

For: State and County Offices, and APFO

**Authorization of Maxiflex Work Schedules (WS's)
for Nonbargaining Unit FSA Field Offices**

Approved by: Acting Deputy Administrator, Management



1 Overview

A

Background

Effective pay period 23, 1999, first-line Field Office managers and supervisors, **in nonbargaining unit States**, are delegated the authority to implement maxiflex WS's.

B

Purpose

This notice:

- provides definitions for new WS terminology
- describes all approved FSA WS's
- describes maxiflex regulations
- provides managers with a **WS tool** to manage maxiflex WS's.

Note: Bargaining unit employees, where exclusive representation exists, may request WS bargaining to the extent allowed by applicable statutes and contract terms.

C

**Approved FSA
WS Options**

Field Office WS options effective with **pay period 23** shall be:

- **flexitour** - a standard **fixed** WS
- **compressed (CWS)** - 5/4/9, a **fixed** WS
- **maxiflex** - a **flexible** WS.

<p>Disposal Date</p> <p>November 1, 2000</p>	<p>Distribution</p> <p>State Offices; State Offices relay to County Offices; APFO</p>
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2 Service Centers

A FSA Service Center Managers

The Administrator, FSA:

- asks that Farm Program managers and CED's establish common WS policies for all on-site and off-site FSA employees reporting to the same Service Center
 - encourages FSA Service Center managers to work closely with NRCS and RD managers **and** the State and County Food and Agriculture Council Committees to ensure that Service Center WS policies are fairly and equitably managed for the benefit of all Service Center employees.
-

B Service Center WS Flexibility

The different agencies staffing the Service Centers have different missions and customer service needs. FSA employees shall understand that it may not be possible for all employees of a Service Center to have the same amount of WS flexibility, but there should not be an unfair burden placed on the employees of any Service Center agency to maintain office coverage or "official office hours" on Mondays and Fridays, the days most employees select as their nonworkdays.

The amount of WS flexibility will depend, in large part, on the number of employee's in an office or center. Service Centers with a large staff will be able to allow more flexibility than Service Centers or offices with smaller staffs.

3 Maxiflex Definitions and Regulations

A Maxiflex WS's

Maxiflex is a **flexible WS** and, by regulation, can take on many different appearances based on the policies adopted by an agency, office, or manager. Maxiflex begins with a basic policy foundation, official office hours, core hours, and requires that a full-time (FT) employee work an 80-hour pay period on 10 or fewer workdays per pay period.

There is a **WS tool** that FSA managers will establish for their office. This tool is called allowable "glide" time, and it will assist managers in knowing approximately when an employee is expected to arrive at work. See subparagraph B for definition of "glide" time.

Employee's working maxiflex may still work 5 days a week or they may be approved to have a nonworkday, but they must be allowed "glide" time. Maxiflex does not require the employee to arrive at the same time everyday or work the same number of hours each workday.

Continued on the next page

3 Maxiflex Definitions and Regulations (Continued)

B

**Maxiflex -
Glide Time**

Flexible WS's, such as maxiflex, must have **daily "glide" time**. Glide time is a **fixed amount of time** or **timeframe** during which an employee is expected to arrive at work or be charged leave. A **fixed amount** of glide time can be described as 30 minutes **before and after** an employee's "established arrival time". Glide time can also be a fixed morning timeframe, such as between the hours of 7 a.m. and 8 a.m. Glide time can be as short as 15 minutes or as long as 3 hours, given FSA core and workday hours.

Example: Glide time can be a **30-minute allowance** before and after the employee's established arrival time noted on their approved FSA-956 according to Exhibit 1. If an employee establishes 7:30 a.m. as their arrival time and the manager's policy is to allow 30 minutes of glide time, the employee would be expected in the office between 7 a.m. and 8 a.m. and must take leave if they arrive after 8 a.m. Arrivals earlier than 7 a.m. in this case just means that their established workhours for that day begins upon arrival.

C

**Maxiflex - Daily
Workhours**

The minimum number of daily workhours a FT employee may request while working a **maxiflex** workday is 6 hours; the maximum, excluding a lunch break, shall not exceed 10 hours. Also, a 9- or 10-hour workday can be followed by a 6-hour workday as long as the approved biweekly WS meets the 80-hour work requirement.

