

DEPARTMENT OF THE ARMY  
Corps of Engineers, Omaha District  
215 N. 17th Street  
Omaha, Nebraska 68102-4978

DR 690-1-610

CEMRO-HR-E

Regulation  
No. 690-1-610

15 February 1996

Civilian Personnel  
WORK SCHEDULING AND HOURS OF DUTY

Summary. This regulation contains information regarding policies and procedures for establishing and changing work schedules. It explains the features of various types of work schedules and their applicability.

Applicability. This regulation applies to all personnel of the Omaha District (to the extent it is not in conflict with a negotiated agreement with a labor organization) and serviced activities except for the Missouri River Division Office.

Neutral Language Statement. In this regulation, the words "he," and "his," when used, represent both the masculine and feminine genders, unless otherwise specifically stated.

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This regulation supersedes DM 690-1-620, dated 1 May 1992.

Contents

	Paragraph	Page
Chapter 1		
Introduction		
Purpose . . . . .	1-1	1-1
References & related publications . . . . .	1-2	1-1
Responsibilities . . . . .	1-3	1-1
Chapter 2		
Establishing and changing work schedules		
Types of work schedules . . . . .	2-1	2-1
Definitions . . . . .	2-2	2-1
Policy . . . . .	2-3	2-2
Establishing & documenting work schedules - general . . . . .	2-4	2-3
Establishing part time work schedules . . . . .	2-5	2-4
Changing work schedules . . . . .	2-6	2-4
Changing part time hours scheduled . . . . .	2-7	2-5
Special considerations - students and/or seasonals . . . . .	2-8	2-5
Questions and requests for assistance . . . . .	2-9	2-5
Chapter 3		
Flexible Work Schedule Plan		
Applicability . . . . .	3-1	3-1
General . . . . .	3-2	3-1
Features of the flexible work schedule plan . . . . .	3-3	3-2
Documentation . . . . .	3-4	3-3
Overtime . . . . .	3-5	3-4
Change in employment . . . . .	3-6	3-4
Hours while in temporary duty status . . . . .	3-7	3-4
Travel . . . . .	3-8	3-5
Chapter 4		
Compressed Work Schedules		
Definition . . . . .	4-1	4-1
Applicability . . . . .	4-2	4-1
General characteristics . . . . .	4-3	4-1
Approval authority . . . . .	4-4	4-2
Coordination and assistance . . . . .	4-5	4-2

## Chapter 1

### Introduction

#### 1-1. Purpose

The purpose of this regulation is to provide information and guidance to supervisory and non-supervisory personnel in regard to work schedules and tours of duty.

#### 1-2. References and related publications

a. Title 5, U.S.C., Chapter 61.

b. 5 CFR, Part 610.

c. AR 690-990-2, Book 610 (Weekly and Daily Scheduling of Work) and Book 630 (Absence and Leave), along with associated chapters previously a part of the Federal Personnel Manual.

d. ER 690-1-600 (Leave and Hours of Duty).

e. DR 690-1-550 (Premium Pay).

#### 1-3. Responsibilities

a. Supervisors and managers are responsible for:

(1) Assuring that their offices are generally at least minimally staffed during established business hours; i.e., 0800 - 1600.

(2) Monitoring work hours of subordinate employees for compliance with requirements and providing positive recognition or taking corrective or disciplinary action when warranted.

(3) Reviewing hours reported on the ENG Form 4704, Alternative Work Schedule Time Record, by employees under their supervision and certifying to their accuracy either on ENG Form 4704, on the Corps of Engineers Time, Attendance, and Labor (CETAL) system report, or both.

(4) Ensuring that each employee takes at least the minimum lunch period of 30 minutes.

(5) Approving or disapproving employee requests for leave or use of compensatory time or credit hours, considering the impact on accomplishment of mission, workload, and/or office coverage.

DR 690-1-610  
Chp 1  
15 Feb 96

b. Employees are responsible for:

(1) Becoming familiar and complying with the procedures in this plan as well as any restrictions and/or limitations which have been implemented in their division or office.

(2) Accurately and completely recording daily hours of work, leave, and credit hours on the ENG Form 4704 and signing it when completed.

(3) Cooperating with their supervisor in planning work schedules to ensure that the office is adequately covered during established office hours.

