



IDAHO NATIONAL GUARD  
JOINT FORCE HEADQUARTERS  
HUMAN RESOURCE OFFICE  
4794 GENERAL MANNING AVE., BLDG 442  
BOISE, IDAHO 83705-8112



NGID-HRO

12 April 2024

MEMORANDUM FOR Idaho National Guard Employees

SUBJECT: HR Policy Letter 014; Federal Employee Work Schedule

1. References:

- a. 5 U.S.C. 6121-6126, 14 December 2014, Flexible and Compressed Work Schedules
- b. 5 CFR Part 610.121, 9 April 2024, *Establishment of Work Schedules*
- c. Idaho Army and Air National Guard, 31 October 2019, *Collective Bargaining Agreement*

2. PURPOSE. To establish work schedule options for Federal Employees (Title 32 and Title 5) of the Idaho National Guard. Work schedule options provide the ability for managers and supervisors to meet or enhance mission goals while allowing employees more flexibility in scheduling personal activities.

3. The Human Resource Office is responsible for implementation and management of this policy for all Federal Employees. Commanders and Directors at all levels will ensure the dissemination and execution of this policy. Leaders and supervisors within the organization will set work schedules that are well suited to the particular work environment to ensure the accomplishment of the agency's mission. Employees do not have the right to set their own work schedules unless approved by their supervisor.

4. There are four authorized work schedules for all Idaho National Guard Federal Employees.

a. 5/8 schedule. A fixed schedule offers ten 8-hour days in a biweekly 80-hour pay period, or;

b. 5/4/9 schedule. A compressed work schedule, one 8-hour day, eight 9-hour days and one day off over a biweekly 80-hour pay period, or;

c. 4/10 schedule. A compressed work schedule, four 10-hour days per week, either Monday-Thursday or Tuesday-Friday, or;

The above daily work schedules must be continuous and fall wholly within the hours of 0600 and 1800 Monday-Friday. For night operations, work schedules will be continuous.

Duty hours must include a minimum 30-minute unpaid lunch break. Compensable military duty that overlaps any part of the scheduled duty hours must be covered by leave.

d. MaxiFlex schedule. A type of flexible work schedule (FWS) that is voluntary and approved by supervisors. Employees working a MaxiFlex schedule may vary their work hours around agency core hours for a total of 80-hours in a biweekly pay period. Core hours for the Idaho National Guard are Tuesday - Thursday, 1000 -1400. Employees must account for missed core hours (if approved by the supervisor) with leave, compensatory time, or credit hours. There are many schedule flexibilities the employee and supervisor may use to enhance mission effectiveness. These flexibilities are found in Enclosure A.

i. Earning Credit Hours. Credit hours are hours in excess of the employee's basic work requirement (80 hours/biweekly pay period) that carry over from one pay period to the next. Credit hours are not officially ordered and approved in advance by management (there is no requirement to complete an AF Form 428 or NGB 46-14).

ii. Using Credit Hours. Credit hours must be used within the employee's tour of duty (their established schedule). Credit hours must be earned and used in the same increments as other absences with pay. The law prohibits carrying over more than 24 credit hours.

iii. Payment for Credit Hours. When used, credit hours are considered part of the basic work requirement (non-overtime work) in the biweekly pay period. An employee receives their basic rate of pay for credit hours used. The balance of credit hours will be paid at the employee's current hourly rate upon changing from the flexible work schedule to a different work schedule, transfer to another federal agency (outside the National Guard), or separation from federal service.

iv. Premium Pay. Credit hours cannot be used to increase entitlement of premium pay.

(1) Compensatory time. For Title 32 employees. Hours in excess of the basic work requirement (80 hours/biweekly pay period) that are officially ordered in advance (on AF Form 428 or NGB 46-14). Compensatory time is earned and used similar to compressed work schedules.

(2) Holidays. An employee is limited to 8 hours of paid time on a holiday.

(3) Holiday Premium Pay. Pay is limited to a maximum of 8 non-overtime hours worked.

(4) Sunday Premium Pay. If an employee is allowed to complete basic work requirements on a Sunday, the employee would generally be entitled to premium pay.

