

U.S. Department of Housing and Urban Development  
Office of Human Resources

ALTERNATIVE  
WORK SCHEDULE  
PROGRAMS

POLICIES AND PROCEDURES GUIDE

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ALTERNATIVE WORK SCHEDULE PROGRAMS  
TABLE OF CONTENTS

SECTION 1 - Overview

SECTION 2 - Responsibilities

SECTION 3 - General AWS Program Administration

SECTION 4 - Credit Hours

SECTION 5 - Flexitour

SECTION 6 - Flexitour for Managers and Supervisors

SECTION 7 - Compressed Work Schedules

SECTION 8 - Establishing An Alternative Work Schedule

SECTION 9 - Management Initiated Schedule Changes and Exclusions

SECTION 10 - Time and Attendance Recording and Certification Requirements

## ALTERNATIVE WORK SCHEDULE PROGRAMS

### SECTION 1 - OVERVIEW

#### 1.1 Authority:

The Alternative Work Schedule Programs described herein are established in accordance with the provisions of the Office of Personnel Management's Handbook on Alternative Work Schedules, dated December 1996, and Supplements No. 1 and No. 4 of the negotiated Agreement between the Department of Housing and Urban Development and the American Federation of Government Employees (AFGE).

#### 1.2 Types of Alternative Work Schedules (AWS):

The terms "flexible" and "compressed" refer to **types** of alternative work schedules. Within HUD, eligible employees, as defined in the respective AWS Program Section of this guide, may elect an alternative work schedule from two *flexible* work schedule options or two *compressed* work schedule options.

*Flexible work schedule options:*

Flexitour  
Credit Hours

*Compressed Work Schedule options:*

5-4/9 Compressed Work Schedule  
4-10 Compressed Work Schedule

#### 1.3 Coverage:

Details concerning coverage and eligibility are outlined in the respective section for AWS Program provisions.

#### 1.4 Exclusions from AWS Provisions:

Excluded from the AWS Program policies are employees who otherwise are covered, but do not elect an alternative work schedule (in writing, using form HUD-25012, Work Schedule Request); or have been excluded in accordance with the provisions of the HUD/AFGE Agreement; or have been excluded by management under provisions of this guide.

The tour of duty for excluded employees is the same as the official business hours of the Office.

#### 1.5 Other Alternative Work Schedule Policies:

These programs and the related policies and procedures supersede all previously issued guidance on flexible and compressed work schedules in the Department.

## **SECTION 2 - RESPONSIBILITIES**

### **2.1 Manager and Supervisor Responsibilities:**

In line with the responsibility for ensuring that the mission of the Department is carried out effectively; and determining the operational requirements of the Department, managers and supervisors are responsible for:

- ensuring that all offices maintain adequate office coverage during all official business hours;
- ensuring that all affected employees are informed about the Alternative Work Schedules (AWS) Program policies, procedures, and responsibilities, as well as, special procedures and coverage requirements which may apply in their respective organizations;
- periodically evaluating the impact of the use of AWS to ensure that it does not interfere with program delivery, diminish productivity or increase costs;
- effectively dealing with any problems identified; and
- designating any positions excluded from participation, due to specific job-related requirements.

### **2.2 Supervisor Responsibilities:**

Supervisors are responsible for:

- ensuring that employees certify that the Time and Attendance Record entries are accurate and complete;
- ensuring that Time and Attendance Reports and related records are properly maintained;
- effectively dealing with any problems or irregularities before referring them to a higher management level; and
- ensuring that no overtime work is performed unless specifically and properly authorized.

### **2.3 Employee Responsibilities:**

Each employee is responsible for ensuring that his/her tour of duty under AWS does not interfere with the continuing responsibility to carry out his/her assigned duties and to complete assigned work on schedule; his/her own compliance with the rules governing the AWS Program.

### **2.4 Penalties for Abuse:**

Each employee is responsible for compliance with the rules governing the AWS program contained in this document. Any employee who fails to comply with the provisions of the AWS Program will be subject to appropriate action.

## **SECTION 3 - GENERAL AWS PROGRAM ADMINISTRATION**

### **3.1 Program Review and Evaluation**

- Each manager and supervisor is responsible for evaluating the impact of the AWS Program.
- If in the respective Program Office organizational unit at the Office level, it is determined that the operations have been substantially disrupted; the productivity or level of service provided to the public has significantly diminished; or the operating costs have increased; a recommendation including analysis and supporting information must be provided through the appropriate management channel to the Assistant Secretary for Administration, who will make the final determination on suspension/termination of the AWS Program in either the organizational unit or the Department, as appropriate.

