

Work Schedule Assignment Form

- ✓ The work schedule defines the basic work requirement as the number of hours, excluding overtime hours; an employee is required to work or to account for by charging leave.
- ✓ Attendance and absence must be consistent with the employment status for the individual.
- ✓ An approved **work schedule for each employee shall be maintained showing the planned arrival and departure for each day** to support the time and attendance report.

Employee Name: _____

Entrance On Duty or Pay Period Begin Date: _____ **AWS code:** _____

Start/End Time: _____ Lunch period: () 30 min () 45 min () 60 min

| Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Total |
|------|------|------|------|------|------|------|------|------|------|------|------|------|------|-------|
| 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 80.00 |

Enter # of hours on the designated workdays

Regular Work Schedule

Full-Time Employees (**AWS 0 – Neither Compressed nor Flexible**)

Employee may have a standard schedule which consists of 8-hour days, 40-hours a week and 80-hours biweekly or an Uncommon Tour of Duty schedule which consists of hours equal to or greater than 90 hours biweekly. These schedules are not considered Compressed, Variable, or Flex schedules within the definition of Alternate Work Schedules

Flexible Work Schedule

Under certain flexible schedules, DoD civilian employees may work longer or shorter hours, including credit hours on any given workday, without taking leave or being paid overtime, so long as their basic biweekly work requirements are met. See [Title 5, United States Code \(U.S.C.\), section 6121](#). By electing to work hours in excess of their tour of duty, employees may also complete the biweekly basic work requirements in fewer than 10 workdays without being paid overtime or being charged leave for the non-workdays. (**AWS 1, 2, 3, 4, 5, 7, D, and E**)

Compressed Work Schedule

A full-time or part-time employee on a compressed work schedule who does not work because of a holiday receives his or her rate of basic pay for the number of hours he or she was scheduled to work on the holiday. For example, if a holiday falls on a 10-hour basic workday, the employee's holiday is 10 hours. (See 5 CFR 610.406.) (**AWS 6 and 8**)

Employee

Supervisor Signature/date