

APPENDIX C

Variable Week Schedules

Variable Week: Consists of established core times for a minimum of at least 3 workdays in each week and a basic requirement of 80 hours for the biweekly pay period for a full-time employee. An employee may vary the number of hours worked on a given workday or the number of hours each week within the limits established by the bureau. This is covered by [Components of a Flexible Work Schedule](#) under OPM.

The variable week schedule is restricted to 10% of all BUE. Employees in their probationary period, on performance improvement plans and/or leave restriction are not eligible for this work schedule. See [Article 26 Section 6](#) of the CBA for information.

Those interested in a variable week schedule will apply during open season, reference [Appendix E](#). The solicitation and randomized drawing for variable week schedules shall occur prior to the notification of the Compressed Work Schedule (CWS) open season.

Changes to the variation of hours worked per day must be submitted to your supervisor two pay periods in advance. When choosing their schedule employees must consider the following requirements for the hours scheduled per workday:

- Hours Per Workday
 - o Minimum - 5 (within core hours of shift)
 - o 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 Biweekly
Week 1	10	6	10	6	10	42
Week 2	6	10	6	10	6	38
						80
Week 1	9	9	9	9	9	45
Week 2	7	7	7	7	7	35
						80
Week 1	8	8	10	10	10	46
Week 2	6	6	6	8	8	34
						80
Week 1	10	10	10	10	10	50
Week 2	6	6	6	6	6	30
						80
Week 1	10	10	10	10	10	50
Week 2	0	10	10	10	0	30
						80

A BUE on this 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 bi-weekly work requirement of 80 hours.

	Hrs Per Day	Hrs Per Day	Hrs Per Day	Hrs Per Day	Hrs Per Day	Total hrs Biweekly
Week 1	10 scheduled Holiday (8 hrs)	6	10	6	10	40
Week 2	6 scheduled (8) hours worked to make up holiday	10	6	10	6	40
						80

	Hrs Per Day	Hrs Per Day	Hrs Per Day	Hrs Per Day	Hrs Per Day	Total hrs Biweekly
Week 1	10 scheduled Agency closure WSL (8 hrs)	6 scheduled 8 hours worked to make up from closure	10	6	10	42
Week 2	8	10	6	10	6	38
						80