

## SECTION 8 - ESTABLISHING AN ALTERNATIVE WORK SCHEDULE

### 8.1 Work Schedule Request, HUD-25017

The form HUD 25017, Work Schedule Request is used to document the employee's request and the supervisor's approval of a Flexitour work schedule or a compressed work schedule; or the employee's voluntary ending of participation in the AWS Program, to work official business hours.

### 8.2 Form File Maintenance:

The form HUD-25017, Work Schedule Request, is maintained in the employee's time and attendance record file.

### 8.3 Initiating an Alternative Work Schedule:

- An employee may initiate a Flexitour work schedule by submitting form HUD-25017, Work Schedule Request, to the immediate supervisor prior to the pay period in which the schedule is proposed to begin.
- To begin a 5-4/9 CWS or a 4-10 CWS, the employee must submit a form HUD-25017, Work Schedule Request, to the immediate supervisor at least two weeks prior to the start of the pay period in which the schedule is proposed to begin. Managers and supervisors are eligible for 5-4/9 CWS only.

### 8.4 Duration of an Alternative Work Schedule:

The pre-selected arrival time will remain in effect until a written request for a work schedule change is submitted or a management change (temporary or permanent) is effected for job-related reasons.

### 8.5 Guidelines for Supervisor's Decision on Compressed Work Schedule Requests:

Management shall determine the scheduled day off for all employees using the following guidelines:

- Days off shall be scheduled so as to minimize the number of employees who are off on the same day.
- In scheduling days off, supervisors shall give due consideration to work requirements and the preferences of individual employees.
- In the event of a conflict among employees regarding the scheduling of days off, supervisors may, if appropriate, give the affected employees an opportunity to resolve such conflicts among themselves.

**8.6**     Reasonable Schedules:

- An approved compressed work schedule must be compatible with the duties of the position and provide for the employee's presence during all scheduled hours, unless leave is approved.
- Flexitour schedules for managers and supervisors must be established in a manner that ensures adequate supervisory coverage during all official business hours.
- A Flexitour schedule for a manager or supervisor may not interfere with the ability of the organization to effectively manage and meet its workload and programmatic objectives.

**8.7**     Notification of Approved Requests:

Prior to the start of a 5-4/9 CWS or a 4-10 CWS, the supervisor will provide the employee with a copy of the form HUD-25017, Work Schedule Request, indicating the approved schedule.

The original of the approved form shall be provided to the employee's timekeeper.

**8.8**     Denial of Request for a Compressed Work Schedule:

If the request for a compressed work schedule is denied, the supervisor will explain the reasons for the denial to the employee orally, or in writing if requested.

If the denial is resolved through discussion, the new schedule and the approval must be documented on a new form HUD-25017.