

COMSC INSTRUCTION 12620.1B

Subj: WORK SCHEDULES

Ref: (a) 5 USC 61
(b) 5 CFR 610
(c) CPI/CHRM 610 (series)
(d) COMSCINST 7230.1G
(e) COMSCINST 5330.2J
(f) OPM Handbook on Alternative Work Schedules

Encl: (1) Work Schedule Request (MSC 12620/1) (Rev. 2-90)
(2) Record For Documenting Work Schedules (MSC 5330/6) (Rev. 9-03)

1. Purpose. To establish policy, procedures, and responsibilities for work schedules and office coverage for Military Sealift Command (MSC), per references (a), (b), and (c). This instruction is a complete revision and should be read in its entirety.
2. Cancellation. COMSCINST 12620.1A.
3. Applicability. This instruction is applicable to all military and civilian personnel in full-time permanent positions of MSC except those whose hours of duty have been established to meet special operational requirements, personnel assigned to “shift hour duty,” and civil service mariners (CIVMARs) whose work rules are in the Civilian Marine Personnel Instruction (CMPI). It pertains specifically to hours of work Monday through Friday. Personnel on temporary duty assignments will observe the hours of work in effect at their temporary duty station. Modifications to accommodate military duties, e.g., watchstanding will be made whenever possible.
4. Security. Compressed Work Schedule (CWS) and Flexible Work Schedule (FWS) personnel must assume greater responsibility to ensure prevention of security violations.
5. Action. All personnel will ensure compliance with this instruction and fully support implementation within their respective organizations.

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6. Forms. Electronic versions of MSC 12620/1 and MSC 5330/6 are available on MSC Intranet at intranet.msc.navy.mil or the MSC CD Library. Addressees may also obtain electronic versions by forwarding a request to cheryl.m.miller@navy.mil.

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Distribution:

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List I (Case A, B, C)

SNDL 41B (MSC Area Commanders)

41C (MSC NFAF East/West)

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CHAPTER 1

GENERAL

1-1 Policy. It is Commander, Military Sealift Command (COMSC) policy that work schedules will be developed to support flexibility for employees and managers, improve the quality of working conditions, enhance productivity, improve individual accountability, and improve service. Accordingly, with prior management approval and subject to mission requirements, employees may establish a work schedule different from the official agency hours of 0800 to 1630, using either a FWS or CWS. Supervisors and management officials must ensure that a sufficient work force is present to conduct command business. Participation in either a FWS or CWS may be further restricted or expanded as appropriate by COMSC or his/her designee.

1-2 Definitions

a. **Basic Workweek.** Number of hours (except overtime hours) an employee is required to work (or account for by leave); synonymous with tour of duty. The basic workweek regular hours are 0800 - 1630.

b. **Compressed Work Schedule (CWS).** Under reference (a), specifically 5 USC 6121(5), a compressed work schedule means an employee's basic work requirement (80 hours) for each pay period is scheduled in less than 10 workdays. Throughout MSC, a CWS, if approved for use in the activity, will be the 5/4 9 schedule, which consists of 8 9-hour days and 1 8-hour day. Chapter 3 of this instruction contains procedures and responsibilities for CWS.

c. **Core Time/Core Hours.** Core time is the designated period(s) during which all employees must be present for work. For MSC, the core hours are 0900-1130 and 1300-1530; see Chapter 2 for further information and requirements.

d. **Flexible Work Schedule (FWS).** Under reference (a), specifically 5 USC 6122, a FWS includes designated hours (core hours) and days when an employee must be present for work. Thus, FWS is an authorized departure from the normal fixed-hour workday to permit employees to work 8 hours a day within an expanded time frame. Two basic requirements of FWS are that employees must be present during core time, and employees must account for the total number of required work hours each day through the use of a FWS record. Chapter 2 contains FWS procedures and responsibilities.

e. **Regular Day Off (RDO).** The day in a pay period that the employee participating in CWS is scheduled to take off work.

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f. Flexitour. A schedule in which an employee selects starting and stopping times within the flexible hours.

g. Holiday Pay. Pay that is appropriate for non-overtime work on a holiday (or a day designated as the “in lieu of” holiday). Full time employees are entitled to basic pay plus premium pay equal to basic pay for holiday work, not to exceed compressed schedule.

h. Leave. Time off during an employee’s basic work requirement that must be charged to an appropriate leave category (e.g., annual, sick, etc.).

1-3 Responsibilities

a. COMSC is responsible for ensuring that the MSC Work Schedule Program complies with law, regulation, OPM, DOD, and DON policy.

b. The Maritime Forces and Manpower Management Directorate (N1) will:

(1) Provide basic policies and procedures consistent with reference (a) for work schedules.

(2) Provide guidance and assistance for implementing, managing and administering the program as may be required.

c. COMSC Comptroller will:

(1) Track approved work schedules.

