

AWS FACT SHEET

Alternative Work Schedule (AWS) guidance is located in
Encl 3 to DSCC Sup 1 to DLAR 1422.1, Hours of Duty.

AWS allows for flexible reporting and departing times as well as variations in the number of hours an employee may work per day and per week.

The aim of the program is to continue to meet mission goals while allowing employees more flexibility in a "family friendly" workplace.

Unless the absence has been approved in advance, full-time employees must work 8 hours every day with a minimum of ½ hour lunch break. Any time less than 8 hours worked must be covered by approved AWS time off or approved leave.

Flexible time bands are 0600 - 0900 (arrival period), 1100-1300 (lunch period), and 1500 - 1900 (departure period). Normal work schedules require employees to be present during core hours. A work schedule from 0600 - 1430 may be approved on a temporary basis based on unusual or special circumstances.

Employees must be present during core hours (0900 - 1100 and 1300 - 1500) unless on approved leave, approved AWS time off, or with supervisory permission not to be present (i.e. to work 0600 - 1430).

Maximum Basic Work Requirement (BWR) credit is 10 hours per day. AWS is usually not earned on regular days off unless overtime is needed and employee chooses to convert overtime to AWS time earned (on a one hour for one hour basis).

Employees may substitute AWS time earned for leave used during the current pay period.

AWS time off must be requested and approved by the supervisor before it is used. It is the employee's responsibility to ensure that the BWR is met.

Prescheduled annual leave by an employee will take priority over requested AWS time off by another employee.

AWS hours worked but not used during current pay period are recorded as carry over credit hours. A maximum of 24 hours may be carried forward to succeeding pay periods.

AWS time may be earned and used in 15 minute increments. Regular AWS time may be taken prior to being earned as long as the BWR is fulfilled within that pay period. Carry over credit hours may not be taken prior to being earned.

An employee may be granted no more than 8 hours of leave in a workday.

Directors are responsible for ensuring offices are properly staffed for meeting customer needs. Directors can exclude positions from participating in the AWS Program based on mission requirements.

Supervisors are responsible for restricting AWS participation by individual employees due to mission requirements or abuse of AWS privileges.