### **3.2 Office Coverage During Official Business Hours:**

To ensure that the mission of the Department is carried out effectively, all Departmental offices must maintain adequate office coverage during all official business hours.

### **3.3 Determining Office Coverage Requirements:**

Supervisors and managers are responsible for determining office coverage requirements in terms of the number of employees needed, types of employees needed, and types of skills required. There should also be adequate management staff available at all times.

### **3.4 Types of Coverage:**

Office coverage includes, but is not limited to answering telephones; expeditious handling of inquiries from the public; maintaining clerical, technical, and professional support of the office functions; providing office representation at essential meetings; handling occasional or recurring peak workload periods; meeting deadlines; and meeting other program needs. These types of office coverage can be required for certain hours each day, week, and/or month of the year or for specific times of the year in order to meet specific office workload or operational requirements.

## **SECTION 4 - CREDIT HOURS**

### **4.1 Coverage:**

These policies apply to eligible employees who have full-time appointments and are not working compressed work schedules.

### **4.2 Eligible Employees:**

Employees eligible to participate are:

- all bargaining unit employees in HUD Offices covered by the HUD/AFGE Agreement as defined in Appendix B of the Agreement; and
- non-bargaining unit employees in HUD Offices covered by the HUD/AFGE Agreement, except managers and supervisors.

### **4.3 Definitions:**

Credit hours - credit time for extra hours of work performed by an eligible employee, beyond the regular tour of duty and during the flexible band, for use on a subsequent workday, in accordance with established policies and procedures.

### **4.4 Flexible Bands:**

Work to earn credit hours must be performed during the flexible bands of 7:00 a.m. to 9:30 a.m. and/or 3:30 p.m. to 6:30 p.m.; and may not begin prior to 7:00 a.m. and may not extend beyond 6:30 p.m. local time.

### **4.5 Earning and Using Credit Hours:**

- Credit hours are earned and used in quarter-hour increments;
- earned at the beginning or end of the workday, during the flexible bands;
- may not be used on the same workday that they are earned;
- may not be used prior to being earned; and
- may not be earned on a non-workday.

#### 4.6 Advance Notification to Supervisor:

- The employee must notify his/her supervisor, in advance, of the intention to work longer than the regular scheduled workday to earn credit hours.
  - The notice must be submitted in advance and documented on form HUD-25018, Notification of Intent to Work Credit Hours.
  - The notice must also identify the specific date and time that the work is to be performed.
  - The employee must (orally) identify what work is to be accomplished during the credit hour period.
  - When credit hours are to be worked on dates in consecutive pay periods, the notice must be submitted on separate forms (one form for each pay period).

#### 4.7 Earning Limits:

Full time employees may:

- earn up to three credit hours per workday, in quarter hour increments;
- accumulate no more than 24 credit hours at any given time; and
- carry over a maximum of 24 credit hours from one biweekly pay period to the next.

#### 4.8 Employee Record and Certification of Earned Credit Hours:

- Employees must record the actual time of all credit hours earned, using the form HUD-25020, Employee Record and Certification of Extra Hours of Work, and submit the form to the supervisor at the end of the pay period, for authorization.
- The supervisor shall provide the signed form HUD-25020 to the timekeeper, for reconciliation with the respective Notification of Intent to Work Credit Hours, and posting of authorized credit hours earned on the Time and Attendance Record.

Discrepancies or questions concerning earned credit hours should be brought to the attention of the supervisor for resolution.

#### 4.9 Part-time Employees

Part-time employees may earn credit hours on any 8-hour workday.

Accumulated credit hours may not at any time exceed one-fourth of the employee's biweekly work requirement. For Example: *an employee whose work schedule is 48 hours per pay period may not accumulate more than 12 credit hours at any given time during a biweekly pay period.*

#### **4.10** Performing Credit Hour Work in Another Office:

Credit hours may be earned in an organizational unit outside the control of the immediate supervisor, when there prior agreement between the two supervisors. Such hours must be verified in writing by the supervisor in the outside office prior to being credited to the employee.

#### **4.11** Travel and Training:

With prior written approval of the supervisor, an employee may work to earn credit hours while in training and/or travel status, provided the schedule of the temporary office (while on training and/or travel) would support the employee working the excess time.