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(5) Night Differential. Night pay is authorized for work performed at night during an employee's regularly scheduled tour of duty. An employee will not be paid night differential when credit hours are earned at night.

5. Supervisor's role.

a. Set clear expectations of requirements.

b. Establish a method of accountability for hours worked each pay period (e.g., an e-mail when the employee starts/ends their day).

c. If the MaxiFlex schedule is approved for an employee, the supervisor retains the authority to determine the need to pre-approve the employees' proposed schedule in advance. Supervisors retain the authority to deny an employee from using the MaxiFlex schedule based upon the needs of the organization.

d. If an employee's approved schedule will generate night shift differential or premium pay, the schedule must enhance mission accomplishment and be approved by the agency's approval authority for such pay.

6. Federal employees who are in an ABSENT-US status for 30 days or more will convert to the ten 8-hour day schedule.

7. POC – Supervisory Human Resource Specialist, (208) 272-3341.

FOR THE COMMANDER:

JAMES W. HICKS  
COL, GS, IDNG  
Director, Human Resource Office

ENCLOSURE A

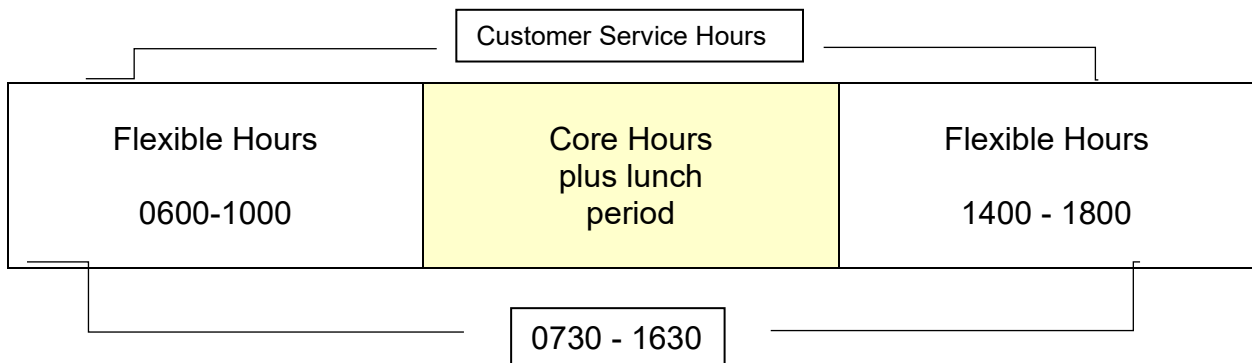
(1) Flexitour Schedule. A type of flexible work schedule in which an employee is allowed to select starting and stopping times within the flexible hours. Once selected, the hours are fixed until the agency provides an opportunity to select different starting and stopping times.

**Flexitour Schedule**

Flexible Hours 0600-1000	Core Hours plus lunch period	Flexible Hours 1400 - 1800
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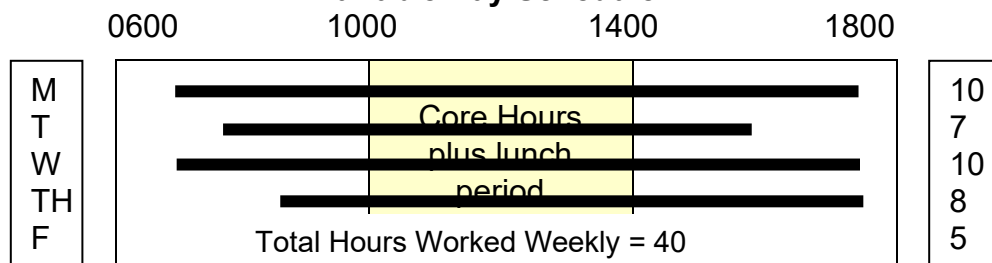
(2) Gliding Schedule. A type of flexible work schedule in which a full-time employee has a basic work requirement of 8 hours in each day and 40 hours in each week, may select a starting and stopping time each day, and may change starting and stopping times daily within the established flexible hours.

