

APPENDIX B

Variable Day Schedules

Variable Day: Consists of established core hours for each workday in the workweek and a basic requirement of 40 hours in each week of the biweekly pay period for a full-time employee.

An employee may vary the number of hours worked on a given workday within the limits established by the bureau to total 40 hours each week. Changes to the variation of hours worked per day must be submitted to your supervisor one pay period in advance. When choosing schedule employees must consider the following requirements for the hours scheduled per workday:

- Hours Per Workday
 - Minimum - 5 (within core hours of shift)
 - Maximum - 10
- There are various combinations that can be selected to meet the 40 hour weekly work requirement (examples listed below are not all inclusive):

Hrs Per Day	Hrs Per Day	Hrs Per Day	Hrs Per Day	Hrs Per Day	Total hrs Week
5	5	10	10	10	40
6	6	8	10	10	40
6	6	9	9	10	40
6	7	7	10	10	40
6	7	8	9	10	40
6	7	9	9	9	40
6	8	8	9	9	40
6	8	8	8	10	40
7	7	7	9	10	40
7	7	8	8	10	40
7	7	8	9	9	40
8	8	8	8	8	40

7	8	8	8	9	40
---	---	---	---	---	----

A BUE on a variable day FWS may be credited with a maximum of 8 hours towards the basic work requirement for a holiday or agency closure (see [5 U.S.C. 6124 \(external link\)](#) and [3 FAM 3484 ADMINISTRATION OF WEATHER AND SAFETY LEAVE](#)). BUE must vary the schedule in advance of a holiday week to make the holiday an 8 hour day. If the agency closes for inclement weather, the BUE is responsible for this and must work with their supervisor to adjust the time accordingly to make up the difference or use leave to meet the basic weekly work requirement.

- There are various combinations that can be selected to meet the 40 hour weekly work requirement (examples listed below are not all inclusive):

Holiday	Hrs Per Day	Hrs Per Day	Hrs Per Day	Hrs Per Day	Total hrs Week
8	6	10	10	6	40
8	6	8	8	10	40

Employees in their probationary period (non-Pathways), on performance improvement plans and/or leave restriction are not eligible for this work schedule. See Article 26 Section 6 if the CBA for information.