#### **4.12** Disapproval of a Notification of Intent to Work Credit Hours:

The supervisor may disapprove a Notification of Intent to Work Credit Hours if there is a lack of work at the time the employee wishes to work; the employee has earned the maximum number of credit hours for the pay period; or the employee has accumulated the maximum number of credit hours.

#### **4.13** Requesting Approval to Use Credit Hours:

- Use of credit hours is subject to the advance written approval of the supervisor.
- Requests to use accumulated credit hours must be submitted on the SF-71, Application for Leave, by checking the box for "other" and writing in "credit hours."
- The supervisor shall use the same standards to approve use of credit hours as used for requests for annual leave or compensatory time.
- To avoid disruption to the work of the Department and to minimize the number of employees in a work unit who are off on a given workday, supervisors shall take into account scheduled leave of other employees in the work unit; and scheduled days off for employees in the unit who are on compressed work schedules.
- The supervisor may disapprove a request to maintain adequate office coverage or for other operational needs of the Department which must be met.

#### **4.14** Use of Credit Hours with Other Leave:

Credit hours may be used for periods of absence otherwise chargeable to annual leave, sick leave, leave without pay and/or compensatory time (where applicable).



**4.15** Premium Pay:

- When an employee performs work to earn a credit hour, overtime work for that day shall be defined as work that has been ordered or approved by management in excess of the employee's basic 8-hour workday plus the time worked for the credit hour.
- Time worked to earn credit hours may not subsequently be converted or compensated as overtime work.
- Employees working after 6:00 p.m. to earn credit hours are not entitled to night differential or other premium pay for such work.

**4.16** Compensation for Credit Hours:

Upon separation from the Department, an employee shall be paid for unused credit hours at the then current rate of pay.

**4.17** Rest Breaks:

There are no provisions for rest breaks during time worked to earn credit hours.

## SECTION 5 - FLEXITOUR

### 5.1 Coverage:

These policies apply to eligible employees who have full-time appointments and part-time employees who have 8-hour workdays.

### 5.2 Eligible Employees:

Employees eligible to participate are:

- all bargaining unit employees in HUD Offices covered by the HUD/AFGE Agreement as defined in Appendix B of the Agreement; and
- non-bargaining unit employees in HUD Offices covered by the HUD/AFGE Agreement, except managers and supervisors.

### 5.3 Definitions:

- Core Hours - the time period within the tour of duty, during which employees on a Flexitour schedule must be either present for work or on approved leave. The core hours are 9:30 a.m. to 3:30 p.m.
- Flexible Band - the time periods during which an eligible employee on a Flexitour work schedule may vary the time of arrival within one hour before or after the selected arrival time, and earn credit hours, in accordance with established policies and procedures. The morning flexible band is 7:00 a.m. to 9:30 a.m. and the evening flexible band is 3:30 p.m. to 6:30 p.m. *The flexible band provision allowing one to vary arrival within one hour before or after the selected arrival time **does not** apply to managers and supervisors.*
- Flexitour - a flexible alternative work schedule option which permits eligible employees to pre-select an arrival time between 7:00 a.m. and 9:30 a.m. and vary daily up to one hour prior to or after the pre-selected arrival time. *Managers and supervisors on a Flexitour work schedule may not vary arrival within one hour prior to or after the selected arrival time.*
- Flexitour for Managers and Supervisors - see Section 7 of this guide.
- Official Business Hours - the period each day when a HUD Office is officially open for business.
- Variance - a supervisor approved arrival time of more than one hour before or after the selected arrival time, within the flexible band. Variances do not apply to compressed work schedules or *Flexitour for managers and supervisors.*

#### 5.4 Standard Workweek:

The standard workweek for Flexitour is Monday through Friday.

Full-time employees with a Flexitour schedule must account for 8 hours each day plus the established lunch period of the local office.

#### 5.5 Official Business Hours:

The official business hours (the period during workdays when a HUD office is officially open for business) are established by management to conform with the general working hours of the local community.

These hours are not less than 8 1/2 hours each day.

#### 5.6 Core Hours:

The core hours for the Flexitour work schedule are 9:30 a.m. to 3:30 p.m., which combine with the morning and evening work hours and the established lunch period to comprise the 8-1/2 hour workday. Employees must be either present for work or on approved leave during those hours.

