



WORK SCHEDULE CHANGE REQUEST FORM

Read [instructions](#) carefully before completing this form.

PART 1: EMPLOYEE									
THE EMPLOYEE REQUESTING THE WORK SCHEDULE CHANGE COMPLETES ITEMS 1 - 10									
1. EMPLOYEE'S NAME			2. LOCATION				3. ORGANIZATION AND DIRECTORATE		
4. TYPE OF CHANGE TO WORK SCHEDULE <i>(select one)</i> Access descriptions of work schedule types Basic Work Schedule Traditional <i>(Do not complete the Tour of Duty information below if the Traditional work schedule is selected.)</i> Flexible Work Schedule Flexitour Gliding Maxiflex Variable Day Schedule Variable Week Schedule Intermittent Work Schedule Compressed Work Schedule					5. DURATION OF CHANGE TO WORK SCHEDULE <i>(select one)</i> Permanent. This work schedule is effective until a new work schedule is submitted. Temporary. This work schedule is effective until				
					6. TITLE 38 Yes No				
7. REQUESTED PAY PERIOD TOUR OF DUTY									
WEEK 1		SUN	MON	TUE	WED	THU	FRI	SAT	SUNDAY PAY
Tour of Duty	Start Time								Yes
	End Time								No
Night Diff	Start Time								Yes
	End Time								No
WEEK 2		SUN	MON	TUE	WED	THU	FRI	SAT	SUNDAY PAY
Tour of Duty	Start Time								Yes
	End Time								No
Night Diff	Start Time								Yes
	End Time								No
8. ADDITIONAL COMMENTS									
9. EMPLOYEE'S SIGNATURE								10. DATE	


 The Certifier responsible for approving the work schedule change request completes the next section
 

PART 2: CERTIFIER

THE CERTIFIER RESPONSIBLE FOR APPROVING THE WORK SCHEDULE CHANGE REQUEST COMPLETES ITEMS 11 - 16

11. WORK SCHEDULE CHANGE APPROVAL		12. EFFECTIVE DATE
Yes		
No (If "No" is selected, provide the reason for denial in block #16 below)		
13. CERTIFIER'S NAME	14. CERTIFIER'S SIGNATURE	15. DATE
16. REASON FOR DENIAL		

Note: Management may need to adjust the proposed schedule to meet specific operational requirements.



The Customer Service Representative (CSR) responsible for processing the work schedule change request completes the next section.



Send this completed form to your Timekeeper for forwarding to your CSR.

PART 3: CSR

THE CSR PROCESSING THE WORK SCHEDULE CHANGE COMPLETES ITEMS 17 - 19

17. CSR'S SIGNATURE	18. TICKET NUMBER	19. CSR QA'S SIGNATURE (if applicable)

Instructions

PART 1: The information in Part 1 is provided by the employee requesting the work schedule change.

1. **EMPLOYEE'S NAME.** The employee's last name, first name, and middle initial.
2. **LOCATION.** The employee's current location (e.g., SSO - Market or Seymour Johnson).
3. **ORGANIZATION AND DIRECTORATE.** The employee's current organization and directorate.
4. **TYPE OF CHANGE TO WORK SCHEDULE.** The work schedule type requested by the employee. Select one option from the list: Basic Work Schedule, Flexible Work Schedule, or Compressed Work Schedule. Select the appropriate sub-type, as appropriate.
[Access descriptions of work schedule types](#)
5. **DURATION OF CHANGE TO WORK SCHEDULE.** The duration the requested work schedule. Select either Permanent or Temporary.
6. **TITLE 38.** The Title 38 status of the employee. Select either Yes or No.
7. **REQUESTED PAY PERIOD TOUR OF DUTY.** The start and end times for the requested pay period tour of duty. Include applicable information for Night Differential and Sunday Pay.
8. **ADDITIONAL COMMENTS.** The additional information for this work schedule change request, as needed.
9. **EMPLOYEE'S SIGNATURE.** The employee's electronic signature for the Work Schedule Change Request form.
10. **DATE.** The date the employee completes and signs the Work Schedule Change Request form. Click in the date field and select the date from the calendar.

PART 2: The information in Part 2 is provided by the certifier responsible for approving the work schedule change request.

11. **WORK SCHEDULE CHANGE APPROVAL.** The approval or denial of the employee's work schedule change request. Select Yes or No.
12. **EFFECTIVE DATE.** The date the employee's work schedule change request becomes effective, consistent with the start of the pay period. Processing requires one pay period's advance notice. Click in the date field and select the date from the calendar.
13. **CERTIFIER'S NAME PRINTED.** The authorizing official's last name, first name, and middle initial. The authorizing official prints his/her name to indicate that he/she reviewed the work schedule change request.
14. **CERTIFIER'S SIGNATURE.** The authorizing official's, employee's supervisor, electronic signature for the Work Schedule Change Request form. This signature is required to process the request.
15. **DATE.** The date the authorizing official completes and signs the Work Schedule Change Request form. Click in the date field and select the date from the calendar.
16. **REASON FOR DENIAL.** The reason for denial of the work schedule change request. Enter information into this field if No is selected in #11 - Work Schedule Change Approval.