(2) Maintain a work schedule database for issuance of reports and preprinted time cards/sheets.

d. Area Commanders, Program Managers, Functional Directors/Core, Special Assistants, and comparable organizational heads (i.e., Comptroller and Counsel) will:

(1) Implement, manage, and administer the Work Schedule Program, including determining extent to which employees of the office may participate in the Work Schedule Program.

(2) Coordinate work schedules of subordinate components collocated with the MSC Area Command, with schedules of the Area Command, as may be appropriate.

(3) Review and approve work schedules.

(4) Discharge bargaining obligations as may be appropriate with the applicable representative over the implementation and administration of work schedules within their respective organization and subordinate component(s), if any, in conjunction with their servicing HRO/HRSC.

e. Supervisors will:

(1) Develop and recommend approval of individual work schedules, monitor and ensure compliance and integrity.

(2) Ensure that employee work schedule changes are recorded and approved using enclosure (1).

(3) Ensure that productivity is maintained, minimum coverage requirements are fully satisfied, and mission requirements are met.

(4) Monitor employee performance under FWS and CWS and revoke the privilege for any staff member who abuses it.

f. Timekeepers will:

(1) Ensure that time and attendance cards/sheets are completed, maintained, and submitted in a timely matter under policies and procedures of reference (d).

(2) Ensure new employees receive a Work Schedule Request (enclosure (1)) and that approved/completed work schedules are provided to the Customer Service Representative (CSR) in the Comptroller's office (N82 CSR).

g. Employees will:

(1) Obtain supervisor's approval for scheduled hours of work and any deviation from this schedule.

(2) Record time in, time out, and leave taken on the appropriate record; enclosure (1) is required to be used by employees on FWS and may be used by all other employees as set forth by organizational unit policy.

(3) Maintain productivity and increase efforts to provide a full day's work for a full day's pay.

(4) Comply with all provisions of this instruction.

1-4 Procedures

a. Work Schedules. Employees must elect one of the following work schedules:

(1) Basic Workweek (regular hours). Official working hours are from 0800 to 1630.

(2) Flexible-Time Work Schedule. See Chapter 2 for information and examples of FWSs.

(3) Compressed Work Schedule. See Chapter 3 for information and examples of CWSs.

b. Work Schedule Requests. Employees will submit written work schedule requests. First level supervisors will review all work schedule requests and recommend approval, adjustment, or disapproval and forward the form through the usual and customary chain of command for review and approval. Final approval authority is delegated to a level no lower than Division Directors, consistent with the organization's policy. Copies of completed enclosure (1) must be retained by the timekeeper.

c. Work Schedule Change

(1) Employee requests for change to an established work schedule must be in advance of the effective date of the change, in writing, and must be approved prior to a scheduled change. Permanent changes are effective at the beginning of the pay period following approval.

(2) Supervisors will notify employees as soon as possible in advance of management/mission required work schedule changes. Temporary changes to an employee's work schedule are made for no less than one pay period.

d. Overtime or Compensatory Time. In accordance with reference (e), overtime or compensatory time, where applicable, requires advance approval and is for work performed in excess of:

(1) 9 hours on a scheduled 9-hour workday,

(2) 8 hours on a scheduled 8-hour workday, or

(3) 80 hours in a biweekly pay period.

e. Schedule Adjustments for Religious Observances. To the extent that adjustments in work schedules do not interfere with the efficient accomplishment of the mission, an employee whose personal religious beliefs require that the employee abstain from work at certain times of the workday or workweek must be permitted to work an alternative work schedule so that the employee can meet the religious obligation.

(1) The hours worked in lieu of the normal work schedule do not create any entitlement to premium or overtime pay.

(2) The employee must request from his/her supervisor, in advance, an adjusted work schedule.

f. Leave, Training and Travel. See Chapters 2 and 3 for guidance on leave, training, and travel procedures for each applicable work schedule.

g. Termination of CWS or FWS. CWS or FWS may be withdrawn from any MSC organization, organizational unit, or individual staff member by COMSC or designee in cases of decreased productivity. Also, individual supervisors may lose the CWS/FWS privilege if office productivity is not maintained.

CHAPTER 2

FLEXIBLE WORK SCHEDULE

2-1 Procedures and Requirements Applicable to FWS

a. Work Hours

(1) Flexible work hours are between 0700 and 1800. The official agency hours of 0800 to 1630 are used.

(2) Eligible employees schedule their 8 hours of work and lunch period within the period of 0700 to 1800 but must be present during the core hours. Core hours are defined below. Personnel who fail to adhere to the spirit and intent of this program will lose the privilege and revert to the official agency hours (0800-1630) with a 30-minute lunch break.

