Leave Hours	Mil Duty Time In	Mil Duty Time Out	COMMENTS (Include type of mil duty, leave & time frame)	Running Credit Balance		
Sun 1 Jan 2003	0:00	0:00 - 0:00	0:00	0	0	0	0	0:00	0:00		0		
Mon 2 Jan 2003	6:00	11:30 - 12:30	16:00	8	1	0	0	0:00	0:00		1		
Tue 3 Jan 2003	6:00	11:30 - 12:30	16:00	8	1	0	0	0:00	0:00		2		
Wed 4 Jan 2003	6:00	11:30 - 12:30	16:00	8	1	0	0	0:00	0:00		3		
Thurs 5 Jan 2003	6:00	11:30 - 12:30	16:00	8	1	0	0	0:00	0:00		4		
Fri 6 Jan 2003	6:00	11:30 - 12:30	16:00	8	1	0	0	0:00	0:00		5		
Sat 7 Jan 2003	0:00	0:00 - 0:00	0:00	0	0	0	0	0:00	0:00		5		
Sun 8 Jan 2003	0:00	0:00 - 0:00	0:00	0	0	0	0	0:00	0:00		5		
Mon 9 Jan 2003	6:00	11:30 - 12:30	14:00	6	1	0	2	0:00	0:00	Annual Leave 1400-1600	6		
Tue 10 Jan 2003	6:00	11:30 - 12:30	16:00	8	1	0	0	0:00	0:00		7		
Wed 11 Jan 2003	6:00	11:30 - 12:30	16:00	8	1	0	0	0:00	0:00		8		
Thurs 12 Jan 2003	6:00	11:30 - 12:30	16:00	8	1	0	0	0:00	0:00		9		
Fri 13 Jan 2003	6:00	11:30 - 12:30	16:00	8	1	0	0	0:00	0:00		10		
Sat 14 Jan 2003	0:00	0:00 - 0:00	0:00	0	0	0	0	0:00	0:00	Credit Fwd To Next PP (24 Hrs Max)	10		

939 ARW FORM 8 20030901 (IMT - V1)