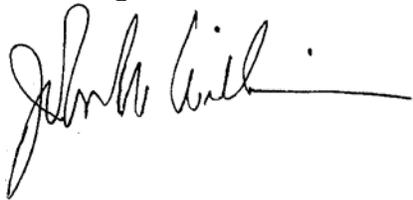


For: APFO and State and County Offices

Work Schedule (WS) Policy for Nonbargaining Unit State and County Offices

Approved by: Deputy Administrator, Management



1 Overview

A Background

SED's are delegated the authority to administer WS policies **in nonbargaining unit States**.

B Purpose

This notice:

- provides definitions for WS terminology
- provides SED's with authority to implement **all** or **part** of WS options
- describes all approved Field Office WS options
- provides SED's and other supervisors with tools and information to help manage WS's
- defines and clarifies the following WS policies:
 - morning and/or afternoon breaks
 - the requirement for prior approval to earn credit hours
 - there is **no automatic entitlement** to credit hours for arriving early or staying late
 - supervisory and employee responsibilities for earning credit hours
 - the requirement for recording arrival and departure times, with leave, on a daily basis on FSA-958 (Exhibit 1)
 - filing approved FFAS-956 (Exhibit 2).

Disposal Date	Distribution
October 1, 2008	APFO and State Offices; State Offices relay to County Offices

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1 Overview (Continued)

C Approved FSA WS Options

The following table briefly describes each of the approved Field Office WS options.

Option	Explanation
Standard (fixed)	<p>Employee works 8-hour days, 5 days a week, for a total of 40 hours a week. Arrival and departure times each workday are fixed; there is no glide time flexibility.</p> <p>Credit hours may not be earned.</p>
CWS 5/4/9 (compressed) (fixed)	<p>Employee works eight 9-hour days and one 8-hour day with 1 nonworkday each pay period. Arrival and departure times each workday are fixed; there is no glide time flexibility.</p> <p>Credit hours may not be earned.</p>
CWS 4/10 (compressed) (fixed)	<p>Employee works eight 10-hour days with 2 nonworkdays each pay period. Arrival and departure times each workday are fixed; there is no glide time flexibility.</p> <p>Credit hours may not be earned.</p>
Maxiflex (flexible)	<p>Full-time (FT) employees must work an 80-hour pay period of 10 or fewer workdays per pay period, Monday through Friday. Employees working maxiflex must be allowed glide time. Employees must establish:</p> <ul style="list-style-type: none"> • daily work hours of no less than 6 hours and no more than 10 hours on a given workday, excluding unpaid lunch breaks and credit hours • an approximate daily arrival time on FFAS-956. <p>Daily work hours, including glide time, must cover core hours. See subparagraph:</p> <ul style="list-style-type: none"> • 3 C for core hours • 4 D for minute-to-minute time accounting • 5 C for a definition of glide time. <p>Employees working a maxiflex WS may request to work a 5/4/9 or 4/10 “like” WS or they may request to work every day Monday through Friday, but they must establish how many hours they plan to work each workday on FFAS-956.</p>

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1 Overview (Continued)

D Contacts

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

Subject	Location	Contact
Notice and WS policy questions.	County Offices	State Office contact
	APFO and State Offices	Susan Brown, HRD at either of the following: <ul style="list-style-type: none">• 202-401-0066• (FAX) 202-205-9140.
System for Time and Attendance Reporting (STAR) WEB Time and Attendance (T&A) questions.	County Offices	State Office T&A contact
	APFO and State Offices	Either of the following at the Kansas City Human Resources Office: <ul style="list-style-type: none">• Patricia Gepford at 816-926-6259• Anne Wheeler at 816-926-6184.

2 County Offices

A Administrator Action for County Offices

The Administrator:

- asks that Farm Loan Managers (FLM's) and CED's work together to establish common WS policies for all employees, both GS and CO, reporting to the **same** County Office
- encourages CED's to work closely with the County Food and Agriculture Council Committees and other Service Center managers to ensure that Service Center WS policies are fairly and equitably managed for the benefit of all Service Center employees.

B County Office WS Flexibility

The different agencies that staff 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 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 employees in an office. County Offices with large staffs will be able to allow more flexibility than offices with smaller staffs.