(4) Utilizing all duty time productively, whether regular hours, credit hours, or overtime. Recognizing that many employees are on a flexible work schedule and may exercise a good deal of personal discretion in regard to their work hours, each employee should give particular attention to fulfilling this responsibility.

## Chapter 2

### Establishing and Changing Work Schedules

#### 2-1. Types of work schedules

There are three basic types of work schedule: full-time, part-time and intermittent. These may further be defined; for example, fixed, flexible, or compressed. Employees are assigned a specific tour of duty, under a specified work schedule. For example, the most common work schedule is full-time and the most common tour of duty is 8 hours per day (beginning round 0700 - 0800), Monday through Friday.

#### 2-2. Definitions

a. Administrative work week. A 7-day calendar period starting with Sunday and ending with Saturday of that week.

b. Regularly scheduled tour of duty. The specific days and hours a full-time or part-time employee is scheduled to perform work within each administrative work week.

c. Full-time work schedule. A work schedule requiring 40 hours of work during each administrative work week (80 hours of work during a biweekly pay period in case of a compressed work schedule).

d. Part-time work schedule. A work schedule requiring less than 40 hours of work during each administrative work week (normally 16 - 32 hours per week).

e. Intermittent work schedule. A work schedule in which there is no pre-arranged or regularly scheduled tour of duty.

f. Flexible work schedule (flexitime). A practice whereby fixed times of arrival and departure are replaced by a working day which is composed of two different types of time bands: core time bands and flexible time bands. The two requirements under any flexitime schedule are (1) an employee must be at work during core time bands (or be charged the appropriate type of leave) and (2) the employee must account for the total number of hours he is scheduled to work each day (his basic work requirement); i.e., 8 hours for a full-time employee.

g. Core time bands. Core time is a designated period during which employees must be present or in a leave status. Core bands are 0830 - 1100 and 1300 - 1530, Monday through Friday.

h. Flexible time bands. Flexible time bands are designated periods of time outside the core time bands during which each employee elects his time of arrival and departure and time and duration of lunch period on a daily basis. Flexible bands under this plan are 0600 - 0830, 1100 - 1300 (lunch band), and 1530 - 1800. Refer to paragraph 3-3.a. for further guidance regarding start time.

i. Credit hours. Credit hours are hours of work performed by an employee on a voluntary basis, with advance approval of his supervisor, during flexible time bands, under the provisions of this plan, which are in excess of his daily work requirement.

j. Daily work requirement. The daily work requirement is the number of hours an employee must work, or otherwise account for, to complete his workday. For example, full-time employees (except those on a compressed work schedule) must complete a daily work requirement of 8 hours, exclusive of the lunch break. Part-time employees must complete their scheduled daily work requirement each day.

k. Compressed work schedule. For a full-time employee, a compressed work schedule is one in which an 80-hour biweekly basic work requirement is scheduled on less than 10 workdays; in the case of a part-time employee, a biweekly basic work requirement of less than 80 hours is scheduled on less than 10 workdays and may require the employee to work more than 8 hours in a day.

### 2-3. Policy

a. The flexible work schedule is the standard work schedule used in the Omaha District and most serviced activities. Provisions are explained in detail in chapter 3. Certain groups or individuals may be required to work a fixed schedule if mission requirements so dictate. Individuals may be restricted to a fixed schedule if they are found to have abused the privileges of a flexible schedule. Such abuse could also result in disciplinary action. Part-time student employees are expected to work on fixed schedules unless they have received approval from their supervisor to participate in the flexible work schedule program. Authority to place restrictions, within the framework of this regulation, and to set policy in regard to student employee part-time work scheduling rests with individual division or office chiefs, unless delegated lower.

b. Use of compressed work schedules, as described in chapter 4, will be limited to those unusual work situations where it is determined by management that such a work schedule is the most

appropriate way to accomplish a particular mission requirement. Compressed work schedules are not intended for general use in the Omaha District and are to be approved only when it is clearly in the best interests of the District to do so. Approval authority rests with individual division and office chiefs.