Part-time (PT) employee's may also work maxiflex, but they must have a set number of hours to be worked biweekly. There is a 3-hour minimum workday and their maximum shall not exceed 10 hours, unless exempted. PT employee's will establish daily workhours, but arrival and/or departure can occur during core hours.

D

**Maxiflex -
Nonworkdays
Per Pay Period**

A FT employee shall not have more than **2 scheduled nonworkdays per pay period** on a 4/10 "like" WS. First-line supervisors have the authority to limit nonworkdays within their office to just **1 nonworkday** per pay period.

Continued on the next page

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3 Maxiflex Definitions and Regulations (Continued)

E

Maxiflex - Credit Hours

Credit hours can only be earned by an employee working a "flexible" WS, such as maxiflex. Employee's working a **fixed** flexitour or CWS **cannot** earn credit hours.

Credit hours are those hours a FT employee works in excess of their **established** daily workhours or in excess of an 80-hour pay period. PT employees may also earn credit hours for those hours worked in excess of their **established** biweekly workhours.

By law, credit hour accumulations **in excess of 24 hours** at the end of the pay period are forfeited. Only 24 hours of credit time can be carried forward from 1 pay period to the next.

See paragraph 6 for more information on credit hours.

4 General WS Definitions and Policy

A

Workday Hours

Workday hours are those hours during which an employee may **establish** their daily WS. This applies to all FSA WS choices.

Policy: Scheduled workday hours will begin no earlier than 6 a.m. and end no later than 6 p.m.

B

Official Office Hours

Official office hours are the hours FSA services shall be available to the public.

Policy: Official office hours shall be 8 a.m. to 4:30 p.m., Monday through Friday, unless otherwise decided by STC based on recommendations from Service Center managers.

Note: The use of maxiflex WS's may enable some offices or Service Centers to extend their customer service hours, that is, open earlier than 8 a.m. or stay open later than 4:30 p.m.

Continued on the next page

4 General WS Definitions and Policy (Continued)

C

Core Hours

Core hours:

- are the daily hours during which a **FT** employee must be at work or on leave, except for nonworkdays
- establishes the minimum hours of work for each scheduled workday.

Policy: Core hours shall be 9 a.m. until 3:30 p.m. This timeframe will allow for a 6-hour minimum workday, excluding a ½-hour lunch break.

D

Lunch Breaks

All daily WS's, in excess of 6 hours, must include a ½-hour unpaid lunch break in addition to established daily workhours. Supervisors may **not** require an employee to work more than 6 hours without a lunch break.

First-line supervisors may approve an established or occasional lunch break of 45 or 60 minutes, but the employee must make up the extra lunch time at the end of their scheduled workday, take leave, or use credit hours.

Policy: Lunch breaks shall be taken between 11:30 a.m. and 1:30 p.m.

5 WS Responsibilities

A

Supervisory Responsibilities

First-line managers are responsible for:

- allowing the use of maxiflex WS's, where possible
 - allowing as much WS flexibility as is reasonably possible
 - approving FSA-956 for all of their employees
 - coordinating and establishing consistent "glide" time policy **for maxiflex only** for all FSA employees managed by a Service Center
 - **ensuring coverage** of all FSA programs and operations during "official office hours"
-

Continued on the next page

5 WS Responsibilities (Continued)

**A
Supervisory
Responsibilities
(Continued)**

- discussing alternate WS options with an employee when a requested WS must be disapproved
 - coordinating Service Center office coverage with other Service Center managers
 - seeking advice from SED, DD, or AO if WS problems or questions arise
 - suspending or limiting the use of flexible WS's when office coverage or an exigency of public business arises
 - reviewing, and approving or disapproving, all FSA-956's, SF-71's, and PC-TARE T&A's
 - maintaining FSA's high standards for program delivery and services.
-

**B
SED and DD
Responsibilities**

SED's and DD's shall:

- monitor the implementation of maxiflex within their State and District Offices
 - provide advice and take whatever action is necessary to ensure the efficient delivery of FSA programs and customer services.
-

**C
Employee
Responsibilities**

All FSA employees wishing to request a **maxiflex** WS shall:

- complete a new FSA-956 to request and establish their arrival time, approximate departure time, along with the number of hours to be worked each workday
- ensure they read and understand "Holiday" pay rules when working maxiflex

Note: See paragraph 6.