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3 General WS Policy

A Daily Work Hours

Daily work hours are those hours during which an employee must establish their WS. This applies to all FSA WS options.

Policy: Established daily work hours shall begin no earlier than **6 a.m.** and end no later than **6 p.m.** on FFAS-956. For an employee working maxiflex, their daily work hours begin upon arrival at work, unless on approved leave.

B Official Office Hours

Official office hours are those hours during which 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 SED and STC for State and County Offices, and APFO Director.

Note: Using maxiflex WS's should enable some offices to extend their customer service hours, that is, open earlier than 8 a.m. or stay open later than 4:30 p.m.

C Core Hours

Core hours are those daily hours during which a **FT** employee must be at work or on approved leave, except for nonworkdays.

Policy: Core hours:

- shall be **9 a.m. to 3:30 p.m.**, which allows for a 6-hour minimum workday
- do **not** apply to part-time (PT) employees, unless they are required to work core hours
- include a 30-minute **unpaid** lunch break.

Note: For additional information about lunch breaks, see subparagraph D.

Note: For information about morning and afternoon breaks, see subparagraph E.

Morning Flexible Time Band	Core Time	Afternoon Flexible Time Band
6 a.m. to 9 a.m.	9 a.m. to 3:30 p.m.	3:30 p.m. to 6 p.m.

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3 General WS Policy (Continued)

D Lunch Breaks

Lunch breaks shall be taken between 11:30 a.m. and 1:30 p.m. All daily WS's of more than 6 hours must include a 30-minute unpaid lunch break. The scheduling of lunch breaks within an office shall be worked out informally between the employees and their supervisor, but there must be office coverage during all official office hours. Supervisors may **not** force an employee to work more than 6 hours without a lunch or meal break.

Employees **cannot**:

- **work through their lunch break and leave work early**

Note: If a FT employee leaves work before 3:30 p.m. or before completing their established daily work hours, they must take **approved** leave.

- claim overtime, compensatory time, or credit hours during their lunch break
- combine their lunch break with an approved morning or afternoon break.

Note: Supervisors may approve an occasional or fixed lunch break of 45 or 60 minutes, but the employee's daily work hours must be adjusted to make up for the extended lunch break at the end of the **same** scheduled workday.

E Morning and/or Afternoon Breaks

This is a reminder that morning and/or afternoon breaks are **discretionary** and must be approved by SED or a delegated supervisory official. There is **no entitlement** to morning or afternoon breaks and employees, who are allowed breaks, need to be aware that they are in pay status and:

- their supervisor must be able to locate them during their break
- if an employee leaves the building premises, they must take leave
- smoking during breaks shall take place **outside** the Service Center on building premises
- morning breaks shall be taken between 9 and 11 a.m.
- afternoon breaks shall be taken between 2 and 3:30 p.m.

Notice PM-2610

3 General WS Policy (Continued)

E Morning and/or Afternoon Breaks (Continued)

- breaks shall **not** be combined with unpaid lunch breaks to extend the lunch period
- breaks shall **not** be taken immediately upon arrival at work or immediately preceding departure from work.

Note: Morning and/or afternoon breaks shall **not** interrupt or compromise customer service, office coverage, or the mission of the agency. This subparagraph does not apply to Field Office employees while in travel status.

4 Establishing WS's, Keeping Daily Work Logs, and Requesting Leave

A FFAS-956, FSA and RMA Work Schedule Request (Including All Field Offices)

Each employee **must complete** FFAS-956 to establish or change their biweekly WS. The completed FFAS-956 must then be approved by the employee's first-line supervisor before the employee may begin the requested WS. All newly approved WS's are effective on the first day of the next pay period following their approval. Also, employees may **not** request a WS change from maxiflex to a fixed WS or vice-versa more than once during a 6-month period.

Each employee **must** have an approved FFAS-956 on file in their T&A folder. T&A's and FFAS-956's must be kept for 6 years. Employees can find FFAS-956 on the FSA Intranet at <http://intranet.fsa.usda.gov/fsa> under the "Forms" link.

FSA WS choices are 1 of the following:

- maxiflex
- standard flexitour
- CWS 5/4/9
- CWS 4/10.