#### 5.7 Establishing Alternate Core Hours:

A local office may establish a different core hour period within the office's established business hours, provided that the core hour period is at least six hours in length and all other provisions of the program are met.

New core hours must be negotiated in accordance with the provisions of the HUD/AFGE Agreement.

#### 5.8 Arrival Times:

- Employees who elect to work a Flexitour work schedule must select an arrival time between 7:00 a.m. and 9:30 a.m., using form HUD-25017, Work Schedule Request.
- Employees on approved Flexitour work schedules may vary daily up to one hour prior to or after the pre-selected arrival time. *Managers and supervisors on a Flexitour work schedule may not vary arrival within one hour prior to or after the selected arrival time.*

#### 5.9 Work Schedule "Variance":

- The supervisor may approve occasional variances (an arrival time of more than one-hour before or after the pre-selected arrival time), within the flexible band.
- Approved variances must be documented on the Time and Attendance Record, HUD-25012, for the corresponding pay period. *Managers and supervisors are not eligible for a variance under these provisions (see Section 7).*

**5.10** Lunch Periods:

Lunch periods taken in excess of the established period of time may not be offset by work at the beginning or end of the day. Such time must be charged to annual leave or leave without pay; or to compensatory time or credit hours if appropriate.

**5.11** Credit Hours:

Employees on Flexitour are eligible to earn credit hours, within established limitations.

**5.12** Flexitour for Part-time Employees:

Each part-time employee must work the tour of duty specified by management.

- Any arrangements for a Flexitour work schedule for a part-time employee must be worked out between the supervisor and the employee in writing.
- Such arrangements shall include specific core hours that are consistent with the needs of the office.
- Part-time employees shall observe all policies and procedures applicable to full-time employees when working an established 8-hour workday.

## **SECTION 6 - FLEXITOUR FOR MANAGERS AND SUPERVISORS**

### **6.1**     Coverage:

These policies contained in this section apply to managers and supervisors only.

### **6.2**     Definitions:

- Deviation - a prior approved adjustment in arrival time, limited to one per pay period and annotated on the HUD-25012, Time and Attendance Record, as a "variance."
- Flexitour for Managers and Supervisors - a flexible alternative work schedule which permits managers and supervisors to differ their arrival time and work hours from the official business hours of the office. This flexible work schedule option permits managers and supervisors to select an arrival time between 7:00 a.m. and 9:30 a.m., *and does not allow one to vary arrival within one hour before or after the selected arrival time.*
- Official Business Hours - The period each day when a HUD Office is officially open for business. These hours are not less than 8 1/2 each day.

### **6.3**     Standard Workweek.

The standard workweek for Flexitour for managers and supervisors is Monday through Friday.

### **6.4**     Arrival Times:

Managers and supervisors on Flexitour must select an arrival time between 7:00 a.m. and 9:30 a.m., using form HUD-25017, Work Schedule Request. *Managers and supervisors may not vary arrival time within one hour prior to or after the selected arrival time.*

Managers and supervisors who do not request a flexitour, using the form HUD-25017, must adhere to a fixed schedule which corresponds to the local official business hours.

### **6.5**     Arrival Time Deviation ("Variance"):

In an emergency situation, at the request of the employee and at least one day in advance, the supervisor may approve a one day deviation (variance) from the fixed arrival time (one per pay period) without modification of the established work schedule, provided that the 8-hour work day requirement is met. The adjusted arrival time (variance) must be annotated in the designated space on the HUD-25012, Time and Attendance Record, for the corresponding pay period.

### **6.6**     Credit Hours:

Managers and supervisors are not eligible to earn credit hours.

**6.7**      Flexitour for Part-time Managers and Supervisors:

Each part-time employee must work the tour of duty specified by management. Any arrangements for a Flexitour work schedule for a part-time employee must be worked out between the supervisor and the employee in writing.

## **SECTION 7 - COMPRESSED WORK SCHEDULES**

### **7.1 Coverage:**

These policies apply to eligible employees who have full-time appointments.

### **7.2 Eligible Employees:**

Employees eligible to participate are:

- all bargaining unit employees in HUD Offices covered by the HUD/AFGE Agreement as defined in Appendix B of the Agreement;
- non-bargaining unit employees in HUD Offices covered by the HUD/AFGE Agreement; and
- managers and supervisors (5-419 Compressed Work Schedules only).