(3) All employees must work during the core hours of 0900 to 1130 and 1300 to 1530 each workday. Any time missed during these two core periods will be charged as leave and cannot be made up by working during the flexible hours. The remaining hours within the overall period of 0700 to 1800 are flexible hours. There are three flexible periods: 0700-0900, 1130-1300 (excluding a 30-minute lunch break), and 1530-1800. An employee who has reported for work may be granted time away from work during the flexible hours without being charged with leave provided the supervisor is notified in advance and approves the absence from the office and the employee is able to complete an 8-hour day between 0700 and 1800.

0700	0800	0900	1000	1100	1200	1300	1400	1500	1600	1700	1800
Flexible hours	Core hours			Flexible hrs/ lunch	Core hours			Flexible hours			

(4) It is mandatory for employees in organizations/organizational units using FWS to record work hours and leave. The Record for Documenting Work Schedules (MSC 5330/6, enclosure (2)), may be used or any other record/form may be used. This form is encouraged for use by all employees and supervisors regardless of work schedule for consistency and efficiency.

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(5) Tardiness within core hours will be handled as a matter under jurisdiction of the immediate supervisor in accordance with current directives and the supervisor's authority.

b. Travel. Employees will work the schedule of the temporary duty station or revert to the basic workweek as required.

c. Training. Most training courses are held to an 8-hour timeframe. Therefore, the employee will normally revert to the basic workweek for pay period(s) while in training.

d. Leave. Employees on FWS will request and use leave in accordance with customary, established leave policies and procedures.

2-2 Office Coverage. Supervisors and managers are responsible for managing and approving subordinate employees' work schedules in a manner that provides for adequate office coverage and ensures that mission work requirements are met.

CHAPTER 3

COMPRESSED WORK SCHEDULE

3-1 Procedures and Requirements Applicable to Compressed Work Schedules

a. CWS employees select a starting time at 15-minute intervals commencing no earlier than 0600 and no later than 0830 and departing time no later than 1800. A 30-minute lunch break will be taken midday.

b. In accordance with reference (f), there is no authority to establish hybrid work schedules that borrow selectively from the authority of flexible and compressed work schedules for the purpose of establishing a hybrid work schedule program.

c. Employees on CWS must select a schedule from those listed below:

GROUP 1 - FIRST MONDAY OFF

WEEK	MON	TUE	WED	THUR	FRI	TOTAL
1	OFF	9	9	9	9	36
2	8	9	9	9	9	44
TOTAL	80					

GROUP 2 - SECOND MONDAY OFF

WEEK	MON	TUE	WED	THUR	FRI	TOTAL
1	8	9	9	9	9	44
2	OFF	9	9	9	9	36
TOTAL	80					

GROUP 3 - FIRST TUESDAY OFF

WEEK	MON	TUE	WED	THUR	FRI	TOTAL
1	9	OFF	9	9	9	36
2	9	8	9	9	9	44
TOTAL	80					

GROUP 4 - SECOND TUESDAY OFF

WEEK	MON	TUE	WED	THUR	FRI	TOTAL
1	9	8	9	9	9	44
2	9	OFF	9	9	9	36
TOTAL	80					

GROUP 5 - FIRST WEDNESDAY OFF

WEEK	MON	TUE	WED	THUR	FRI	TOTAL
1	9	9	OFF	9	9	36
2	9	9	8	9	9	44
TOTAL	80					

GROUP 6 - SECOND WEDNESDAY OFF

WEEK	MON	TUE	WED	THUR	FRI	TOTAL
1	9	9	8	9	9	44
2	9	9	OFF	9	9	36
TOTAL	80					

GROUP 7 - FIRST THURSDAY OFF

WEEK	MON	TUE	WED	THUR	FRI	TOTAL
1	9	9	9	OFF	9	36
2	9	9	9	8	9	44
TOTAL	80					

GROUP 8 - SECOND THURSDAY OFF

WEEK	MON	TUE	WED	THUR	FRI	TOTAL
1	9	9	9	8	9	44
2	9	9	9	OFF	9	36
TOTAL	80					

GROUP 9 - FIRST FRIDAY OFF

WEEK	MON	TUE	WED	THUR	FRI	TOTAL
1	9	9	9	9	OFF	36
2	9	9	9	9	8	44
TOTAL	80					

GROUP 10 - SECOND FRIDAY OFF

WEEK	MON	TUE	WED	THUR	FRI	TOTAL
1	9	9	9	9	8	44
2	9	9	9	9	OFF	36
TOTAL	80					

3-2 Travel. Employees will work the schedule of the temporary duty station or revert to the basic workweek, as required. If the work schedule at the temporary duty station will permit the employee to maintain CWS without disruption to or extension of the assignment, the employee may be allowed to do so. If changed to the basic workweek, the employee remains on that work schedule for all pay periods while in travel status.