Important: Employees must establish a daily arrival and departure time and indicate the number of hours to be worked each workday. Daily work hours, including maxiflex glide time, must cover core hours, 9 a.m. to 3:30 p.m.

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4 Establishing WS's, Keeping Daily Work Logs, and Requesting Leave (Continued)

B WS Conflicts

If work scheduling conflicts arise when establishing or changing a permanent WS, it is recommended that the employees involved be allowed to resolve the conflict.

If an agreement cannot be made between the parties involved, the supervisor shall make the final decision. When necessary, seniority with FSA or its predecessor agencies shall be considered before the employee's service computation date (SCD) for leave.

C FSA-958, Work Schedule Log

All employees shall record their arrival and departure times on a daily basis using FSA-958 and minute-to-minute time accounting practices; see subparagraph D. Employees shall also record the starting and ending times of all overtime, compensatory time, and credit hours. WS logs **shall not** be filled out in advance of being worked, **except** for the recording of pre-approved leave or unless otherwise instructed by NFC or a supervising official.

At the end of each pay period, **employees must:**

- calculate and enter their weekly hours in the right-hand columns of FSA-958
- verify that leave hours reported on FSA-958 match the dates and hours approved on each leave document
- attach all approved leave documents, e-mail approvals, medical certificates (when required), and any other documentation that applies to the pay period to FSA-958
- sign and date FSA-958 in ink
- give completed FSA-958's to the appropriate timekeeping official for data entry into STAR WEB.

Note: At the end of the pay period, supervisors who have elected to approve leave of less than 1 workday verbally, shall forward a copy of the informal log to the timekeeper. The timekeeper will use the log to verify the accuracy of leave reported on FSA-958's.

COC members shall:

- use FSA-958's to record their work time
- submit FSA-958 in the pay period work was performed.

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4 Establishing WS's, Keeping Daily Work Logs, and Requesting Leave (Continued)

D Minute-to-Minute Time Accounting

Minute-to-minute time accounting is the recording of actual clock time. In the bottom portion of FSA-958, employees shall use minute-to-minute time accounting to record daily arrival and departure times for regular time, credit hours, overtime, and compensatory time.

Example: An employee working maxiflex with an established 9-hour workday arrives at work at 7:38 a.m. This employee may depart from work exactly 9½ hours later at 5:08 p.m.

E OPM-71, Request for Leave or Approved Absence

All leave must be approved in advance, when practicable. Employees must use OPM-71 (Exhibit 3) for all leave requests.

5 Maxiflex WS Information

A Maxiflex WS's

Maxiflex is a **flexible WS** and, by regulation, can take on many different forms. Each Federal agency that authorizes the use of maxiflex has the authority to determine their own policy for its use. FSA guidelines for maxiflex will follow "General WS Policy" in this notice and will include policy for the following:

- established arrival time
- glide time
- daily work hours
- nonworkdays
- credit hours.

Maxiflex requires daily arrival flexibility and FSA will use the term **glide time** when referring to this flexibility. See subparagraph C for a definition of glide time.

5 Maxiflex WS Information (Continued)

B Established Arrival Time

Established arrival time refers to the approximate clock time that the employee expects to arrive at work on any given workday as noted on their approved FFAS-956. The employee's **actual** arrival time each workday may vary from their established arrival time by the amount of glide time that has been approved by their supervisor. If an employee arrives **after** their glide period has ended, then leave shall be charged.

C Glide Time

Maxiflex's daily arrival flexibility will be termed "**glide time**". Supervisors are responsible for establishing "glide time" policy for the employees in their office. For FT employees, their daily work hours plus allowable glide time must cover core hours each workday.

HRD recommends 30 minutes of glide time **before** and 30 minutes **after** the employee's established arrival time, but allowable glide time can be as short as 15 minutes.

Example: A FT employee is approved for an established arrival time of **7:30 a.m.** and plans to work **9 hours**, then the employee is expected to:

- arrive at work between 7 a.m. and 8 a.m. (during glide time)
- work core hours, 9 a.m. to 3:30 p.m.
- take a 30-minute unpaid lunch break
- take leave, if they arrive after 8 a.m.
- work an established 9-hour workday.