2-4. Establishing and documenting work schedules - general

a. A work schedule and tour of duty is established and documented for each employee at time of hire. An employee on a full-time work schedule is assumed to be on a flexible work schedule with a tour of duty consisting of 8 hours per day, Monday through Friday, under the provisions of chapter 3 unless otherwise indicated by the employing office. For part-time employees, a tour of duty specifying days and hours must be established. The tour of duty is to be entered on the SF 52, Request for Personnel Action, before it is forwarded to the Human Resources Office. Similarly, an intermittent work schedule must be indicated on the SF 52.

b. Where the tour of duty will not be the same each week, each week's tour of duty must be set to cover that entire week before the week begins.

c. Where the tour of duty will not be Monday through Friday, full-time and part-time tours of duty are to be scheduled on 5 days in each administrative work week in a configuration that will normally provide the employee with 2 consecutive days off each week (not necessarily in the same administrative workweek, as in the case of Saturday and Sunday). An 8-hour work shift should not be scheduled to include a break of over 1 hour within the work period. Exceptions may be authorized by the applicable division or office chief only in cases where mission accomplishment would be seriously handicapped, or excessive cost to the Omaha District would be incurred, by not doing so. Except in a compressed work schedule, regular scheduled tours of duty may not exceed 8 hours in a day, 40 hours per week.

d. When it can be determined that a rest period is needed to promote safety and increase the efficiency of workers, employees may be authorized a maximum of 15 minutes for a paid rest break during a work period of 4 or more consecutive hours. A break is not authorized during a period of work of less than four consecutive hours unless otherwise specified in a negotiated agreement with a labor organization.

e. All employees must take at least a 30-minute unpaid lunch period each day during the flexible lunch band (1100 - 1300). An exception may be made, at the discretion of the supervisor, for

DR 690-1-610  
Chp 2  
15 Feb 96

part-time employees who will be working no more than 6 hours. When a lunch period is not scheduled, the employee is not authorized to use duty time for eating. If the employee is authorized a 15-minute rest break, he may choose to use that time for eating.

f. Employees are required to account for absences due to attendance at social luncheons, such as those in celebration of Secretary's Day, birthdays, a promotion or departure (retirement, transfer, etc.), or Christmas parties outside the office. This may be accomplished by a charge to an appropriate type of leave or, if on a flexible work schedule, by early arrival and/or late departure on that day so as to complete the work requirement. Absence due to attendance beyond 30 minutes at professional luncheons and Toastmaster meetings will continue to be allowed without charge to leave, based on supervisory approval.

#### 2-5. Establishing part-time work schedules

Part-time employees, whether students employed under the Student Temporary Employment Program (STEP) or Student Career Experience Program (SCEP), or other authority, may not be regularly scheduled for more than 32 hours per week or a total of 64 hours per pay period. Students may be scheduled to work additional hours beyond their usual tour of duty, as needed, if it does not interfere with their studies. Employees should normally be scheduled for a minimum of 16 hours per week. A lesser number of hours may be scheduled on an exception basis only when doing so is in the best interests of the agency; for example, when a fully trained student employee whose services are otherwise needed has an unusually heavy school schedule one semester and can manage only 10 hours work per week. A supervisor who believes a work schedule of less than 16 hours per week is appropriate should provide supporting rationale on the SF 52.

#### 2-6. Changing work schedules

A change from one schedule to another type of schedule (for example, full-time to part-time) requires an SF 52. The effective date must be the beginning of a pay period. A subsequent change will, likewise, be effective at the beginning of a future pay period. A change in work schedule should not be initiated unless the new schedule will continue for at least two pay periods (see paragraph 2-8 for further guidance regarding students and seasonals). There may be times when the employee will not be able to work all hours scheduled; i.e., return to school in the middle of a pay period. Scheduled hours that are not worked must be accounted for by use of an appropriate type of paid or unpaid leave.

2-7. Changing part-time hours scheduled

a. A change in the number of scheduled work hours per week must be accomplished using an SF 52. Since most work schedule changes are at the request of the employee, there will normally be a memo to forward to the Human Resources Office along with the SF 52. Changes of this type should not be initiated unless the change will remain in effect for more than two pay periods. Adjustments for shorter periods will be handled as explained in paragraph 2-6.

b. A change in days or times during which the hours are to be worked, without change to total number of hours per week, is to be accomplished by memorandum rather than by use of an SF 52. A change should not be made for less than one full week. Adjustments for shorter duration should be handled by recording additional regular hours worked outside the scheduled tour as normal regular hours or by accounting for hours not worked with an appropriate type of paid or unpaid leave. Hours exceeding 8 in one day would be overtime (unless credit hours are applicable).

