

From: Eitches, Edward E
Sent: Tuesday, October 07, 2008 5:12 PM

From: Anderson, John E
Sent: Tuesday, October 07, 2008 4:17 PM
Subject: COMPRESSED WORK SCHEDULE FOR HUD FELLOWS

Dear Interns and Fellows:

Pursuant to our meeting with Assistant Secretary Nelson last week, the HUD Fellows policy as it relates to compressed work schedules has been modified. A HUD Fellow may apply and be placed on a compressed work schedule if approval is sought and obtained from their immediate supervisor/manager in the Program Office. The request must be in writing and made at least two weeks in advance of the start of the pay period in which the compressed work schedule is to become effective. The supervisor/manager will review the work schedule request and approve or deny based upon the prevailing work requirements in the affected office. Upon each change of assignment/rotation, the Fellow must re-apply to the new Program Office supervisor/manager for a compressed work schedule. All requests for a compressed work schedule must be transmitted on the HUD form (25017) designated for these purposes. A copy of the each request must be immediately forwarded to the HUD Fellows Program once approved. Please refer to information contained on www.hud@work.gov styled "**Alternative Work Schedule Programs**" to become familiar with the requirements for compressed work schedules. If you have additional questions please contact the HUD Fellows Program.