### **7.3 Definition:**

- Compressed Work Schedule (CWS) - a work schedule that allows employees to complete the 80-hour biweekly pay period in less than the standard 10 workdays. The two HUD programs are the 5-4/9 CWS and the 4-10 CWS.
- 5-4/9 CWS - a type of compressed work schedule in which an employee meets the 80-hour work requirement by working four 9-hour days and one 8-hour day during one workweek plus four 9-hour days and a day off during the alternate week, in addition to the established lunch period for the Office.
- 4-10 CWS - a type of compressed work schedule in which an employee meets the 80-hour work requirement by working four 10-hour days and have a day off each week. The 4-10 CWS does not allow for flexible bands, variances, or credit hours.

### **7.4 Standard Workweek and Work Schedule:**

The standard workweek for a compressed work schedule is Monday through Friday.

Employees working a 5-4/9 CWS or 4-10 CWS must account for 80 hours in each biweekly pay period.

### **7.5 The 5-4/9 CWS Workweek:**

The 5-4/9 CWS is comprised of one 36-hour week, consisting of four 9-hour workdays plus a day off, AND one 44-hour week, consisting of four 9-hour days and one 8-hour day (in the opposite week), PLUS the established lunch period of the Office. The 5-4/9 CWS does not allow for flexible bands, variances, or credit hours.

The hours worked each day are consecutive, except for the intervening lunch period.

#### 7.6 The 4-10 CWS Workweek:

The 4-10 CWS consists of four 10-hour workdays and one day off in each week of the bi-weekly pay period, plus the established lunch period of the Office. The 4-10 CWS does not allow for flexible bands, variances, or credit hours.

The hours worked each day are consecutive, except for the intervening lunch period.

Managers and supervisors are not eligible for the 4-10 CWS option.

#### 7.7 Fixed Tours of Duty:

Employees on 5-4/9 CWS and 4-10 CWS have fixed tours of duty.

#### 7.8 Flexible Bands and Variances:

There are no provisions for flexible bands or variances with compressed work schedules.

#### 7.9 Arrival Times:

Arrival times for compressed work schedules are pre-selected and pre-approved.

- The 5-4/9 CWS tour of duty may begin no earlier than 7:00 a.m.; no later than 9:00 a.m. on the 9-hour days; and no later than 9:30 a.m. on the 8-hour day. All times are local time.
- The 4-10 CWS tour of duty may begin no earlier than 7:00 a.m. and no later than 9:00 a.m., local time.

#### 7.10 Temporary Work Schedule Adjustment:

A **temporary** change of the day off **within the same week** may be made by mutual agreement between the supervisor and the employee, to meet management or employee needs.

#### 7.11 Lunch Periods:

Lunch periods taken in excess of the established period of time may not be offset by work at the beginning or end of the day.

#### 7.12 Credit Hours:

Employees working compressed work schedules are not eligible to earn credit hours.



**7.13** In Lieu-of Holiday:

When a holiday falls on the day that is a scheduled day off for an employee on a 5-4/9 CWS or a 4-10 CWS, the in-lieu-of holiday shall be the workday immediately before the holiday.

**7.14** Overtime:

There are no provisions for self-approved overtime. Employees must ensure that overtime is properly approved prior to working beyond their scheduled hours of work.

**7.15** Employee Initiated Change in a Compressed Work Schedule - Quarterly

Employees have the option of changing their compressed work schedule as often as four times per year, but no more than once during any calendar quarter. The quarters are:

- January - March
- April - June
- July - September
- October - December.

**7.16** Effective Date of a Change:

The effective date of a change in work schedule must be the first day of a pay period.

**7.17** Types of Changes:

All changes involving compressed work schedules must be submitted in writing using Form HUD-25017, Work Schedule Request, at least 2 weeks prior to start of the pay period in which the new schedule is proposed to begin. A "change" includes:

- changing the scheduled day(s) off
- ending 4-10 CWS to begin 5-4/9 CWS
- ending Flexitour to begin a CWS

## SECTION 8 - ESTABLISHING AN ALTERNATIVE WORK SCHEDULE

### **8.1**     Work Schedule Request, HUD-25017

The form HUD 25017, Work Schedule Request is used to document the employee's request and the supervisor's approval of a Flexitour work schedule or a compressed work schedule; or the employee's voluntary ending of participation in the AWS Program, to work official business hours.

### **8.2**     Form File Maintenance:

The form HUD-25017, Work Schedule Request, is maintained in the employee's time and attendance record file.

