



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



NGID-HRO

03 November 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;

d. MaxiFlex schedule. A flexible work schedule that varies work hours around agency core hours for a total of 80-hours in a biweekly pay period. (See Paragraph 8)

5. The above daily work schedules, except for MaxiFlex schedule, 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.

## 6. Holiday Leave

a. Holiday leave hours will vary on the employee approved work schedule. For example, 5/8 schedule is only approved for 8 hours, the 5/4/9 schedule is only approved for 9 hours, and 4/10 schedule is only approved for 10 hours. See Paragraph 8 for Maxi Flex schedule.

b. All full-time employees, including those on flexible or compressed work schedules, are entitled to an "in lieu of" holiday when a holiday falls on the employee's nonworkday. Part-time employees are not entitled to an "in lieu of" holiday. If an agency's office or facility is closed due to an "in lieu of" holiday for full-time employees, the agency may grant paid excused absence to part-time employees who are otherwise scheduled to work on that day. (See 63 Comp. Gen. 306 (1984).)

c. An employee is not entitled to another day off as an "in lieu of" holiday if a Federal office or facility is closed on a holiday because of a weather emergency or when employees are furloughed on a holiday.

## 7. Holiday Premium Pay

a. All Holiday Premium Pay must be approved in advance for non-emergency requests (See Enclosure A for Holiday Premium Pay Request Memo). Holiday Premium Pay will be approved by ATAG Army or ATAG Air. For emergency situations a minimum of a voco approval from the ATAGs is required followed up with a Holiday Premium Pay Request Memo after the event. Firefighting units, Security Force units, and Snow Removing Elements that are on duty during a Holiday are approved for Holiday Premium Pay and don't need ATAG approval.

b. For each hour of holiday work, employees receive holiday premium pay in addition to their rate of basic pay. Holiday premium pay is equal to an employee's rate of basic pay. Employees who are required to work on a holiday receive their rate of basic pay, plus holiday premium pay, for each hour of holiday work—i.e., double or 200 percent of their rate of basic pay. (See 5 U.S.C. 5546(b) and 5 CFR 550.131(a); and, for Federal Wage System employees, 5 CFR 532.507(a).)

c. Employees who are required to perform any work during basic (non-overtime) holiday hours are entitled to a minimum of 2 hours of holiday premium pay. (See 5 U.S.C. 5546(c) and 5 CFR 550.131(c); and, for Federal Wage System employees, 5 CFR 532.507(c).)

d. **Standard Work Schedules.** Employees are entitled to holiday premium pay if they are required to work on a holiday during their regularly scheduled non-overtime basic tours of duty, not to exceed 8 hours. In the event the President issues an Executive order granting a "half-day" holiday, an employee on a standard work schedule is entitled to holiday premium pay for work during the last half of their basic workday—i.e., 4 hours for a full-time employee and half of the scheduled part-time daily tour (not to exceed 4 hours) for a part-time employee.

e. **Compressed Work Schedules.** Employees under compressed work schedules are entitled to holiday premium pay if they are required to work during their "basic work requirement" on that day. The number of hours of holiday premium pay may not exceed the hours in an employee's compressed work schedule for that day (e.g., 8, 9, or 10 non-overtime hours). (See 5 CFR 610.407.) In the event the President issues an Executive order granting a "half-day" holiday, employees on a compressed work schedule are entitled to holiday premium pay for work during the last half of their "basic work requirement" (i.e., non-overtime hours) on that day.

f. Part-time employees do not receive holiday premium pay for working on an "in lieu of" holiday for full-time employees.

g. An employee who is scheduled to perform work on a holiday and who does not report to work for a reason (such as illness) that is approved by the agency generally may be excused from duty and not be charged leave for the hours covered by the holiday. The employee will receive paid holiday time off. (See 5 U.S.C. 6302(a).)

h. Employees are entitled to overtime pay, or compensatory time off, when applicable, if the agency requires overtime work on a holiday.

(1) Overtime work must generally be ordered or approved. However, employees who are covered by the overtime pay provisions of the Fair Labor Standards Act of 1938, as amended (FLSA), also are entitled to overtime pay if overtime work is "suffered or permitted" by a supervisor.

(2) One exception is that no "suffered and permitted" hours of work can be credited to employees under flexible work schedules. (See definition of "overtime hours" at 5 U.S.C. 6121(6).)

## 8. MaxiFlex

a. **MaxiFlex schedule.** A type of flexible work schedule (FWS) that is voluntary and recommend by supervisors. Directorates and the first O6 in the Chain of Command are the approving authority for the Maxiflex work schedule. Maxiflex schedules will be approved annual every January. HRO will maintain all approved Maxiflex schedules. See Maxiflex request letter example in Enclosure B.

b. 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.

c. 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 C.

d. 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).

e. 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.

f. 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.

g. 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.

(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.

NGID-HRO

SUBJECT: HR Policy Letter 014: Federal Employee Work Schedule

9. 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.