2-8. Special considerations - student and/or seasonal employees

a. As indicated in paragraph 2-6, changes in type of work schedule are not to be made unless the new work schedule will be in effect at least two full pay periods. As indicated in paragraph 2-7.b., a change to the total number of part-time hours scheduled should not be made unless the change is to remain in effect for more than two pay periods. These minimums have been established in guidance issued by the Office of Personnel Management. Our local policies are expected to adhere to this guidance.

b. The only exception to this general rule is in regard to students. If it is known in advance that a student employee will be available and is needed to work full-time, rather than part-time or intermittent, for a minimum of one full pay period during a school vacation period (such as Christmas), a change in work schedule may be initiated. The change returning the student to the previous schedule must be effective at the beginning of a future pay period. Refer to paragraph 2-6 for additional guidance regarding change of work schedules. Similarly, a change to the number of part-time hours scheduled due to occurrence of school vacation can be made for period of no less than one full pay period. Refer to paragraph 2-7 for additional guidance regarding change to part-time hours.

2-9. Questions and requests for assistance Questions regarding the subject of this memorandum should be directed to the Omaha District Human Resources Office, Employee/Labor Relations and Training Branch, telephone (402) 221-4852 or 4201.

## Chapter 3

### Flexible Work Schedule Plan

3-1. Applicability This plan applies to all Omaha District organizational elements. All civilian employees are covered by this plan except as follows: (a) those on intermittent work schedules; (b) individuals in bargaining units unless applicable provisions are specifically included in the applicable negotiated agreement; (c) part-time students unless they have supervisory approval.

#### 3-2. General

a. The variable workday plan is a flexible duty schedule under which eligible employees may vary arrival and departure times, as well as time and duration of lunch breaks, on a daily basis. Employees must be present (or in a leave status) during core time and must complete the normal daily work requirement (8 hours for a full-time schedule) during the flexible periods. In addition, they may opt, with supervisory approval, to work additional time during the flexible periods in order to accumulate credit hours which may be used to shorten a subsequent workday or workweek.

b. The purpose of this plan is to provide employees flexibility in fulfilling work hour requirements without reducing the District's ability to accomplish its mission. This plan does not increase employee entitlement to payment or time off. Inclusion of credit hours in this plan gives employees the option of redistributing their work hours, increasing the length of one workday or workweek in order to shorten a subsequent one. Credit hours may be earned only for hours of work as established under Title 5, U. S. C., or the Fair Labor Standards Act (FLSA).

c. This plan establishes relatively broad parameters within which each division or office chief may impose restricts or limit participation as he or she deems appropriate. This authority may be delegated. For example, restrictions may be desired due to considerations such as safety, security, office coverage, workload, staffing, or to ensure efficient time utilization. Appropriate restrictions or limitations might include, but are not limited to, the following: restricting flexibility of arrival and/or departure times for specific individuals or an entire group, limiting the number or credit hours worked per day to less than the number allowed by this plan, disallowing the earning and use of credit hours, limiting lunch period flexibility, or placing one or more individuals on a fixed or semi-fixed work schedule. Restrictions

DR 690-1-610  
Chp 3  
15 Feb 96

may also be appropriate in a variety of other situations, including apparent or suspected abuse of the flexible work schedule plan. Consistent with organizational needs and objectives, employees should be allowed maximum flexibility.

d. Provisions of the plan apply to part-time as well as full-time employees to the maximum extent feasible consistent with efficient accomplishment of the workload. For example, on days when scheduled to work 8 hours, a part-time employee should be granted the same flexibility that a full-time employee has. Supervisors may establish the tour of duty for a part-time employee based on the total number of hours to be worked and approximate hours during which the work will be performed rather than specifying exact hours of work.

e. Related regulations, such as those governing pay administration and leave, remain in effect unless specifically rescinded by this memorandum.