### **8.3**     Initiating an Alternative Work Schedule:

- An employee may initiate a Flexitour work schedule by submitting form HUD-25017, Work Schedule Request, to the immediate supervisor prior to the pay period in which the schedule is proposed to begin.
- To begin a 5-4/9 CWS or a 4-10 CWS, the employee must submit a form HUD-25017, Work Schedule Request, to the immediate supervisor at least two weeks prior to the start of the pay period in which the schedule is proposed to begin. Managers and supervisors are eligible for 5-4/9 CWS only.

### **8.4**     Duration of an Alternative Work Schedule:

The pre-selected arrival time will remain in effect until a written request for a work schedule change is submitted or a management change (temporary or permanent) is effected for job-related reasons.

### **8.5**     Guidelines for Supervisor's Decision on Compressed Work Schedule Requests:

Management shall determine the scheduled day off for all employees using the following guidelines:

- Days off shall be scheduled so as to minimize the number of employees who are off on the same day.
- In scheduling days off, supervisors shall give due consideration to work requirements and the preferences of individual employees.
- In the event of a conflict among employees regarding the scheduling of days off, supervisors may, if appropriate, give the affected employees an opportunity to resolve such conflicts among themselves.

**8.6**     Reasonable Schedules:

- An approved compressed work schedule must be compatible with the duties of the position and provide for the employee's presence during all scheduled hours, unless leave is approved.
- Flexitour schedules for managers and supervisors must be established in a manner that ensures adequate supervisory coverage during all official business hours.
- A Flexitour schedule for a manager or supervisor may not interfere with the ability of the organization to effectively manage and meet its workload and programmatic objectives.

**8.7**     Notification of Approved Requests:

Prior to the start of a 5-4/9 CWS or a 4-10 CWS, the supervisor will provide the employee with a copy of the form HUD-25017, Work Schedule Request, indicating the approved schedule.

The original of the approved form shall be provided to the employee's timekeeper.

**8.8**     Denial of Request for a Compressed Work Schedule:

If the request for a compressed work schedule is denied, the supervisor will explain the reasons for the denial to the employee orally, or in writing if requested.

If the denial is resolved through discussion, the new schedule and the approval must be documented on a new form HUD-25017.

## **SECTION 9 - MANAGEMENT INITIATED SCHEDULE CHANGES AND EXCLUSIONS**

### **9.1 Supervisor Initiated Changes for Travel/Training:**

- Management may, at its discretion, temporarily suspend an employee's compressed work schedule for any biweekly pay period(s) during which the employee is in travel or training status for all or part of the pay period, if it is determined that such action is in the best interest of the Department.
- The employee's work schedule during the affected pay period(s) shall be within the discretion of management.
- For 5-4/9 CWS, such temporary suspensions must cover the full pay period(s) during which the travel or training occurs; they may not be implemented for a partial pay period.
- For a 4-10 CWS, such temporary suspensions may cover only one week of pay period, if the travel/training is for 40 hours.
- The employee may resume the compressed work schedule at the beginning of the pay period following the completion of the travel or training.
- Employees who are temporarily suspended from a CWS, but allowed to work flexitour, may not earn credit hours during the temporary suspension.

### **9.2 Other Changes to Individual Work Schedules:**

Upon demonstrated need, management may override the work schedule choices of individual employees to maintain adequate office coverage or to meet other operational needs of the Department. The schedule changes may be temporary or permanent, depending upon the needs of the Department.

To the extent possible, personal scheduling preferences are to be considered in making these decisions.

### **9.3 Employee and Union Notification:**

When an employee's work schedule is changed by management, the supervisor shall, where work requirements permit, give the employee notice of such change at least 5 (five) days in advance.

If the change affects an employee in an AFGE bargaining unit position, the local Union shall also receive 5 (five) days advance notice of such a change, where work requirements permit.

### **9.4 Excluded Positions:**

In some offices there may be positions for which Flexitour and/or CWS will not be permitted because of office coverage requirements or specific job-related requirements. Employees excluded from Flexitour by management are not precluded from participating in the Compressed Work Schedules Program or earning credit hours.

## **SECTION 10 - TIME AND ATTENDANCE RECORDING AND CERTIFICATION REQUIREMENTS**

### **10.1 The HUD-25012, Time and Attendance Record.**

The form HUD-25012, Time and Attendance Record, is the official form used to record the daily time and attendance of each employee; and the form HUD-25012 may not be modified at the local level.

