

### FLEXIBLE WORK SCHEDULES

1. **PURPOSE:** To establish the modified flexitour work schedule for the Atlanta Regional Office.
2. **POLICY:** The opportunity to establish a modified flexitour shall be given to all employees. Schedules may vary by division, section, or unit based on the hours established by management to perform the mission and meet the requirements of the division.
3. **RESPONSIBILITIES:** In authorizing flexible work schedules, division chiefs, and subordinate supervisors are responsible for assuring that sufficient numbers and kinds of personnel are present and working to carry out the operations of the division, section or unit in an efficient and economical manner. These officials will assure that employees are treated equitably in authorizing flexible work schedules, breaks, and lunch periods in the administration of the program.
4. **PROCEDURES:** The authorized flexible time band will be from 6:15 a.m. to 5:45 p.m. A 15-minute period of flexibility is allowed on either side of the authorized starting and departing times. The core time band when all employees are expected to be present at work will be from 9:00 a.m. to 2:30 p.m. Considering the 15-minute flexibility, employees will start his/her tour of duty no earlier than 6:00 a.m. and must complete their scheduled tour of duty by 6:00 p.m.

**EXAMPLE:** An employee selecting 7:30 a.m. as a starting time may report for work anytime between 7:15 a.m. and 7:45 a.m. If an employee arrives for duty at 7:20 a.m., this becomes the employee's starting time for that day. With a half-hour lunch period and an 8-hour tour of duty, the departure time would be 3:50 p.m. If the same employee reports at 7:05 a.m., his or her starting time would not begin until 7:15 a.m. The same employee arriving for work at 7:50 a.m. is 5 minutes tardy.

5. All work schedules will provide a basic work week of 40 hours with employees working eight hours each day of the basic work week.
6. Employees must choose their time of departure consistent with these time limits. Selected work schedules must also be consistent with the duties and responsibilities of their position. Occasional changes in schedules may be granted for one day's duration providing requests are submitted at least one day in advance and approved by the employee's supervisor. All employees will be given the opportunity to request a change to their established tour of duty during a quarterly open season or when an occasional change is mutually agreed to by the supervisor and the employee based upon the staffing requirements of the division.

7. A lunch period of 30 minutes duration for which no compensation is received is authorized to begin no earlier than 11:00 a.m. and end no later than 1:30 p.m. An employee may request an extended lunch period up to 30 minutes for a total period of one hour. To complete the eight-hour workday, the employee may either start work up to 30 minutes earlier than his/her established work schedule or work up to an additional 30 minutes at the end of the previously scheduled tour of duty. The employee may not start his/her tour of duty earlier than the authorized starting time of the division and must complete their scheduled tour of duty by 6:00 p.m.
8. Break periods not to exceed 15 minutes will be scheduled to allow employees one rest period for each four hours worked. Breaks may be taken away from the immediate work site but not off VA premises unless specifically authorized. Rest periods may not be continuations of the lunch period nor may they be accumulated. Morning break periods may be taken by the employee starting no sooner than one (1) hour following the actual time of reporting to work, and ending no later than one hour before scheduled to depart for lunch. Afternoon breaks may not start prior to one hour after returning from lunch, nor end any later than one hour before departing at the end of the tour of duty. Employees may be excused from these restrictions when forced to work through their normal break period because of unavoidable work-related activities, such as training sessions, customer visits, or representational functions. Rest periods are considered duty time for which compensation is received.
9. An employee's regular workday or workweek shall not be changed solely to avoid payment for overtime or granting of compensatory time off. Exceptions may be required when emergencies arise and adherence to this policy cannot be controlled by local management.
10. The Director may terminate flexible work schedules for one or more employees or groups of employees whenever it is determined that flexitime impairs the accomplishment of the mission of the Regional Office in providing service to veterans, dependents, and officials conducting business with this office. An employee's opportunity to work an approved flexible work schedule may be terminated for repeated failure to comply with the VA's regulations on attendance and work scheduling.
11. VA Form 5631, Time and Attendance Report, or its electronic equivalent, is the only official form for recording, certifying and reporting time and attendance, and will be used to document each employee's attendance under the flexible work schedule.
12. REFERENCE: VA Handbook 5011.

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13. RESCISSION: VARO Circular 25-04-18, dated June 29, 2004

/s/

A. BOCCHICCHIO  
Director

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