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

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

FOR THE COMMANDER:



Digitally signed by  
HICKS.JAMES.WALLACE.114618  
9969  
Date: 2024.11.03 14:43:28  
-07'00'

Encls

- A. Holiday Premium Pay Request Memo
- B. Maxiflex request letter
- C. Maxiflex Examples

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

NGID-HRO  
SUBJECT: HR Policy Letter 014: Federal Employee Work Schedule

ENCLOSURE A Holiday Premium Pay Request Memo

**Army Example**

Letterhead and Seal

Office Symbol

Date

MEMORANDUM THRU

Human Resource Officer (NGID-HRO), 4794 General Manning Avenue, Bldg 442,  
Boise, Idaho 83705-8112

Chief of Staff (NGID-COS-G), 4040 West Guard Street, Bldg 600, Boise, Idaho 83705-  
8112

FOR Assistant Adjutant General, Army (NGID-AAR-AR), 4040 West Guard Street, Bldg  
600, Boise, Idaho 83705-8112

SUBJECT: Request for Holiday Premium Pay

1. Request that PVT Smith, John be authorized holiday pay on Day/MM/YR.
2. Justification:
3. POC

Signature Block

NGID-HRO  
SUBJECT: HR Policy Letter 014: Federal Employee Work Schedule

ENCLOSURE A Holiday Premium Pay Request Memo

**Air Example**

Letterhead and Seal

Date

MEMORANDUM FOR JFHQ-ID/HRO  
JFHQ-ID/DoS  
IDANG/CC

FROM: Unit

SUBJECT: Request for Holiday Premium Pay

1. Request that Amn Smith, John be authorized holiday pay on DD/MMM/YR.
2. Justification:
3. POC

Signature Block

ENCLOSURE B Maxiflex request letter

**Army Example**

Letterhead and Seal

Office Symbol

Date

MEMORANDUM THRU Supervisor

FOR Director/O6 Commander

SUBJECT: Maxiflex request letter

1. Request that the undersigned be authorized Maxiflex schedule.

2. Justification:

3. Contact information:

Name:

DSN:

Comm:

Email:

4. I acknowledge that the Maxiflex schedule is only valid for one year and needs to be renewed annual at the start of each calendar year (JAN).

Signature Block

CF:  
HRO - Supervisory Human Resource Specialist  
USPFO



ENCLOSURE B Maxiflex request letter

**Air Example**

Letterhead and Seal

DD MMM YYYY

MEMORANDUM FOR 124 XX/XXX  
124 SQ/CC  
124 GP/CC  
JFHQ-ID/HRO  
IN TURN

FROM: Unit

SUBJECT: MAXIFLEX REQUEST LETTER

1. Request that the undersigned be authorized Maxiflex schedule.

2. Justification:

3. Contact Information:

Name:

DSN:

Comm:

Email:

4. I acknowledge that the Maxiflex schedule is only valid for one year and needs to be renewed annual at the start of each calendar year (January).

First M. Last, Rank IDANG  
Duty Title

CF:  
HRO - Supervisory Human Resource Specialist

ENCLOSURE C Maxiflex Examples

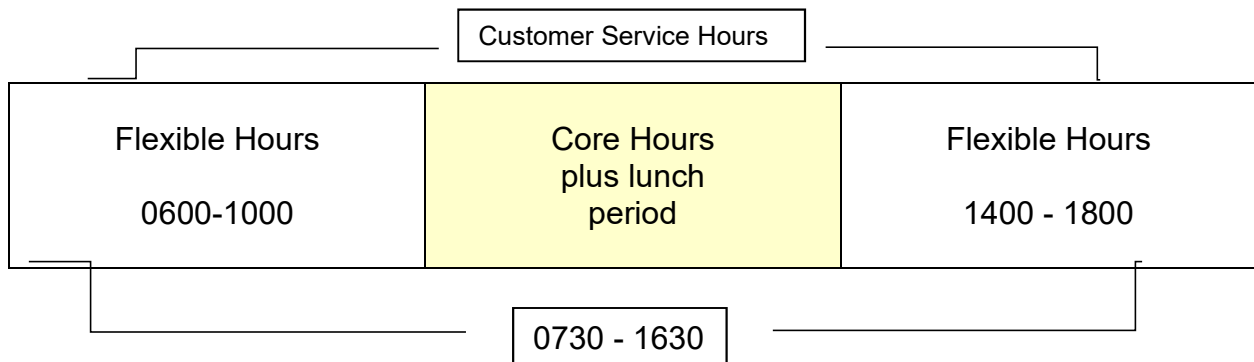
1. Flexitour Schedule. A type of flexible work schedule in which an employee is allowed to select starting and stopping times within the flexible hours. Once selected, the hours are fixed until the agency provides an opportunity to select different starting and stopping times.