Morning glide time shall not begin before 6 a.m. or end after 9 a.m.

Example: If an employee requests an established arrival time of 9 a.m. and the supervisor is allowing 30 minutes before/after glide in the office, then they have limited their glide flexibility to only 30 minutes from 8:30 until 9 a.m.

Important: Daily work hours, including maxiflex allowable glide time, must cover core hours 9 a.m. to 3:30 p.m.

Notice PM-2610

5 Maxiflex WS Information (Continued)

D Maxiflex Daily Work Hours Policy

FT employees may request a daily WS of no less than 6 hours and no more than 10 hours, excluding a 30-minute unpaid lunch break and credit hours. Also, a 9-hour or 10-hour workday may be followed by a 6-hour workday as long as the work hours for the pay period equal 80.

PT employees may also request to work maxiflex. There are no minimum daily work hour requirements, but the maximum is 10 hours, **excluding** credit hours. If a PT employee works more than 6 hours, they must take a 30-minute lunch. Their total established work hours each pay period must equal the number of hours they are approved to work on a biweekly basis, no less than 32 hours and no more than 64 hours a pay period. PT employees are not required to work core hours unless so directed.

E Nonworkdays Per Pay Period

Supervisors have the authority to limit **maxiflex** nonworkdays to just **1 nonworkday** per pay period. The maximum number of nonworkdays per pay period under maxiflex that can be requested and approved is **2**. FT employees working maxiflex may also choose to work 5 days a week with no nonworkdays.

F Credit Hour Regulations

OPM regulations allow agencies to authorize the earning of credit hours to employees who work a flexible WS, such as maxiflex. Credit hours must be worked **voluntarily** and cannot be ordered or directed by management. For a FT employee, credit hours are those hours worked in excess of their **established daily work hours** or in excess of an 80-hour pay period. A PT employee may also earn credit hours for those hours worked in excess of their established daily work hours or in excess of their approved biweekly work hours.

Exception: Credit hours **cannot** be earned on Saturday, Sunday, holidays, or any nonworkday (scheduled day off).

Note: Credit hours are earned in 15-minute increments, but OPM regulations do not allow more than **24 hours** of credit time to be brought forward from 1 pay period to the next. Credit hours **in excess of 24 hours** at the end of the pay period are automatically forfeited.

5 Maxiflex WS Information (Continued)

G FSA Policy for Earning Credit Hours

FSA has authorized the earning of credit hours by employees working a **maxiflex** WS.

Credit Hour Policy:

- **Credit hours must be requested and approved in advance of being worked by the employee's first-line supervisor, no exceptions.**
- Supervisors are responsible for ensuring that there is **appropriate work** to be accomplished **before** approving credit hours.

Credit hours:

- can be approved on a **daily, weekly, or project** basis
- shall be earned and used in 15-minute increments only

Note: Fractional minutes (less than 15 minutes) cannot be carried forward and added to credit time worked on another workday.

- may only be earned between the hours of 6 a.m. and 6 p.m.
- are hours voluntarily worked in excess of a:
 - FT employee's established daily work hours or in excess of an 80-hour pay period
 - PT employee's established daily work hours or in excess of approved biweekly work hours
- may be earned and used in the same pay period, but must be earned **before** they can be used
- balances must be paid at a regular hourly rate when an employee resigns, retires, or transfers to another agency
- balances may be kept by an employee who changes from maxiflex to a fixed WS if they eventually plan to return to a maxiflex WS **or** the employee may request payment; see paragraph 8 for WS code changes
- accumulations of **more than 24 hours** at the end of the pay period cannot be carried forward to the next pay period; therefore, excess credit hours are forfeited

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5 Maxiflex WS Information (Continued)

G FSA Policy for Earning Credit Hours (Continued)

- may **only** be earned in travel status when performing **work**-related tasks, and when this time is not otherwise compensable

Note: This means, for example, the employee cannot earn both credit hours and compensatory time for travel for the same period.

- may be approved to attend work-related evening meetings after 6 p.m. (meeting portion **only**, no to/from travel time)
- may be earned by “Schedule C” employees
- **cannot** be earned:
 - without prior approval
 - on Saturday, Sunday, holidays, or any nonworkday (scheduled day off)
 - during core hours, lunch break, or other breaks
 - while traveling, that is driving a motor vehicle or operating a transportation device
 - by Senior Executive Service employees.

