

## MODELS OF FLEXIBLE WORK SCHEDULES

FLEXITOUR	GLIDING SCHEDULE	VARIABLE DAY SCHEDULE	VARIABLE WEEK SCHEDULE	MAXIFLEX
<b>Basic Work Requirement</b>  A full-time employee must work 8 hours a day, 40 hours a week, and 80 hours a biweekly pay period. The supervisors determines the number of hours a part-time employee must work in a day, in a week, or in a biweekly pay period.	<b>Basic Work Requirement</b>  (See Flexitour.)	<b>Basic Work Requirement</b>  A full-time employee must work 40 hours a week. The supervisors determines the number of hours a part-time employee must work in a week.	<b>Basic Work Requirement</b>  A full-time employee must work 80 hours in a biweekly pay period. The supervisor determines the number of hours a part-time employee must work in a biweekly pay period.	<b>Basic Work Requirement</b>  (See Variable Week Schedule.)
<b>Tour of Duty</b>  Supervisors establish flexible hours surrounding established Service core hours, which include a standard meal period.	<b>Tour of Duty</b>  Gliding schedules provide for flexible time bands at the start and end of the workday and <u>may</u> also allow for flexible hours at midday (during the lunch break). Employees must work during core hours or account for the time by use of approved leave, comp time, or credit hours.	<b>Tour of Duty</b>  (See Gliding Schedule.)	<b>Tour of Duty</b>  (See Gliding Schedule.)	<b>Tour of Duty</b>  (See Gliding Schedule.) However, supervisors may choose not to establish core hours on each workday, thus providing maximum flexibility for employees.
<b>Core Hours</b>  An employee must account for missed core hours with leave, credit hours, or compensatory time off.	<b>Core Hours</b>  (See Flexitour.)	<b>Core Hours</b>  (See Flexitour.)	<b>Core Hours</b>  (See Flexitour.)	<b>Core Hours</b>  See Flexitour. Employees may work fewer than 10 days biweekly because of the absence of core hours on one of the normal workdays (e.g., "Flexible 5/4-9").

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<b>Overtime Work</b>  Overtime work is work in excess of 8 hours in a day or 40 hours in a workweek, <b>ordered</b> in advance by management. (See 5 U.S.C. 6121(6).)	<b>Overtime Work</b>  (See Flexitour.)	<b>Overtime Work</b>  (See Flexitour.)	<b>Overtime Work</b>  (See Flexitour.)	<b>Overtime Work</b>  (See Flexitour.)
<b>Flexibility</b>  Employees select arrival and departure times subject to supervisory approval. (This results in a fixed schedule until the next selection period, as determined by the supervisor.) At the request of an employee, the supervisor may approve an adjusted arrival and departure time.	<b>Flexibility</b>  Employees may vary arrival and departure times on a daily basis during the established flexible hours.	<b>Flexibility</b>  (See Gliding Schedule.) An employee may also vary the length of the workday. A supervisor may limit the number of hours an employee may work on a daily basis.	<b>Flexibility</b>  (See Variable Day Schedule.) An employee may also vary the length of the workweek.	<b>Flexibility</b>  (See Variable Week Schedule.)