**Flexitour Schedule**

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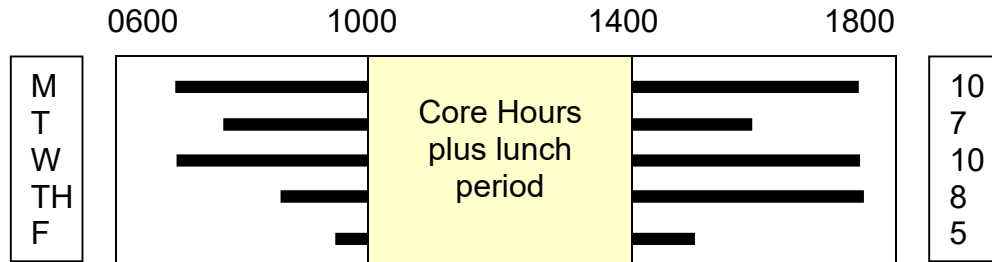
2. Gliding Schedule. A type of flexible work schedule in which a full-time employee has a basic work requirement of 8 hours in each day and 40 hours in each week, may select a starting and stopping time each day, and may change starting and stopping times daily within the established flexible hours.

**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.

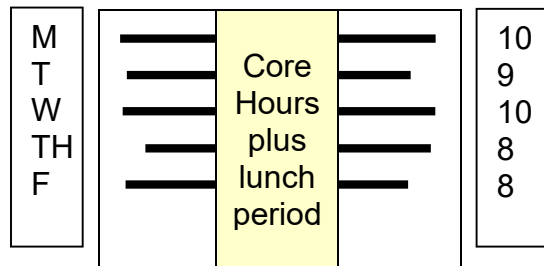
**Variable Day Schedule**



Total Hours Worked Weekly = 40

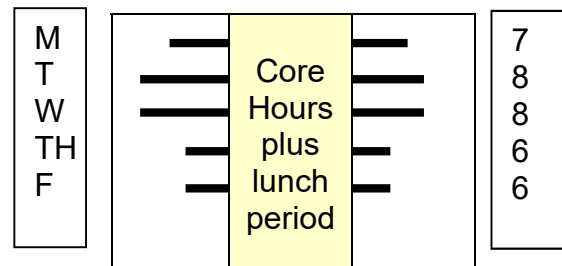
4. Variable Week Schedule. A type of flexible work schedule containing core hours on each workday in the biweekly pay period and in which a full-time employee has a basic work requirement of 80 hours for the biweekly pay period, but in which an employee may vary the number of hours worked on a given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

**Variable Week Schedule – Week 1**



Hours Worked Weekly = 45

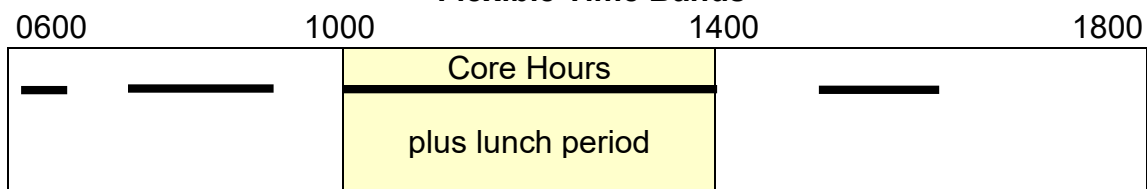
**Variable Week Schedule – Week 2**



Hours Worked Weekly = 35

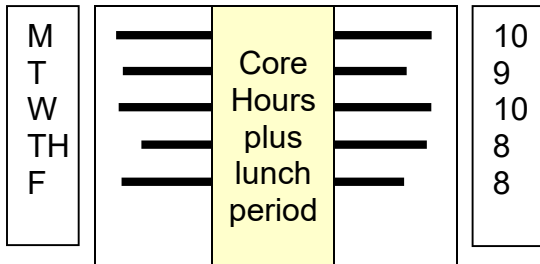
5. Flexible Hours (flexible time bands). Times during the workday, workweek, or pay period within the tour of duty during which an employee covered by a flexible work schedule may choose to vary his or her times of arrival to and departure from the work site consistent with the duties and requirements 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.

**Flexible Time Bands**



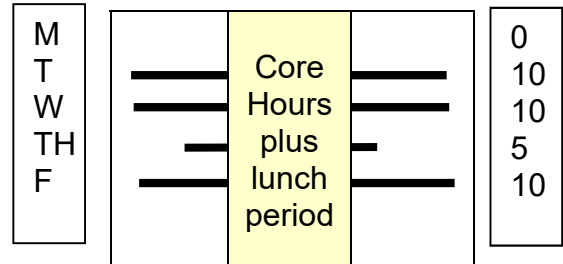
6. Maxiflex Schedule with Credit Hours.

**Maxiflex Week Schedule – Week 1**



Hours Worked Weekly = 45

**Maxiflex Week Schedule – Week 2**



Hours Worked Weekly = 37

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