Important: **There is no automatic entitlement to credit hours when staying late or working more than the established work hours.** Credit hours must be approved in advance of being worked, no exceptions.

H Credit Hours Instead of Overtime/Compensatory Time

Credit hours may be requested and approved instead of earning overtime or compensatory time for time worked **only**. See 32-PM for more information on overtime and compensatory time.

6 WS Responsibilities

A Supervisory Responsibilities

Supervisors are responsible for:

- allowing the use of maxiflex WS's, where authorized
- establishing **maxiflex glide time** policy for their office; see subparagraph 5 C for glide time details
- reviewing and approving FFAS-956's for each employee
- discussing WS alternatives with an employee when a requested WS cannot be approved
- certifying all FFAS-956's, OPM-71's, FSA-958's, and STAR WEB T&A documents
- **ensuring that there is appropriate work to be accomplished before** approving an employee's request to work credit hours
- coordinating employee WS's to ensure **adequate staff coverage for all** FSA programs and operations during "official office hours"
- maintaining FSA's high standards for program delivery and services
- suspending WS's or rescheduling nonworkdays when office coverage becomes an issue or if an exigency of public business occurs
- seeking advice from SED, DD, or the Administrative Officer if WS problems or questions arise.

B SED and DD Responsibilities

SED's and DD's shall:

- monitor the effectiveness of FSA's WS options
- provide advice and take whatever action is necessary to ensure the efficient delivery of FSA programs and customer services within their State or District.

Notice PM-2610

6 WS Responsibilities (Continued)

C Employee Responsibilities

All FSA employees shall:

- complete FFAS-956 to establish or change their biweekly WS
- have FFAS-956 approved by their supervisor before starting a new WS
- keep a copy of their approved FFAS-956
- record on a **daily** basis their arrival and departure times, overtime, compensatory time, credit hours, and leave using FSA-958
- request and receive approval for all leave in advance by completing OPM-71, when possible
- **complete FSA-958 at the end of the pay period** by calculating and entering the totals for weeks 1 and 2 before submitting for T&A data entry
- sign, date, and attach all approved leave slips and medical documentation, when appropriate, to FSA-958
- not request to work credit hours **unless** there is appropriate work that needs to be accomplished
- read the holiday pay rules; see paragraph 7
- be responsible for **tracking their own credit hour balance** to avoid forfeiture at the end of a pay period
- understand that their immediate supervisor cannot allow the use of **excess** credit hours (hours over 24) if coverage of “official office hours” or the mission of the agency is jeopardized.

7 **Holidays**

A Holidays on a Maxiflex WS

FT employees, who are approved to work **maxiflex**, are limited by law to **8 hours of holiday pay** on:

- a Federal holiday
- an **in-lieu-of holiday**
- a day excused by Executive Order, unless otherwise defined.

If a holiday falls on an established workday of:

- **more than 8 hours**, the employee may choose either of the following options:
 - request approval to make up the hours over “8” on another workday within the **same** pay period
 - request to use leave or credit hours
- **less than 8 hours**, the employee may claim 8 hours of holiday pay and adjust their maxiflex WS for the pay period accordingly.

PT employees approved to work **maxiflex** are only entitled to receive holiday pay for the work hours they are scheduled to work on a day designated as a holiday, up to a maximum of **8 hours**. There is **no holiday pay entitlement** or in-lieu-of holiday entitlement when a holiday falls on a PT employee’s established nonworkday.

B Holidays on CWS or Flexitour WS

FT employees, who work either a **fixed CWS** or **standard fixed WS**, are entitled to holiday pay **equal to the hours** they are scheduled to work on a day designated as a holiday or in-lieu-of holiday. For a FT employee, this may be 8, 9, or 10 hours.

PT employees working a **fixed WS** may only receive holiday pay for the work hours they are **scheduled** to work on a day designated as a holiday. There is **no holiday pay entitlement** or in-lieu-of holiday entitlement for PT employees if a holiday falls on a scheduled **nonworkday**.

Intermittent employees are not entitled to holiday pay.

