



HR Links Work Schedules

Code Explanation

Work Schedule Codes

AWSC – Alternative Work Schedule (AWS) Converted

The **Alternative Work Schedule (AWS) Converted (AWSC)** was auto-generated and used to identify employees in the legacy ETAMS application with an approved AWS other than the traditional fixed work schedules (e.g., 8 hours per day, 40 hours per week).

The AWSC code was used as a temporary schedule code for supervisors to quickly identify and then meet with employees to discuss and select the appropriate agency approved work schedule for each employee in HR Links.

All supervisors should work with their employees and to create one of the other GSA-approved work schedules listed.

COMP – Compressed Work Schedule (CWS)

The **Compressed Work Schedule (CWS)** is a “fixed” work schedule, but it enables full-time employees to complete the basic 80-hour biweekly work requirement in less than 10 workdays. These are fixed schedules, starting and stopping at prescribed times with fixed/set day(s) off.

Some common examples of an employee compressed schedule are commonly referred to as “**5/4/9**” (8 days at 9 hour days, 1 day for 8 hours and the 10th working day is off) and “**4/10**” (working 4 days a week at 10 hours a day with a day off each work week).

On holidays, an employee is normally excused from work and entitled to basic pay for the number of hours of his or her CWS on that day. In the event the President issues an Executive order granting a “half-day” holiday, full-time CWS employees are normally excused from work during the last half of their “basic work requirement” (i.e., non-overtime hours) on that day.

INTER – Intermittent Work Schedule

Intermittent Work Schedule (INTER) refers to an employee whose work schedule is less than full-time and does not have a pre-scheduled determined tour of duty.

An intermittent work schedule is only appropriate for positions in which the nature of the work is sporadic and unpredictable so that a tour of duty cannot be regularly scheduled in advance.



HR Links Work Schedule Codes (cont.)

LWOP – Leave Without Pay

Leave Without Pay (LWOP) is a temporary, non-pay status and absence from duty that, in most cases, is granted at the employee's request. In most instances, granting LWOP is a matter of supervisory discretion and may be limited by agency internal policy.

Employees and supervisors should be aware that LWOP affects an employee's entitlement to or eligibility for certain Federal benefits. Employees, however, do have entitlements to LWOP in certain situations. More information on LWOP can be found in the Office of Personnel Management's LWOP policies.

MAXIF – MaxiFlex Work Schedule

The **MaxiFlex (MAXIF) Work Schedule** is classified by OPM as a Flexitour schedule. A Flexitour schedule is a fixed schedule that differs from a regular schedule only in that it involves a range of arrival times.

A Flexitour schedule requires you to work 8 hours each day for 10 workdays. Just as with regular schedules, you are considered late if you arrive after the agreed upon fixed/permanent arrival time. Flexible schedules must have established flexible hours, time when you may have an option to work, and "core" hours, time when you must be at work. Just as with compressed schedules, flexible schedules have an 80-hour per pay period work requirement.

However, a MaxiFlex schedule is a more flexible schedule arrangement. Whereas a Flextime schedule allows a variance of arrival and departure, with the same 8 hours worked each day, a MaxiFlex schedule also allows employees to vary the number of hours worked in a day and the number of days in a week. The only requirement is that the number of hours worked or on approved leave or credit hours (see below) must equal 80. The MaxiFlex schedules may vary widely between employees and work weeks.

As with all flexible schedules, all core and flexible hours for each of the 10 days in a pay period must be established in advance.

PT – Part-Time Work Schedule

The **Part-Time Work Schedule (PT)** is for permanent employees identified by HR who:

- Have a career or career-conditional appointment (or a permanent appointment in the excepted service),
- Work between 16 and 32 hours each week (or between 32 and 64 hours a pay period) on a prearranged and approved schedule, and
- Are eligible for fringe benefits.



HR Links Work Schedule Codes (cont.)

STND - Standard Work Schedule

The **Standard (STND) Work Schedule** is the period an employee is regularly scheduled to work within an administrative work week.

For a full-time employee, it consists of the 40-hour basic work week plus any periods of regularly scheduled overtime (separate and different from irregularly scheduled overtime).

VARD – Variable Day (40) Work Schedule

The **Variable Day (VARD) Work Schedule** is a type of flexible work schedule that has core hours on each workday in the week.

The full-time employee has a basic work requirement of 40 hours in each week of the biweekly pay period, but the employee may vary the number of hours worked on a given workday within the week within the limits established for the organization. For GSA, this is 12 hours per day.

VARWK – Variable Week (80) Work Schedule

The **Variable Week (VARWK) Work Schedule** is a type of flexible work schedule containing core hours on each workday in the biweekly pay period.

The full-time employee has a basic work requirement of 80 hours for the biweekly pay period, but 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. For GSA, this is 12 hours per day.