- be responsible for tracking their own credit-hour balance to avoid forfeiture

Note: See subparagraph 6 C.

Continued on the next page

5 WS Responsibilities (Continued)

C

Employee Responsibilities (Continued)

- have their maxiflex WS approved by their first-line supervisor before starting the requested maxiflex schedule
- understand that the **use** of excess credit hours cannot be granted if coverage of "official office hours" is in jeopardy.

All FSA employees shall:

- have an approved FSA-956 on file in their office
 - record their daily arrival and departure time, daily hours worked or leave taken and total their weekly hours under weeks 1 and 2, on FSA-958 according to Exhibit 2, and sign at the end of the pay period
 - sign and date, in ink, their FSA-958 and PC-TARE T&A at the end of the pay period
 - complete SF-71 for **all** leave requested, including credit hours, which must be approved in advance of taking leave, when possible.
-

6 Holidays and Credit Hours

A

Holidays - Flexible WS's

By law, employees working a flexible **maxiflex** WS are limited to **8 hours of holiday pay** on a Federal holiday, in-lieu-of holiday, or day excused by Executive Order, unless otherwise defined.

Employees, who are scheduled to work more than 8 hours on a holiday or in-lieu-of holiday, shall take leave or use credit hours for those scheduled workhours in excess of 8 hours. First-line managers may permit employees to temporarily change their WS to show an 8-hour workday on the holiday, but the employee must still account for an 80-hour pay period and make up any adjusted hours on another workday within the same pay period.

B

Holidays - Fixed WS

Flexitour and CWS 5/4/9 are both **fixed** WS's. Holiday pay hours entitlement are equal to the number of **scheduled** workhours the employee has scheduled on a workday that falls on a holiday or in-lieu-of holiday. For a FT employee, this may be 8 or 9 hours. PT employees working a flexitour or CWS are limited to the number of workhours scheduled to work on the workday deemed a holiday. There is no pay entitlement for PT employees on scheduled nonworkdays and no in-lieu-of holiday entitlement on flexitour or CWS.

Continued on the next page

6 Holidays and Credit Hours (Continued)

C

**Credit Hours -
Regulations and
Policy**

Credit hours may only be earned by employee's who work **maxiflex**. The conditions for requesting and working credit hours shall be based on the **availability of appropriate work**.

Credit hours:

- are earned and used in quarter-hour increments
 - are earned between 6 a.m. and 6 p.m.
 - are to be worked at the discretion of the employee; they cannot be ordered or directed by a management official
 - require prior approval of employee's first-line supervisor
 - are hours of **work in excess** of a employee's **established** workday or biweekly workhours
 - can only be earned **after** the completion of the employee's established daily workhours
 - must be earned before used
 - can be earned and used in the same pay period
 - must be approved on SF-71 in advance of being used
 - accumulations cannot exceed **24 hours** at the end of a pay period; excess credit hours will be forfeited
 - are not earned on Saturday or Sunday, holidays, or other scheduled nonworkday
 - balances are paid at an hourly rate if an employee resigns, retires, or transfers to another agency or to a **fixed** flexitour WS
 - may **not** be earned by Senior Executive Service employees.
-

7 Flexitour and CWS Options

A

Flexitour WS

Flexitour is a **fixed** WS.

FT employees must:

- work 8 hours a day, 5 days a week, for a total of a 40-hour week
- establish a **fixed arrival and departure time** for each workday.

PT employees must have a fixed arrival and departure time, 5 days a week.

Credit hours may **not** be earned, and "glide" time is **not** allowed.

B

CWS 5/4/9

CWS 5/4/9 is a **fixed** WS which requires an employee to work eight 9-hour days and one 8-hour day, with 1 nonworkday each pay period. Arrival and departure times each workday are **fixed**. PT employees may be scheduled to work a CWS-fixed WS but are limited to a 9-hour maximum daily WS.

Credit hours may **not** be earned, and "glide" time is **not** allowed.

