HRSA Time and Leave Fact Sheet

Flexible Work Schedules (FWS)	Compressed Work Schedules (CWS)
Employees may vary arrival and departure times within time bands	Fixed schedule that allows employees to complete 80 hours in less than 10 workdays in a pay period
May earn credit hours = hours within time bands employee elects to work in excess of 80 in a pay period with supervisory approval Max (NTEU) = 3 hrs per day, 8 hrs on Saturday, 24 hr carryover from one pay period to next Max (AFGE) = 2 hrs per day or 3 days per week	Cannot earn credit hours Duty hours must end at 7 PM If a holiday falls on the employee's scheduled day off their CWS remains unchanged. The "in lieu of" holiday is either the following or previous workday
1. Flexitour: 8 hrs per day + ½ hr lunch – once employee's arrival/departure times are approved, they become fixed schedule 2. Flexitime: 8 hrs per day + ½ hr lunch - Employee varies daily arrival and departure within time bands 3. Maxiflex (Does not apply to AFGE): 80 hrs per pay period – Employee varies number of hrs worked on given workday. Employee specifies, with supervisory approval, which days they will work and the number of hours per day. If scheduled to work less than 8 hours on any given day, not required to work during the core hours, but must arrive within arrival time band no matter how many hours worked	1. 5-4/9: 9 workdays to reach 80 hours – eight 9 hr days + ½ hr lunch, one 8 hr day + ½ hr lunch per pay period, and one day off per pay period 2. 4-10: 8 workdays to reach 80 hours – four 10 hr days + ½ hr lunch each week with 1 scheduled day off per week
Time Bands/Hours of Work: NTEU: 6AM – 930AM (arrival) Monday - Friday 3PM – 7PM (departure) Monday - Thursday 230PM – 7PM (departure) Friday For credit hours under FWS only: 6AM – 7PM Saturday AFGE: 630AM – 9AM (arrival) Monday - Friday 3PM – 7PM (departure) Monday - Friday For credit hours under FWS only: 7AM Saturday – 12AM Sunday	Core Hours: (must be at work or on approved leave): NTEU: 930AM – 3PM Monday - Thursday 930AM- 230PM Friday 11AM – 2PM (lunch band) Monday - Friday AFGE: 9AM – 3PM Monday – Friday 11AM – 130PM (lunch band) Monday - Friday • 30 minute lunch must be taken during lunch band – time cannot be saved to leave early or take a longer lunch another day

Annual Leave (AL)	Sick Leave (SL)	Leave Without Pay (LWOP)	Absence Without Leave (AWOL)	Family Medical Leave Act (FMLA)
For vacations, rest and relaxation, personal business or emergencies Employee has a right to take AL, subject to right of supervisor to schedule the time at which AL may be taken Cannot carry over more than 240 hours in a calendar year and must schedule its use to avoid forfeiture (360 hours - overseas, 720 hours – SES, SL, and ST employees).	An employee is entitled to use SL for: • Personal medical needs • Care of family member with serious health condition (up to 12 weeks/480 hours of SL each year) • Adoption-related purposes • Family Care or Bereavement (up to 104 hours/13 days of SL - FFL each leave year total for these purposes)	Approved leave for which employee is not paid – no entitlement except for situations such as FMLA Decision should be based on such things as: increased job ability, protection of employee's health, retention of desirable employee, or furtherance of a program of interest to the Government	Unauthorized, unpaid absence from duty – when employee is absent without permission, has not notified supervisor, or has not provided satisfactory explanation/ documentation for absence Charged in 15 minute increments	Employees with 12 months service are entitled to up to 12 workweeks (480 hours) LWOP in a 12 month period for: • Birth/care of a child; • Placement of a child with the employee for adoption or foster care; • The care of spouse, child, or parent of the employee who has a serious health condition; or • A serious health condition of the employee
Must be requested/approved in advance in ITAS for non-emergency use When due to unforeseen circumstance, must be requested/approved by start of workday – put in ITAS ASAP – approved at supervisor's discretion	Must be requested/ approved in advance in ITAS for non-emergency medical, dental or optical exam, operation or treatment When due to unforeseen circumstance, must be requested/ approved w/in one hour of start of workday or by core hour start – put in ITAS ASAP – documentation may be required	Requests are made in the same manner as are requests for AL and SL – supervisors and Executive Officers have the authority to approve requests, depending on amount requested Must be approved if acceptable medical documentation is provided.	AWOL is not discipline, but can form the basis for disciplinary action	Available AL and/or SL may be substituted for the LWOP, as appropriate 30 days notice to supervisor, when foreseeable Acceptable medical documentation of serious health condition may be necessary Provisional approval pending receipt of acceptable documentation of medical condition

References and More Information:
HRSA SharePoint (access to NTEU and AFGE CBAs) https://sharepoint.hrsa.gov/oo/om/dwm/default.aspx
OPM Leave Main Page: http://www.opm.gov/flsa/oca/leave/index.asp