Example:

An employee travels to a temporary duty station for a 3-day assignment. If it is determined that the employee will spend as many hours at the temporary work site as he/she would at his/her permanent work site, the employee may be allowed to maintain his/her CWS and adjust his/her RDO, if necessary.

Note: If the employee's RDO is changed, the adjusted day off must be taken within the same pay period.

3-3 Training. Most training courses are held to an 8-hour timeframe. Therefore, the employee will normally revert to the basic workweek for pay period(s) while in training. However, this does not apply if the training course schedule permits the employee to maintain the CWS.

Examples:

(1) An employee attends a training course near the workplace, and the course schedule permits the employee to fulfill the obligated number of duty hours of his/her prearranged CWS. The employee would be present at his/her work site before and/or after the class times. The employee may be allowed to maintain his/her CWS and adjust his/her RDO if necessary.

Note: If the employee's RDO is changed, the adjusted day off must be taken within the same pay period.

(2) If an employee attends a training course where the course schedule does not permit the employee to fulfill the obligated number of duty hours of his/her prearranged CWS, the employee must revert to the basic workweek while in training.

3-4 Leave

a. Annual and Sick Leave. An employee on approved annual or sick leave will be charged leave according to his/her work schedule (e.g., 9 hours for a scheduled 9-hour day, 8 hours for a scheduled 8-hour day).

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b. Military Leave. Military leave is charged on an hour-for-hour basis for all hours the employee would have worked. The minimum amount chargeable for military leave is 1 hour. Employees who request military leave for the purpose of inactive duty training are charged for the actual amount of military leave necessary to cover the military duty and travel. It is to be pro-rated for part-time employees, and for employees on uncommon tours of duty, based proportionally on the number of hours in the employee's regularly scheduled biweekly pay period.

c. Holiday Leave

(1) When a holiday occurs on an employee's RDO, "in lieu of holiday" is as follows:

Holiday	Day Off
Monday	Tuesday
Tuesday	Wednesday
Wednesday	Thursday
Thursday	Wednesday
Friday	Thursday

(2) The holiday will comprise the number of hours the employee is regularly scheduled to work that day.

d. Court Leave. During periods of court leave, employees will revert to a basic workweek.

3-5 Office Coverage. Supervisors and managers are responsible for managing and approving subordinate employees' work schedules in a manner that provides for adequate office coverage and ensures that mission work requirements are met.

RECORD FOR DOCUMENTING WORK SCHEDULES

(MANDATORY FOR EMPLOYEES ON FLEXIBLE WORK SCHEDULE. RECOMMENDED FOR USE BY ALL OTHER EMPLOYEES REGARDLESS OF WORK SCHEDULE.)

COMSCINST 12620.1

OFFICE CODE				PAY PERIOD ENDING			
TIME	NAME						
FIRST WEEK	SUN	MON	TUE	WED	THUR	FRI	SAT
IN							
FLEXIBLE HOURS							
LEAVE							
OVERTIME							
COMP TIME							
OUT							
INITIALS							
SECOND WEEK	SUN	MON	TUE	WED	THUR	FRI	SAT
IN							
FLEXIBLE HOURS							
LEAVE							
OVERTIME							
COMP TIME							
OUT							
INITIALS							
TIME	NAME						
FIRST WEEK	SUN	MON	TUE	WED	THUR	FRI	SAT
IN							
FLEXIBLE HOURS							
LEAVE							
OVERTIME							
COMP TIME							
OUT							
INITIALS							
SECOND WEEK	SUN	MON	TUE	WED	THUR	FRI	SAT
IN							
FLEXIBLE HOURS							
LEAVE							
OVERTIME							
COMP TIME							
OUT							
INITIALS							

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Record for Documenting Work Schedules is mandatory for all employees on a flexible work schedule. It is recommended for use by all employees regardless of work schedule. Completed records are to be maintained in each office/directorate preferably with the office Time and Attendance records for a period of 1 year.

INSTRUCTIONS:

An employee on flexible work schedule may be granted time away during the flexible hours of the workday without charge to leave provided the supervisor's approval is obtained and the employee is able to complete an 8-hour day between 0700 and 1800.

- Employees on a flexible work schedule shall complete this record each day indicating the time of arrival and departure using military time such as 0715, 1320, 1745.
- Employees who depart and return the same day within the authorized flexible time bands are to record departure and return time using military time in the column entitled **Flexible Hours**.
- Leave that is taken (annual, sick, etc.) is to be recorded as type and amount like 2-A (annual), 1-S (sick), 8-O (other) in the column entitled **Leave**.
- The **Overtime** column is to be used by employees to record any approved overtime hours worked.
- The **Comp Time** column is to be used by employees to record any approved Comp Time Earned (E) and Comp Time Used (U); record times clearly indicating whether earned CT(E) or used CT(U).
- Each employee must initial the record daily.