8 Establishing WS and Recording Time

A

Completing FSA-956

A revised FSA-956 (Exhibit 1) will be made available on the BBS Forms Library. Employee's requesting a maxiflex WS must complete a new FSA-956. FT employee's are required to establish an 80-hour pay period. PT employee's are also eligible to work maxiflex and must account for their approved biweekly workhours. Each FSA Field Office employee must have an approved FSA-956.

FSA-956 will require that employee's working maxiflex:

- establish a daily arrival time, which may glide, and an approximate departure time
- indicate the number of hours to be worked each workday.

Temporary or permanent changes to an employee's WS requires the completion of FSA-956, which must be approved before the employee begins a new WS.

Continued on the next page

8 Establishing a WS and Recording Time (Continued)

**B
WS Conflicts**

If work scheduling conflicts arise when establishing or changing a permanent WS on FSA-956, it is recommended that the employees be allowed to resolve the conflict among themselves. If no agreement can be made between the parties involved, the supervisor shall make the final decision. When necessary, seniority shall prevail based on service computation date for leave.

**C
Completing
FSA-958**

The **bottom** portion of FSA-958 shall be used by employees to record their daily arrival and departure times, credit hours (times in/out), overtime and compensatory time (times in/out). Hours reported in the **top** portion of FSA-958 may **not** be reported in less than 15-minute increments. An entire 15-minute increment must be worked before it can be claimed. There is no credit for partially worked increments. See subparagraph D on minute-to-minute time accounting.

FSA employee's shall be responsible for completing the entire FSA-958. At the end of the pay period, the employee shall:

- sign FSA-958
- attach any SF-71's
- submit FSA-958 to their first-line supervisor for approval.

Once approved by the supervisor, the timekeeper may enter FSA-958 information into PC-TARE. Any overtime and compensatory time being claimed on FSA-958 must be approved in advance by the supervisor.

**D
Minute-to-
Minute Time
Accounting**

In the **bottom** portion of FSA-958, minute-to-minute time accounting shall be used in recording arrival and departure times for regular time, credit hours, and overtime/compensatory time. These time recordings will assist the employee in calculating their daily workhours for the top portion of FSA-958 at the end of the pay period.

Example: Employee's working **maxiflex**, who are scheduled to work a 9-hour workday with ½ hour for lunch and arrive at work at 7:38 a.m., may depart **exactly** 9-½ hours later or 5:08 p.m.

Continued on the next page

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8 Establishing WS and Recording Time (Continued)

E

Completing SF-71

Employees are required to complete SF-71 for all leave requests. SF-71's shall be approved and attached to the appropriate biweekly FSA-958 at the end of each pay period.

F

Important T&A Field Requirement

A specific alternate WS code is required in PC-TARE for employees who are approved to work **maxiflex**. Timekeepers will be required to:

- change the employee's master record, **item 12**, Alternate WS, to Code "8"
- double check when they are posting to ensure that Code "8" was saved properly.

This change to item 12 shall take place in the first pay period in which the employee is approved to work maxiflex. This is a **must** as NFC will not recognize maxiflex hours or credit hours earned without the correct WS code.

G

Contacts

If there are questions about this notice, contact the appropriate office according to the following table.

Subject	Location	Contact
Work schedule policy questions	FSA Service Centers	State AO
	States and Field Offices	Sally Reed, HRD at 202-418-9032 FAX: 202-418-9129 E-Mail address: Sally_Reed@wdc.fsa.usda.gov
T&A questions	FSA Service Centers	State AO
	States and Field Offices	Either of the following at KCMO, PD: Carolyn Layden at 816-926-6709 Myrna Highlander at 816-926-6184

Completing FSA-956, Field Office Work Schedule Request

Reproduce Locally. Include form number and date on all reproductions.