3-3. Features of the Flexible Work Schedule Plan Features of this plan are described in paragraphs "a" through "g" of this section and apply to all covered employees, unless restrictions or/limitations have been implemented within specific divisions or offices.

a. Employees must report for work during the morning flexible time band (0600-0830). They may start earlier than 0700 **ONLY** on days when they will be working credit time and/or will be taking a lunch period longer than 30 minutes, so that the scheduled departure is no earlier than 1530. Credit hours are not to be earned and used on the same day for the purpose of routinely fulfilling the daily work requirement prior to 1530. After completion of their daily work requirement, employees may depart at any time during the afternoon flexible time band (as early as 1530 or as late as 1800.)

b. Employees may earn and use credit hours in 15-minute increments. A maximum of two credit hours may be earned per day.

c. Credit hours may be earned only on regular work days and only during the flexible time bands.

d. Credit hours earned may be used during the same pay period or accumulated for future use. Full-time employees may carry over a maximum of 24 credit hours from one pay period to the next. A part-time employee may accumulate and carry over a total equal to one-fourth of his biweekly basic work requirement. For example, a

part-time employee scheduled to work 64 hours per pay period may accumulate and carry over up to 16 credit hours from one pay period to the next.

e. If at the end of any pay period an employee's total accumulated credit hours exceed the maximum carry-overs amount, the excess hours will be forfeited. **The DFAS payroll system does not monitor carryover balances for part-time employees** (only carryover balances of over 24 hours are reduced). Therefore, **supervisors must monitor** the credit hour balances of their part-time employees to be sure that hours in excess of the allowable maximum are not worked or recorded. So as to minimize the possibility that credit hours may be lost, **employees who reach their maximum credit hour carry-over are not authorized to work any more credit hours without supervisory approval for earning and using them in that pay period.**

f. The option of voluntarily working credit hours does not effect an employee's eligibility to receive payment (at regular or overtime rate, as appropriate) when additional work hours are officially ordered and approved in advance by management.

g. Use of credit hours during core band time is subject to prior supervisory approval in the same manner as official leave or compensatory time. Division and office chiefs are authorized to set policy for their offices as to whether or not approval will be required before using credit hours during the flexible time bands.

(1) Use of credit hours is restricted to those hours that have already been earned; advancing credit hours is not authorized.

(2) Employees must initial the CETAL Time and Attendance Report or complete an SF 71, Application for Leave, for all credit hours used, just as they would when using leave (annual, sick, LWOP, or other paid/unpaid leave).

#### 3-4. Documentation

a. ENG Form 4704 is the standard form to be used by all employees to record time under the flexible work schedule plan. ENG Form 4704's for the current pay period should be kept together in a central location within each work unit for easy access by the supervisor and the timekeeper, as well as employees.

b. All employees must record, on ENG Form 4704, arrival and departure times, lunch periods and leave absences, and credit hours earned and used. Clock time must be entered to document when leave or absence actually occurred and when additional hours for credit

DR 690-1-610  
Chp 3  
15 Feb 96

or premium pay were worked. The type of leave taken or the type of additional hours worked must be clearly identified.

c. Arrival and departure times, along with the required details, are to be recorded promptly relative to their occurrence. All entries are to be in 5-minute increments of the hour. Entries are to be made in ink, and lined through when making changes rather than obliterating original entries. Credit hour balances should be brought forward each pay period for easy reference. Employees are to sign each ENG Form 4704 upon completion at the end of each pay period indicating that it is accurate. See appendix A for a completed sample of ENG Form 4704.

3-5. Overtime Overtime hours under the flexible work schedule plan are those hours in excess of 8 in a day or 40 in a week which are officially ordered in advance by management and meet the criteria for being considered "hours of work" under the provisions of either Title 5, U.S.C., or the Fair Labor Standards Act (FLSA). Refer to DR 690-1-550, Premium Pay, for guidance in making "hours of work" and/or overtime determinations. All employees working under this flexible work schedule plan may, at their request, be credited with compensatory time off in lieu of overtime pay for any overtime work performed. This applies regardless of whether or not the employee is subject to provisions of the FLSA.

3-6. Change in Employment Employees who leave the Omaha District (or a participating serviced activity) on a permanent basis through promotion, reassignment, resignation, etc., may use their balance of credit hours while still employed by the losing office or receive payment of the remaining balance up to the maximum amount allowable (24 hours for full-time or, for part-time, the amount explained in paragraph 3-3.d). The same applies when, for some other reason, an employee is no longer subject to this plan. If payment is to be made because the employee is no longer subject to the plan, a request for payment must be approved by the appropriate supervisor and forwarded to the servicing payroll office through the payroll liaison.

