

Common Work Schedules Job Aid (page 1 of 2)

Traditional Work Schedule Example

S	M	T	W	T	F	S
	8 hrs					
	8 hrs					

Traditional Work Schedule

- Five consecutive, 8-hour days
- 8:30 am to 5 pm, Monday to Friday
- Thirty minute lunch break
- Two days off each week

4/10 Compressed Work Schedule Example

S	M	T	W	T	F	S
	10 hrs	10 hrs	10 hrs	10 hrs		
	10 hrs	10 hrs	10 hrs	10 hrs		

4/10 Compressed Work Schedule

- Select arrival and departure time
- Off 3 of 7 days
- Fixed schedule
- Four 10-hour days per 40 work week
- Must be present during core hours of 9:30 am to 2:30 pm
- No flexibility in reporting or quitting times
- Cannot earn credit hours

5-4/9 Compressed Work Schedule Example

S	M	T	W	T	F	S
	9 hrs					
	9 hrs	9 hrs	9 hrs	8 hrs		

5-4/9 Compressed Work Schedule

- Employee works 9 days with 3 days off per pay period
- Works 9-hours, 8 days, and 1 day of 8 hours for a total of 9 days per pay period
- Must be present during core hours
- No flexibility in reporting or quitting times

Flexitour Work Schedule Example

S	M	T	W	T	F	S
	8 hrs					
	8 hrs					

Flexitour

- Selects arrival time
- Fixed schedule
- Eight hours per day, 5 days a week
- Credit hours earned with advanced approval
- Must be present during core hours
- Receives 8 hours pay for a Federal holiday

Common Work Schedules Job Aid (page 2 of 2)

Variable Day Work Schedule Example

S	M	T	W	T	F	S
	9 hrs	8 hrs	5 hrs	10 hrs	8 hrs	
	5 hrs	5 hrs	10 hrs	10 hrs	10 hrs	

Variable Day Work Schedule

- Works 40 hour work week, 80 hours per pay period
- Vary arrival and departure times and length of workday
- Must be present during core hours
- Receives 8 hours pay for a Federal holiday

Variable Week Work Schedule Example

S	M	T	W	T	F	S
	6 hrs	8 hrs	6 hrs	10 hrs	5 hrs	
	5 hrs	10 hrs	10 hrs	10 hrs	10 hrs	

Variable Week Work Schedule

- Vary arrival and departure times and length of workday
- Submits projected schedule in advance
- Does not exceed 80 hours per pay period
- Must be present during core hours
- Receives 8 hours pay for a Federal holiday

Gliding Work Schedule Example

S	M	T	W	T	F	S
	8 hrs					
	8 hrs					

Gliding Work Schedule

- Eight hour days, five days a week
- Works 40 hours a work week
- Must be present during core hours
- Employee may “glide” to arrive between 6:00 and 9:30 am and depart between 2:30 to 6:00 pm
- Credit hours earned with advanced approval
- Receives 8 hours pay for a Federal holiday

Maxiflex Work Schedule Example

S	M	T	W	T	F	S
		9 hrs	10 hrs	10 hrs	8 hrs	
	8 hrs	10 hrs	10 hrs	10 hrs	5 hrs	

Maxiflex Work Schedule

- Employee varies arrival and departure time and length of workday and workweek.
- Works 80 biweekly hours.
- May work less than 5 days/week and/or 10-days/ biweekly.
- Credit hours earned with advanced approval