**Gliding Schedule**



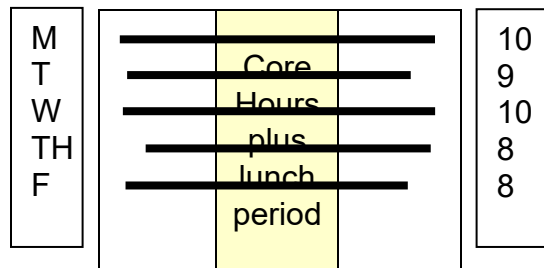
(3) Variable Day Schedule. A type of flexible work schedule containing core hours on each workday in the week and in which a full-time employee has a basic work requirement of 40 hours in each week of the biweekly pay period, but in which an employee may vary the number of hours worked on a given workday within the week within the limits established for the organization.

**Variable Day Schedule**



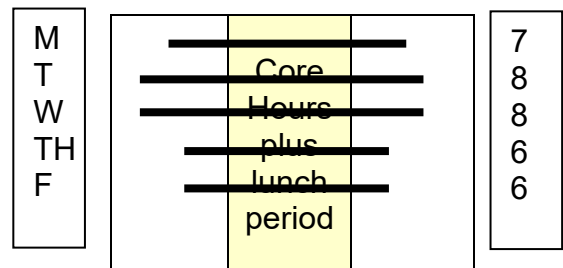
(4) Variable Week Schedule. A type of flexible work schedule containing core hours on each workday in the biweekly pay period and in which a full-time employee has a basic work requirement of 80 hours for the biweekly pay period, but in which an employee may vary the number of hours worked on a given workday or the number of hours each week within the limits established for the organization.

**Variable Week Schedule – Week 1  
Week 2**



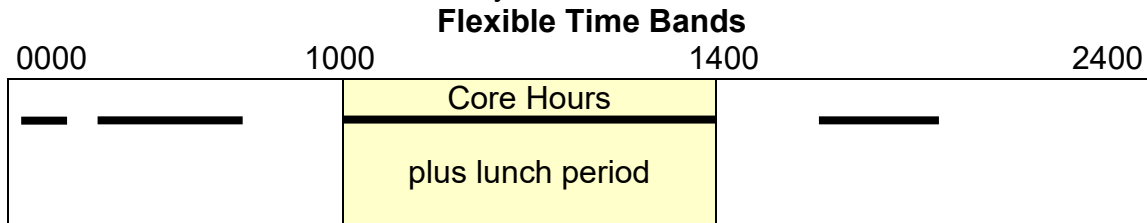
Hours Worked Weekly = 45

**Variable Week Schedule –**



Hours Worked Weekly = 35

(5) Flexible Hours (flexible time bands). Times during the workday, workweek, or pay period within the tour of duty during which an employee covered by a flexible work schedule may choose to vary his or her times of arrival to and departure from the work site consistent with the duties and requirements of the position. This type of schedule is not continuous. The employee may break up their schedule during the day. Total actual hours worked are accounted for each day.



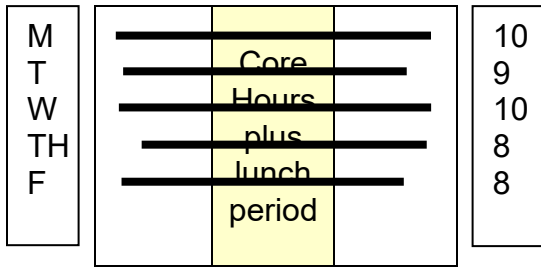
(6) Maxiflex Schedule with Credit Hours.

**Maxiflex Week Schedule – Week 1  
Week 2**

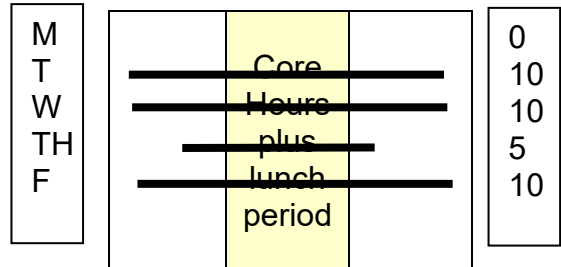
**Maxiflex Week Schedule –**

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Hours Worked Weekly = 45



Hours Worked Weekly = 37

Description	Hours
Total Hours Worked Biweekly	82
Basic Work Requirement	80
Remaining Credit Hours	2