3-7. Hours While in Temporary Duty Status

a. Employees will continue to be covered by this flexible work schedule plan while on a temporary duty assignment (TDY) to the extent it does not interfere with accomplishment of assigned duties at the temporary work site. Normally, there will be no need to change type of work schedule unless the employee's normal work schedule is compressed. When it is determined the employee's normal work schedule will not be compatible with the work schedule

or work requirements at the temporary duty location, a change will be made to cover the duration of the temporary assignment. When a compressed schedule is involved, it may be necessary to change the work schedule and/or tour of duty for increments of entire pay periods.

b. When on a travel day it is necessary to identify a scheduled tour of duty for pay entitlement purposes, an individual's tour for that day will be determined using his normal (or predominate) arrival and departure pattern. This determination will be made by the traveler and his supervisor based on ENG Form 4704 entries. Credit hours may be earned and used on a TDY day, the same as on any other day.

3-8. Travel Credit hours may not be earned during any period of actual travel. This is true for travel in connection with a TDY assignment as well as for any other travel. Overtime compensation (or compensatory time off, if appropriate) will continue to be made for travel which meets the criteria of hours of work for overtime purposes. Refer to DR 690-1-550 for guidance in making overtime determinations.

## Chapter 4

### Compressed Work Schedules

4-1. Definition A compressed work schedule is a schedule in which the weekly/biweekly work requirement is scheduled to include more than 8 hours in a day, resulting in completion of the work requirement in less than 5 days per week and/or less than 10 days in a biweekly pay period (for example, 4 10-hour days in each work week). A compressed work schedule specifies the exact hours of the day and days of the week on which work will be performed.

4-2. Applicability Compressed work schedules are not authorized for general use in this District or in its services activities. Their use is reserved for those unusual situations where a traditional 8 hour per day, 40 hour per week work schedule is not adequate to meet mission requirements. Part-time and full-time employees may be placed on compressed work schedules. Individuals in bargaining units may participate only to the extent provided in the applicable negotiated agreement.

#### 4-3. General characteristics

a. Compressed work schedules may be constructed in any of several possible configurations. The only 2 types authorized under this regulation are 4 consecutive 10-hour days per week (4-10 schedule) or 8 9-hour days and 1 8-hour day during a biweekly pay period (commonly referred to as a 4/5 9 schedule). The 4-10 schedule is comprised of 4 work days and 3 nonworkdays in each administrative work week - a total of 40 hours work each week. The 4/5 9 schedule totals 80 hours in a biweekly pay period, with 1 week consisting of 5 9-hour days for a total of 45 hours and the other week consisting of 3 9-hour days and 1 8-hour day for a total of 35 hours.

b. All hours of the regularly scheduled tour of duty under a compressed work schedule are considered to be regular hours of work for pay and leave purposes. Overtime work will occur only when work is authorized and performed in excess of the regular daily, weekly, or biweekly schedule. Likewise, an employee on a compressed work schedule must work or otherwise account for all hours of the scheduled tour of duty. For example, when an employee scheduled for 10 hours in 1 day does not work, 10 hours must be accounted for by a charge to an appropriate type of leave or excused absence. When required to perform work on a holiday, holiday premium may be paid up to the maximum number of hours the employee was scheduled to work on that day. Similarly, when work is not required on a holiday, the employee is excused for the total number of hours scheduled.

DR 690-1-610  
Chp 4  
15 Feb 96

c. The tour of duty under a compressed schedule is pre-set in advance of the beginning of a pay period; there is no day-to-day flexibility or provision for credit hour work as there is under a flexible work schedule. Changes to such a tour of duty are to be kept to a minimum and, when deemed necessary, will be made effective on the first day of a pay period.

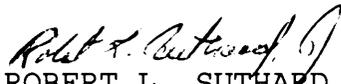
d. The same general rules and procedures for requesting and using leave apply under compressed work schedules as under other types of schedules.