### **10.2 Use of the HUD-25012, Time and Attendance Record:**

Timekeepers must use the HUD-25012, Time and Attendance Record, to record daily time and attendance data/information provided by the supervisor.

### **10.3 Biweekly Verification/Certification Process:**

Step 1: The timekeeper shall complete the daily record (upper) portion of the Time and Attendance Record; review the form for completeness sign the form to certify the accuracy of the entries; and provide the signed Time and Attendance Record to the employee for review and verification, prior to submitting the forms to the supervisor for certification.

Step 2: The employee shall review the Time and Attendance Record, provided by the timekeeper at the end of the pay period; verify the data/information; sign (not initial) the form in the designated area, to affirm the T&A data to be true and correct; and return the form to the timekeeper.

Step 3: The supervisor shall review the Time and Attendance Records having the timekeeper's and employee's signatures; sign (not initial) the form, to indicate that the work schedules and related data/information recorded are, to the best of the approving official's knowledge, true, correct, and accurate; and give the signed Time and Attendance Record to the timekeeper, who will codify the data and prepare the PC-TARE T&A Report.

### **10.4 Timekeeper Confirmation and Certification of PC-TARE Reports:**

The timekeeper's signature is required on the T&A Report (PC-TARE printout), to confirm that recorded information is correct and accurate, according to the information provided by the supervisor and to the best of their knowledge.

### **10.5 Supervisor Verification and Certification of PC-TARE Reports:**

The supervisor's signature is also required on the T&A Report (PC-TARE printout) to verify that the recorded information is, to the best of their knowledge, true, correct, and accurate- and in accordance with applicable laws, regulations, and legal decisions.

**10.6** Entries for Employees Temporarily Off-Site

The employee's supervisor is responsible for making entries/completion of the Time and Attendance Record Sheet for employees who are unable to complete the form because they are off-site at the beginning and/or end of the pay period due to travel, training, conferences, or other job-related activities.

**10.7** Resolving Discrepancies:

Discrepancies or questions concerning entries on the Time and Attendance Record should be brought to the attention of the supervisor for resolution.

**10.8** Records Retention:

General Records Schedule 2, items 3a(1) and 3b require that attendance records be destroyed after GAO audit or when 6 years old, whichever is sooner.

# Work Schedule Request

U.S. Department of Housing and Urban Development

(for CWS, must be submitted at least two (2) weeks prior to the start of the pay period in which the change takes place)

Employee's Name:	Organization Name:	Date of this Request:
Employee's Signature:   X		Date of last work schedule change: (for CWS)
		Proposed Effective Date: (beginning of a pay period)

First, mark the box which indicates the work schedule you are ending:

End     End FlexiTour     End CWS  
(Compressed Work Schedule)     End Fixed Tour

Second, mark the box and indicate the work schedule you wish to begin:

Begin     Begin FlexiTour     Begin CWS  
(Compressed Work Schedule)     Begin Fixed Tour

	Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri
Hours Worked										
Arrival Time										

<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Supervisor's Signature & Date:  X	Effective Date:  <hr/> Next compressed work schedule change may be made no earlier than:
Remarks:		

# Notification of Intent to Work Credit Hours

U.S. Department of Housing and Urban Development

Employee's Name :	Organization Name :	Date:
Employee's Signature :  X	Your Current Credit Hour Balance:	Pay Period Dates beginning : ending :

Each notification must apply only to 1 pay period. Do not split a pay period.  
 Credit hours may be earned only by full-time employees who are not working compressed work schedules.  
 Work performed to earn credit hours shall not begin prior to 7:00 a.m. local time nor extend past 6:30 p.m. local time.

**Note:**

- You can earn up to 3 credit hours per work day in quarter-hour increments.
- The most credit hours you can have available on any day in a pay period is 24.
- The most credit hours you can carry from pay period to pay period is 24.

Enter the Proposed Date, Credit Hour Start Time, and End Time under the day(s) you wish to earn the credit hours(s).

	Week One							Week Two							
	Sunday	Mon	Tues	Wed	Thurs	Fri	Saturday	Sunday	Mon	Tues	Wed	Thurs	Fri	Saturday	
Proposed Date(s):															
Credit Hour Start time:															
End time:															

- Acknowledged  
 Disapproved

Supervisor's Signature & Date:

X





