

Alternative Work Schedules (AWS)

Rev: 06/27/12

Alternative Work Schedules (AWS)					
	Flexible Work Schedules (FWS)			Compressed Work Schedules (CWS)	
	Flexitour (with Credit Hours)	Gliding (with Credit Hours)	Maxiflex (with Credit Hours)	5/4-9	4-10
Basic Work Requirement					
Full-time Employees	80 hours in a pay period <i>Must</i> work 8 hours a day, 40 hours a week	80 hours in a pay period <i>Must</i> work 8 hours a day, 40 hours a week	80 hours in a pay period <i>Must</i> schedule and work core hours on at least 8 of the 10 workdays each pay period May work less than 8 hours in a day Maximum of 10 hours per day, Monday-Friday	80 hours in a pay period <i>Must</i> work eight 9-hour days, one 8-hour day each pay period	80 hours in a pay period <i>Must</i> work four 10-hour days each week
Part-time Employees	32-64 hours in a pay period May work any number of hours a day up to 8 hours and 16-32 hours a week	32-64 hours in a pay period May work any number of hours a day up to 8 hours and 16-32 hours a week	32-64 hours in a pay period May work any number of hours a day up to 10 hours and 16-32 hours a week	32-64 hours in a pay period Works at least one 9-hour day and 16-32 hours a week	32-64 hours in a pay period Works 10 hours each day and 20-30 hours a week (2-10 or 3-10)
Earn and Use Credit Hours					
All Employees	Yes (Up to 3 on workdays, 10 on non-workdays)	Yes (Up to 3 on workdays, 10 on non-workdays)	Yes (Up to 2 on workdays, 10 on non-workdays)	No	No
Regular Day Off (RDO)					
All Employees	No	No	May have RDO(s) if less than 10 days are scheduled in a pay period	Yes	Yes
Tour of Duty					
All Employees	Start time is the same each day, but can vary among employees within the group. Once established, it is fixed.	Start time may vary each day within flexible time bands	Start time can be different each day. Once established, it is fixed	Fixed	Fixed
Core Hours and Flexible Time Bands					
All Employees	Yes	Yes	Yes (limited to a maximum of 2 non-core workdays in each biweekly pay period)	No	No
Holidays					
All Employees	Paid for 8 hours	Paid for 8 hours	Paid for 8 hours (must adjust work schedule if necessary so as to equal 80 hours for the pay period)	Paid for number of hours in fixed work schedule for that day (e.g., 8 or 9 hours)	Paid for 10 hours if in fixed work schedule for that day