4-4. Approval authority Division and office chiefs are authorized to implement a compressed work schedule in accordance with the guidance in this regulation. As indicated in paragraph 4-2, compressed work schedules are to be approved only when a regular fixed or flexible schedule is not adequate. All requests from within a division or office are to be submitted, along with supporting rationale, through supervisory channels to the element chief for written approval or disapproval with a copy furnished to Omaha District, Human Resources Office.

4-5. Coordination and assistance Consultation with a servicing specialist in the Omaha District Human Resources Office must occur before implementing a compressed work schedule or changing from one type of compressed schedule to another as all changes must be coordinated with the servicing payroll office. Use of ENG Form 4704 is optional for documenting daily hours of work under a compressed work schedule. Because use of compressed schedules will be limited, further detailed guidance is not being provided in this regulation. Advice and assistance is available from a servicing specialist in the Omaha District Human Resources Office as needed.

FOR THE COMMANDER:

2 Appendixes  
App A, ENG Form 4704  
App B, Eight-Hour  
Workday Chart

  
ROBERT L. SUTHARD, JR.  
LTC, EN  
Deputy Commander

DISTRIBUTION:  
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APPENDIX A  
SAMPLE ENG FORM 4704

ALTERNATE WORK SCHEDULE TIME RECORD (EE 37-1-20)																									
NAME (Last, First, MI): <i>Flextimer, Fred R.</i>		ORGANIZATION (Include Office Symbol): <i>CEMRO-XX</i>																							
PAY PERIOD: FROM: <i>4-5-92</i> TO: <i>4-18-92</i>																									
DATE	DAY OF WEEK	CLOCK TIME						TOTAL HOURS WORKED (1)	NON-PREMIUM PAY HOURS					PREMIUM PAY HOURS				CREDIT HOURS							
		IN	OUT	IN	OUT	IN	OUT		REG PAY HOURS WORKED	HOLIDAY	ANNUAL LEAVE	SICK LEAVE	COMP TIME USED	OTHER LEAVE TYPE	HOURS	TOTAL (2)	PAID OVERTIME	COMP TIME EARNED	PAID HOLIDAY	NON-PAY HOURS (AWOL-LWOP)	EARNED	USED	RUN-NING BAL.	BAL. FWD.	
4-5	SUN																								8
4-6	MON	0600	1100					4											0600-0700 1130-1530						5
4-7	TUE	0600	1115	1245	1530			8																5	
4-8	WED	0600	0900	1030	1200	1230	1530	6 1/2			1 1/2	900-1030							0600-0700 0945-0700 1530-1545						6
4-9	THUR	0645	1130	1200	1545			8																6 1/2	
4-10	FRI	1100	1230	1300	1600			4 1/2	1		1600-1700	CHL 2 1/2	8						0830-1100						4
4-11	SAT																								
TOTAL WEEK #1								31	1	1 1/2	1500-1530	6 1/2	40											2 1/2	
4-12	SUN																								
4-13	MON	0600	1100	1200	1500			7 1/2	1/2		1500-1530		8						0600-0630						4 1/2
4-14	TUE	0700	1100	1200	1530			7 1/2				CHL 1/2	8						1130-1200						4
4-15	WED	0600	1100	1145	1530			8					8						0600-0645						4 3/4
4-16	THUR	0800	1200	1230	1730			8					8						1130-1730						5 3/4
4-17	FRI	0730	1100	1245	1645			6 1/2	1 1/2		1245-1345		8												5 3/4
4-18	SAT																								
TOTAL WEEK #2													40												2 1/2

(1) HOURS WORKED WILL BE ROUNDED DOWNWARD TO THE COMPLETE QUARTER HOUR SEGMENT ACTUALLY WORKED.  
(2) TOTAL NON-PREMIUM PAY HOURS IN EXCESS OF THE DAILY WORK REQUIREMENT ARE CREDIT HOURS EARNED AND THOSE LESS THAN THE DAILY WORK REQUIREMENT ARE CREDIT HOURS USED UNLESS THE PERIOD OF ABSENCE IS CHANGED AS NON-PAY HOURS (AWOL-LWOP).