FSA-956 (10-19-99)	U.S. DEPARTMENT OF AGRICULTURE Farm Service Agency	PRIVACY ACT STATEMENT Collection of your Social Security Number is authorized by Executive Order 9397 and will be used solely for the purpose of positive identification. Furnishing this information is voluntary.
FIELD OFFICE WORK SCHEDULE REQUEST		

PART A - GENERAL INFORMATION

1. Employee's Name	2. Social Security Number	3. Field Office
4. Type of Requested Change? Permanent <input checked="" type="checkbox"/> Temporary <input type="checkbox"/>	5a. Effective Pay Period of Requested Change	5b. If Temporary, Enter PP to Return to Current Work Schedule
		6. Employment Status FT <input checked="" type="checkbox"/> PT <input type="checkbox"/>

PART B - CURRENT WORK SCHEDULE

7. WORK SCHEDULE TYPE <input type="checkbox"/> Maxiflex - Estimated arrival/departure with glide <input checked="" type="checkbox"/> CWS 5/4/9 - 80 hour pay period of eight 9-hour workdays plus one 8-hour workday - fixed arrival/departure. <input type="checkbox"/> Standard Flexitour - 40 hours per week and 10 workdays per pay period - fixed arrival/departure.	8. WORK SCHEDULE DAYS (Enter "OFF" for nonworkday(s)) <table border="1" style="width:100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th></th> <th colspan="5">WEEK ONE</th> <th colspan="5">WEEK TWO</th> <th rowspan="2">TOTAL PP HOURS</th> </tr> <tr> <th></th> <th>MON</th><th>TUE</th><th>WED</th><th>THU</th><th>FRI</th> <th>MON</th><th>TUE</th><th>WED</th><th>THU</th><th>FRI</th> </tr> </thead> <tbody> <tr> <td>Arrival Time →</td> <td>7:00</td><td>7:00</td><td>7:00</td><td>7:00</td><td>7:00</td> <td>7:00</td><td>7:00</td><td>7:00</td><td>7:00</td><td>Off</td> <td rowspan="3" style="background-color: #cccccc;"></td> </tr> <tr> <td>Depart. Time →</td> <td>4:30</td><td>4:30</td><td>4:30</td><td>4:30</td><td>3:30</td> <td>4:30</td><td>4:30</td><td>4:30</td><td>4:30</td><td>Off</td> </tr> <tr> <td>Daily Hours →</td> <td>9</td><td>9</td><td>9</td><td>9</td><td>8</td> <td>9</td><td>9</td><td>9</td><td>9</td><td>Off</td> <td>80</td> </tr> </tbody> </table>		WEEK ONE					WEEK TWO					TOTAL PP HOURS		MON	TUE	WED	THU	FRI	MON	TUE	WED	THU	FRI	Arrival Time →	7:00	7:00	7:00	7:00	7:00	7:00	7:00	7:00	7:00	Off		Depart. Time →	4:30	4:30	4:30	4:30	3:30	4:30	4:30	4:30	4:30	Off	Daily Hours →	9	9	9	9	8	9	9	9	9	Off	80
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9. Current Work Schedule incorporates which of the following Lunch Breaks? 30 Minutes 45 Minutes 60 Minutes

PART C - REQUESTED WORK SCHEDULE

10a and 10b apply to Maxiflex only.	10a. Amount of Allowable Glide Time 15 Minutes	10b. Time Frame OR _____ am - _____ am																																																									
11. WORK SCHEDULE TYPE <input checked="" type="checkbox"/> Maxiflex - Estimated arrival/departure with glide. <input type="checkbox"/> CWS 5/4/9 - 80 hour pay period of eight 9-hour workdays plus one 8-hour workday - fixed arrival/departure. <input type="checkbox"/> Standard Flexitour - 40 hours per week and 10 workdays per pay period - fixed arrival/departure.	12. WORK SCHEDULE DAYS (Enter "OFF" for nonworkday(s)) <table border="1" style="width:100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th></th> <th colspan="5">WEEK ONE</th> <th colspan="5">WEEK TWO</th> <th rowspan="2">TOTAL PP HOURS</th> </tr> <tr> <th></th> <th>MON</th><th>TUE</th><th>WED</th><th>THU</th><th>FRI</th> <th>MON</th><th>TUE</th><th>WED</th><th>THU</th><th>FRI</th> </tr> </thead> <tbody> <tr> <td>Arrival Time →</td> <td>7:00</td><td>7:00</td><td>7:00</td><td>8:00</td><td>7:00</td> <td>6:30</td><td>7:00</td><td>7:00</td><td>6:00</td><td>Off</td> <td rowspan="3" style="background-color: #cccccc;"></td> </tr> <tr> <td>Depart. Time →</td> <td>4:30</td><td>3:30</td><td>4:30</td><td>4:30</td><td>3:30</td> <td>5:00</td><td>5:30</td><td>4:30</td><td>3:30</td><td>Off</td> </tr> <tr> <td>Daily Hours →</td> <td>9</td><td>8</td><td>9</td><td>8</td><td>8</td> <td>10</td><td>10</td><td>9</td><td>9</td><td>Off</td> <td>80</td> </tr> </tbody> </table>		WEEK ONE					WEEK TWO					TOTAL PP HOURS		MON	TUE	WED	THU	FRI	MON	TUE	WED	THU	FRI	Arrival Time →	7:00	7:00	7:00	8:00	7:00	6:30	7:00	7:00	6:00	Off		Depart. Time →	4:30	3:30	4:30	4:30	3:30	5:00	5:30	4:30	3:30	Off	Daily Hours →	9	8	9	8	8	10	10	9	9	Off	80
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13. Requested Work Schedule incorporates which of the following Lunch Breaks? 30 Minutes 45 Minutes 60 Minutes