PART 3: The information in Part 3 is provided by the CSR processing the work schedule change request.

17. **CSR'S SIGNATURE.** The electronic signature of the CSR that is responsible for processing the work schedule change request.
18. **TICKET NUMBER.** The ticket number for this work schedule change request.
19. **CSR QA'S SIGNATURE.** The CSR QA's electronic signature for the Work Schedule Change Request form, if applicable.

Work Schedule Types

BASIC

Employees may have a standard schedule, which consists of five 8 hour days, 40 hours a week and 80 hours biweekly.

FLEXIBLE

Types of Flexible Work Schedules (FWS). Full-time employees with an 80-hour biweekly work requirement may determine their own schedule within the limits set by the employing activity. A part-time employee may determine his or her own schedule for a biweekly work requirement of less than 80 hours. According to the OPM Handbook of Alternative Work Schedules, the FWS types include the following:

- a. Flexitour is a work schedule in which an employee is allowed to select starting and stopping times within the flexible hours, which consists of five 8-hour days, 40 hours each week, and 80 hours biweekly. A fixed arrival time is established for each employee. Once starting and stopping times are selected, the employee continues to adhere to these times until the employing activity provides further opportunities to select different starting and stopping times.

Credit hours may be authorized for this schedule, up to 24 hours per pay period. Overtime is payable for work in excess of 8 hours in a day or 40 hours in a week on a flexitour work schedule.

- b. Gliding Schedule is an FWS, which consists of five 8-hour days, 40 hours each week, and 80 hours biweekly. Employees may select arrival and departure times each day and may change those times daily, while notifying their supervisors, as long as it is within the established flexible hours.

Credit hours may be authorized for this schedule, up to 24 hours per pay period. Overtime is payable for work in excess of 8 hours in a day or 40 hours in a week on a gliding schedule.

- c. Maxiflex is an FWS that contains core hours on fewer than 10 workdays in the biweekly pay period and the employee has a basic work requirement of 80 hours for the biweekly pay period. The 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.

Employees may select arrival and departure times each day and may change those times daily, while notifying their supervisors, as long as it is within the established flexible hours. Core time is only required 3 days a week.

Credit hours may be authorized for this schedule, up to 24 hours per pay period. Hours worked in excess of 40 hours in a week will be assumed to have been at the employee's request and should be reported as credit hours. You cannot charge more than 8 hours to a holiday while on Maxiflex.

- d. Variable Day Schedule is an FWS that contains core hours on each workday in the week. Under the variable day schedule, a full-time employee has a basic work requirement of 40 hours

per week and 80 hours biweekly, per pay period. The employee may vary the number of hours worked on a given workday within the week as long as the variation remains within the limits established for the organization.

Employees may select arrival and departure times each day, vary the length of the work day, and may change those times daily, while notifying their supervisors, as long as it is within the established flexible hours. Credit hours may be authorized for this schedule, up to 24 hours per pay period. Overtime is payable for work in excess of 40 in a week.

- e. Variable Week Schedule is an FWS that contains core hours on each workday in the biweekly pay period. Under the variable week schedule, a full-time employee has a basic work requirement of 80 hours for the biweekly pay period. The employee may vary the number of hours worked on a given workday or the number of hours worked each week, as long as the variation remains within the limits established for the organization.

Employees may select arrival and departure times each day, vary the length of the work day and work week, and may change those times daily, while notifying their supervisors, as long as it is within the established flexible hours.

Credit hours may be authorized for this schedule, up to 24 hours per pay period.

- f. Intermittent Work Schedule applies only to employees with an Intermittent or Intermittent Seasonal work schedule. Employees with intermittent work scheduled may report a maximum of 24 non-premium hours worked in one day, and a maximum of 40 non-premium hours worked in one week. They may not report Night Diff or Sunday Premium.

COMPRESSED

COMPRESSED WORK SCHEDULE: A compressed schedule is a fixed schedule that enables a full-time employee to complete the basic work requirements of 80 hours in fewer than 10 full workdays in each bi-weekly pay period by increasing the number of hours worked in the workday. See 5 U.S.C. § 6121 and OPM's Fact Sheet on Compressed Work Schedules.

The two most common compressed schedules are:

- a. Employees are permitted to work 4-10 hour days with one regular day off (RDO) each week. If the employee(s) RDO falls on a legal holiday (LH) the employee will need to put the "LH" on another day within the same pay period on their timecard.
- b. Employees are permitted to work 8-9 hour days and 1-8 hour day with one (RDO) each pay period. If the employee(s) RDO falls on a legal holiday (LH) the employee will need to put the "LH" on another day (in lieu of holiday) within the same pay period on their timecard.

References:

Volume 8: Civilian Pay Policy: https://comptroller.defense.gov/Portals/45/documents/fmr/Volume_08.pdf