I CERTIFY THAT THE ABOVE TIME RECORD IS ACCURATE (Employee's Signature): *Fred Flextimer*  
APPROVED (Supervisor's Signature): *Susan Supervisor*  
POSTED TO TIME & ATTENDANCE REPORT (Inkblotter's Signature): *Jam Timberger*

ENG FORM 4704, May 81  
REPLACES ENG FORM 0-4704, NOV 79 WHICH IS OBSOLETE.  
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APPENDIX B  
Eight-Hour Workday Chart

Based on an 8-Hour Workday	Flexible Lunch Periods												
	30 Min.	35 Min.	40 Min.	45 Min.	50 Min.	55 Min.	1 Hour	1 Hr. 05	1 Hr. 10	1 Hr. 15	1 Hr. 20	1 Hr. 25	1 Hr. 30
Starting Time	Finish Time												
6:00													3:30
6:05												3:30	3:35
6:10											3:30	3:35	3:40
6:15										3:30	3:35	3:40	3:45
6:20									3:30	3:35	3:40	3:45	3:50
6:25								3:30	3:35	3:40	3:45	3:50	3:55
6:30							3:30	3:35	3:40	3:45	3:50	3:55	4:00
6:35						3:30	3:35	3:40	3:45	3:50	3:55	4:00	4:05
6:40					3:30	3:35	3:40	3:45	3:50	3:55	4:00	4:05	4:10
6:45				3:30	3:35	3:40	3:45	3:50	3:55	4:00	4:05	4:10	4:15
6:50			3:30	3:35	3:40	3:45	3:50	3:55	4:00	4:05	4:10	4:15	4:20
6:55		3:30	3:35	3:40	3:45	3:50	3:55	4:00	4:05	4:10	4:15	4:20	4:25
7:00	3:30	3:35	3:40	3:45	3:50	3:55	4:00	4:05	4:10	4:15	4:20	4:25	4:30
7:05	3:35	3:40	3:45	3:50	3:55	4:00	4:05	4:10	4:15	4:20	4:25	4:30	4:35
7:10	3:40	3:45	3:50	3:55	4:00	4:05	4:10	4:15	4:20	4:25	4:30	4:35	4:40
7:15	3:45	3:50	3:55	4:00	4:05	4:10	4:15	4:20	4:25	4:30	4:35	4:40	4:45
7:20	3:50	3:55	4:00	4:05	4:10	4:15	4:20	4:25	4:30	4:35	4:40	4:45	4:50
7:25	3:55	4:00	4:05	4:10	4:15	4:20	4:25	4:30	4:35	4:40	4:45	4:50	4:55
7:30	4:00	4:05	4:10	4:15	4:20	4:25	4:30	4:35	4:40	4:45	4:50	4:55	5:00
7:35	4:05	4:10	4:15	4:20	4:25	4:30	4:35	4:40	4:45	4:50	4:55	5:00	5:05
7:40	4:10	4:15	4:20	4:25	4:30	4:35	4:40	4:45	4:50	4:55	5:00	5:05	5:10
7:45	4:15	4:20	4:25	4:30	4:35	4:40	4:45	4:50	4:55	5:00	5:05	5:10	5:15
7:50	4:20	4:25	4:30	4:35	4:40	4:45	4:50	4:55	5:00	5:05	5:10	5:15	5:20
7:55	4:25	4:30	4:35	4:40	4:45	4:50	4:55	5:00	5:05	5:10	5:15	5:20	5:25
8:00	4:30	4:35	4:40	4:45	4:50	4:55	5:00	5:05	5:10	5:15	5:20	5:25	5:30
8:05	4:35	4:40	4:45	4:50	4:55	5:00	5:05	5:10	5:15	5:20	5:25	5:30	5:35
8:10	4:40	4:45	4:50	4:55	5:00	5:05	5:10	5:15	5:20	5:25	5:30	5:35	5:40
8:15	4:45	4:50	4:55	5:00	5:05	5:10	5:15	5:20	5:25	5:30	5:35	5:40	5:45
8:20	4:50	4:55	5:00	5:05	5:10	5:15	5:20	5:25	5:30	5:35	5:40	5:45	5:50
8:25	4:55	5:00	5:05	5:10	5:15	5:20	5:25	5:30	5:35	5:40	5:45	5:50	5:55
8:30	5:00	5:05	5:10	5:15	5:20	5:25	5:30	5:35	5:40	5:45	5:50	5:55	6:00