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8 Information for T&A Data Entry Staff

A Important Timekeeping Information

NFC requires that a specific **WS** code be entered into an employee's T&A master record. This code varies depending on the type of WS the employee is approved to work. **It is imperative that this WS code be correct.** See the STAR WEB or STAR-client Training Manual for information on WS codes.

FSA-958, Work Schedule Log

The following is an example of FSA-958.

This form is available electronically.
FSA-958 U.S. DEPARTMENT OF AGRICULTURE
 (08-15-98) 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.: _____
 YEAR: _____ PAY PERIOD: _____ WORK SCHEDULE TYPE: _____

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																	
(61) ANNUAL LEAVE																	
(62) SICK LEAVE																	
(50) CREDIT HOURS USED																	
(66)																	
()																	
NONPAY STATUS																	
(29) CREDIT HRS. EARNED																	29
(32) COMP. TIME EARNED																	32
(71) LWOP																	71
()																	
																	TOTAL

	FIRST WEEK				SECOND WEEK			
	REGULAR TIME	CREDIT HOURS	OVERTIME/COMP. TIME	TOTAL	REGULAR TIME	CREDIT HOURS	OVERTIME/COMP. TIME	TOTAL
SUN	IN	OUT	IN	OUT	IN	OUT	IN	OUT
MON								
TUES								
WED								
THUR								
FRI								
SAT								

SIGNATURE OF EMPLOYEE: _____ DATE: _____ SUPERVISOR'S INITIALS: _____ DATE: _____
 TIME/KEEPER'S INITIALS: _____ DATE: _____

FFAS-956, FSA and RMA Work Schedule Request (Including All Field Offices)

The following is an example of FFAS-956.

This form is available electronically.

FFAS-956 (08-11-06)		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.																																																																																																																																																																																																																																																																															
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<input type="checkbox"/> Maxiflex - 80 hour pay period of 10 or fewer workdays. <input type="checkbox"/> CWS 5/4/9 - 80 hour pay period of eight 9-hour workdays plus one 8-hour workday. <input type="checkbox"/> CWS 4/10 - 80 hour pay period of four 10-hour workdays per week. <input type="checkbox"/> Variable Day - 40 hours per week and 10 workdays per pay period. <input type="checkbox"/> Standard - 40 hours per week and 10 workdays per pay period.		<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2"></th> <th colspan="5">WEEK ONE</th> <th colspan="5">WEEK TWO</th> <th rowspan="2">TOTAL PP HOURS</th> </tr> <tr> <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></td><td></td><td></td><td></td><td></td> <td></td><td></td><td></td><td></td><td></td> <td></td> </tr> <tr> <td>Depart. Time</td> <td></td><td></td><td></td><td></td><td></td> <td></td><td></td><td></td><td></td><td></td> <td></td> </tr> <tr> <td>Hours</td> <td></td><td></td><td></td><td></td><td></td> <td></td><td></td><td></td><td></td><td></td> <td></td> </tr> </tbody> </table>					WEEK ONE					WEEK TWO					TOTAL PP HOURS	MON	TUE	WED	THU	FRI	MON	TUE	WED	THU	FRI	Arrival Time												Depart. Time												Hours																																																																																																																																																																																																																															
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10a and 10b apply to Maxiflex only. (For Field Offices Only)		10a. Amount of Allowable Glide Time _____ Minutes		OR 10b. Time Frame _____ am - _____ am																																																																																																																																																																																																																																																																															
11. WORK SCHEDULE TYPE		12. WORK SCHEDULE DAYS (Enter "OFF" for Maxiflex or CWS nonworkday(s))																																																																																																																																																																																																																																																																																	
<input type="checkbox"/> Maxiflex - 80 hour pay period of 10 or fewer workdays. <input type="checkbox"/> CWS 5/4/9 - 80 hour pay period of eight 9-hour workdays plus one 8-hour workday. <input type="checkbox"/> CWS 4/10 - 80 hour pay period of four 10-hour workdays per week. <input type="checkbox"/> Variable Day - 40 hours per week and 10 workdays per pay period. <input type="checkbox"/> Standard - 40 hours per week and 10 workdays per pay period.		<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2"></th> <th colspan="5">WEEK ONE</th> <th colspan="5">WEEK TWO</th> <th rowspan="2">TOTAL PP HOURS</th> </tr> <tr> <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></td><td></td><td></td><td></td><td></td> <td></td><td></td><td></td><td></td><td></td> <td></td> </tr> <tr> <td>Depart. Time</td> <td></td><td></td><td></td><td></td><td></td> <td></td><td></td><td></td><td></td><td></td> <td></td> </tr> <tr> <td>Hours</td> <td></td><td></td><td></td><td></td><td></td> <td></td><td></td><td></td><td></td><td></td> <td></td> </tr> </tbody> </table>					WEEK ONE					WEEK TWO					TOTAL PP HOURS	MON	TUE	WED	THU	FRI	MON	TUE	WED	THU	FRI	Arrival Time												Depart. Time												Hours																																																																																																																																																																																																																															
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<small>The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program. (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) 720-2600 (voice and TDD). To file a complaint of discrimination, write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20260-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TDD). USDA is an equal opportunity provider and employer.</small>																																																																																																																																																																																																																																																																																			
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OPM-71, Request for Leave or Approved Absence

