



Metro SafeTrack: Work Schedule Flexibilities

NIH offers a variety of Work Schedule Flexibilities to assist employees in balancing the demands of the workplace with their personal responsibilities. Such flexibilities can also be used to assist employees with commuting concerns due to current and future road construction projects. During Washington Metropolitan Area Transit Authority's (WMATA) SafeTrack maintenance program over the next year, supervisors and employees are encouraged to explore whether workplace flexibilities may alleviate transportation issues.

Alternative Work Schedule (AWS) – AWS is a broad term that provides an alternative to the standard 8:30 a.m. to 5 p.m., Monday through Friday workweek and can assist employees in balancing the demands of the workplace with their personal responsibilities. AWS encompasses both Compressed Work Schedules (CWS) and Flexible Work Schedules (FWS).

Compressed Work Schedule (CWS) – For a full-time employee, an 80-hour bi-weekly basic work requirement that is scheduled for less than 10 workdays. Employees on a CWS worker longer days and as a result have several Regular Days Off each pay period. These schedules are fixed and include 5/4/9 and 4/10 work schedules.

Flexible Work Schedule (FWS) - For a full-time employee, an 80-hour bi-weekly basic work requirement that allows an employee some flexibility to determine his or her own tour of duty, *within the parameters and under the requirements set by the IC*. These schedules include Flexitour, Gliding, and Maxiflex. With supervisory approval, employees on a Flexible Work Schedule may elect to earn and use credit hours. Credit hours are those hours that an employee elects to work in excess of their basic work requirement so as to vary the length of a workweek or workday. Some examples of FWS includes:

- **Gliding** – A full-time employee has a basic work requirement of 8 hours in each day and 40 hours in each week, may select a starting and stopping time each day, and may change starting and stopping times daily within the established flexible hours.
- **Flexitour** – An employee is allowed to select starting and stopping times within the flexible hours. Once selected, the hours are fixed until the Institute/Center provides an opportunity to select different starting and stopping times.
- **Flexible 9.5/10.5** – A full-time employee combines a Compressed Work Schedule with the ability to Glide, varying the start and stop times while working the fixed number of hours for the particular CWS for each day.
- **Maxiflex** – A full-time employee may, within the limits established for the organization: vary their start and end time each workday, vary the total number of hours worked each workday, split their schedule up to 3 times in one workday, and/or vary the total number of hours worked each week.

Telework – Telework allows employees to complete their workday at home, at a telework center, or at an approved alternative location. By working remotely, employees can reduce the number of days they need to travel to the office. With supervisory approval, employees can telework on a regular or ad hoc basis.

For additional information, please contact WorkFlex@nih.gov.