14. Employee's Signature <i>/s/ Jane Doe</i>	Date <i>XX-XX-XX</i>	15. Received by Timekeeper (Initials) Date
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PART D - APPROVAL/DISAPPROVAL

16. This request is: APPROVED AS REQUESTED <input type="checkbox"/> DISAPPROVED <input type="checkbox"/> APPROVED AS REVISED <input type="checkbox"/>	17. Reason for Disapproving Request
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18. Approving Official's Signature	Date
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The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2800 (voice and TDD). To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice or TDD). USDA is an equal opportunity provider and employer.

ORIGINAL - Timekeeper COPY - Employee

Completing FSA-958, Work Schedule Log

REPRODUCE LOCALLY. Include form number and date on all reproductions.

FSA-958 (09-15-99)		U.S. DEPARTMENT OF AGRICULTURE Farm Service Agency		WORK SCHEDULE LOG		PRIVACY ACT STATEMENT Collection of your social security number is authorized by Executive Order 9397 and will be used solely for the purpose of positive identification. Furnishing this information is voluntary.		NAME OF EMPLOYEE		SOCIAL SECURITY NO.							
						PAY PERIOD		YEAR		WORK SCHEDULE TYPE Maxiflex							
REGULAR TIME/ PAY STATUS LEAVE	FIRST WEEK HOURS						SECOND WEEK HOURS						TC	TOTAL HOURS WEEK ONE	TOTAL HOURS WEEK TWO		
	SUN	MON	TUES	WED	THUR	FRI	SAT	SUN	MON	TUES	WED	THUR	FRI	SAT			
(01) REGULAR TIME		9	8	9	6	7		7.2	10	9			OFF		01	39	26.2
(61) ANNUAL LEAVE								2.2							61		2.2
(62) SICK LEAVE					2										62	2	
(50) CREDIT HOURS USED						1						1			50	1	1
(66) Admin. Leave												8			66		8
()															42	38
NONPAY STATUS																	
(29) CREDIT HRS. EARNED			1							1					29	1	1
(32) COMP. TIME EARNED															32		
(71) LWOP															71		
()																
	FIRST WEEK						SECOND WEEK										
	REGULAR TIME		CREDIT HOURS		OVERTIME/COMP.TIME		REGULAR TIME		CREDIT HOURS		OVERTIME/COMP.TIME						
	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT			
SUN																	
MON	7:00	4:30					9:00	5:00									
TUES	7:15	3:45	3:45	4:45			7:05	5:35									
WED	6:45	4:15					7:11	4:41	4:41	5:41							
THUR	8:00	2:30					HOLIDAY	HOLIDAY									
FRI	6:45	2:15					OFF	OFF									
SAT																	
SIGNATURE OF EMPLOYEE		DATE		SUPERVISOR'S INITIALS		DATE		TIMEKEEPER'S INITIALS		DATE							
/s/ Jane Doe		XX-XX-XX															