The following is an example of OPM-71.

Request for Leave or Approved Absence					
1. Name (Last, first, middle)			2. Employee or Social Security Number		
3. Organization					
4. Type of Leave/Absence				5. Family and Medical Leave	
Check appropriate box(es) and enter date and time below <input type="checkbox"/> Accrued annual leave <input type="checkbox"/> Restored annual leave <input type="checkbox"/> Advance annual leave <input type="checkbox"/> Accrued sick leave <input type="checkbox"/> Advance sick leave	Date		Time		Total Hours
	From	To	From	To	
Purpose: <input type="checkbox"/> Illness/injury/incapacitation of requesting employee <input type="checkbox"/> Medical/dental/optical examination of requesting employee <input type="checkbox"/> Care of family member, including medical/dental/optical examination of family member, or bereavement <input type="checkbox"/> Care of family member with a serious health condition <input type="checkbox"/> Other				If annual leave, sick leave, or leave without pay will be used under the Family and Medical Leave Act of 1993 (FMLA), please provide the following information: <input type="checkbox"/> I hereby invoke my entitlement to family and medical leave for: <input type="checkbox"/> Birth/Adoption/Foster care <input type="checkbox"/> Serious health condition of spouse, son, daughter, or parent <input type="checkbox"/> Serious health condition of self	
<input type="checkbox"/> Compensatory time off					
<input type="checkbox"/> Other paid absence (specify in remarks)					
<input type="checkbox"/> Leave without pay					
6. Remarks					
7. Certification: I certify that the leave/absence requested above is for the purpose(s) indicated. I understand that I must comply with my employing agency's procedures for requesting leave/approved absence (and provide additional documentation, including medical certification, if required) and that falsification of information on this form may be grounds for disciplinary action, including removal.					
7a. Employee signature			7b. Date signed		
8a. Official action on request <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved (If disapproved, give reason. If annual leave, initiate action to reschedule.)					
8b. Reason for disapproval					
8c. Signature			8d. Date signed		
Privacy Act Statement Section 6311 of title 5, United States Code, authorizes collection of this information. The primary use of this information is by management and your payroll office to approve and record your use of leave. Additional disclosures of the information may be: To the Department of Labor when processing a claim for compensation regarding a job connected injury or illness; to a State unemployment compensation office regarding a claim; to Federal Life Insurance or Health Benefits carriers regarding a claim; to a Federal, State, or local law enforcement agency when your agency becomes aware of a violation or possible violation of civil or criminal law; to a Federal agency when conducting an investigation for employment or security reasons; to the Office of Personnel Management or the General Accounting Office when the information is required for evaluation of leave administration; or the General Services Administration in connection with its responsibilities for records management. Public Law 104-134 (April 26, 1996) requires that any person doing business with the Federal Government furnish a social security number or tax identification number. This is an amendment to title 31, Section 7701. Furnishing the social security number, as well as other data, is voluntary, but failure to do so may delay or prevent action on the application. If your agency uses the information furnished on this form for purposes other than those indicated above, it may provide you with an additional statement reflecting those purposes.					