

From: [EXIM Announcements](#)
To: [EXIM Bank ALL and OIG](#)
Cc: [OCMO Communications & Events](#)
Subject: Executive Order Promoting Access to Voting
Date: Tuesday, November 7, 2023 10:10:27 AM
Attachments: [image001.png](#)
[image003.png](#)
[image002.png](#)

Tuesday, November 7, 2023

Dear Colleagues:

On March 24, 2022, the Office of Personnel Management (OPM) issued guidance pursuant to direction from the Administration to implement its recommendations under E.O. 14019 (Promoting Access to Voting), issued on March 7, 2021. Accordingly, federal agencies should grant administrative leave for the purpose of voting or serving as a non-partisan poll worker or non-partisan observer, subject to certain conditions and limitations described below.

Federal agencies should now allow:

- Employees to use up to 4 hours of administrative leave for voting in connection with each Federal general election day. The administrative leave may be used for voting on the Federal general election day or for early voting (i.e., voting prior to Federal general election day, as authorized by their jurisdiction).
- Employees to use up to 4 hours of administrative leave for voting in connection with each election event (including primaries and caucuses) at the Federal, State, local (i.e., county and municipal), Tribal, and territorial level that does not coincide with a Federal general election day. (If an election simultaneously involves more than one level, it is considered to be a single election event.) This administrative leave may be used for voting on the established election day or for early voting, whichever option is used by the employee with respect to an election event.
- Employees to use up to 4 hours of administrative leave for Federal special Congressional elections not held on the date of a Federal general election day. This administrative leave may be granted for voting on the established date of a special election or for authorized early voting in connection with that election.
- Employees to use up to 4 hours of administrative leave per leave year to serve as a non-partisan poll worker or to participate in non-partisan observer activities at the Federal, State, local (i.e., county and municipal), Tribal, and territorial level. (A “leave year” begins on the first day of the first pay period commencing on or after January 1 of the given year and ends on the day before the first day of the next leave year.) This leave is in addition to any administrative leave an employee uses to vote.

Employees should obtain the approval of their supervisors before using the authorized administrative leave (Code 060), so that the use of this leave does not significantly disrupt EXIM’s operations.

QUESTIONS?

If you have questions about this guidance, please contact [QuickTime Help](#).

Office of Human Capital



From: [EXIM Announcements](#)
To: [EXIM All](#)
Subject: Reminder: Executive Order on Promoting Access to Voting
Date: Thursday, November 3, 2022 2:06:33 PM
Attachments: [image001.png](#)
[image002.png](#)

Office of Human Capital



Dear Colleagues,

On March 24, 2022, the Office of Personnel Management (OPM) issued guidance pursuant to direction from the Administration to implement its recommendations under E.O. 14019 (Promoting Access to Voting), issued on March 7, 2021. Accordingly, federal agencies should grant administrative leave for the purpose of voting or serving as a non-partisan poll worker or non-partisan observer, subject to certain conditions and limitations described below.

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Employees should obtain the approval of their supervisors before using the authorized administrative leave, so that the use of this leave does not significantly disrupt EXIM's operations.

Questions regarding this guidance or email, please contact quicktime.help@exim.gov.

Office of Human Capital
Contact: Nakia Burton, Deputy Chief Human Capital Officer



OFFICIAL POLICY

Policy Name:	Time and Attendance Policy	
Number:	OHC-2021.02	
Version:	1	
Source:	Office of Human Capital (OHC)	
Approving Authority & Title:	James Cruse, Acting First Vice President	JAMES CRUSE <small>Digitally signed by JAMES CRUSE Date: 2021.06.15 17:42:21 -04'00'</small>
Effective Date:	June 15, 2021	
Revision Date:	February 16, 2021	
Next Review:	June 2023	

1 Policy

1.1 Purpose

The purpose of this policy is to ensure orderly administration of pay and leave, this document establishes the Export-Import Bank’s (hereinafter “EXIM”) policy for time and attendance including guidance for both work schedules and employees’ leave and absences.

1.2 Background

This policy supersedes the existing policy, Time and Attendance Policy, OFFICIAL POLICY-OHC-2018-2, dated August 2018. Modified to reflect the following:

- Expanded Section: Includes Maxiflex to the Alternate Work Schedule and 4/10 work schedule to the Compressed Work Schedule and
- Additional Section: Paid Paternal Leave and “Use or Lose” for National emergencies

1.3 Policy Statement

It is EXIM’s policy to offer employees various types of work schedules designed to meet both EXIM’s mission and improve employee work/life balance. These flexibilities can improve not only the quality of our customer service, but also the personal lives of our employees.

The opportunity to develop a flexible approach to scheduling work hours is an employee benefit, not an entitlement. Management denial of an employee’s request for a particular work schedule is not grievable under EXIM’s administrative grievance procedure (Bank Policy 771). Within an employee’s selected work schedule, he/she may use sick and/or annual leave to cover absences from work. Supervisors are also permitted to order or schedule overtime work.

Employees must choose one schedule and work within the requirements of that work schedule. Employees must be present at work during core hours, except for their scheduled lunch break, or must account for absent time with credit hours, compensatory time off, or other excused absence. EXIM's core hours from 10:00 a.m. to 3:00 p.m. and are expected to take a 30-minute lunch break between the hours of 11:00 a.m. and 2:00 p.m.

Employees are also permitted to take a fifteen-minute break in the morning and in the afternoon. Within the employee's selected work schedule, he/she is permitted to take leave from work with appropriate approval from his/her supervisor. Additionally, supervisors are permitted to order or schedule non-exempt employees to work overtime. All overtime work should be ordered in advance, if possible, and approved by EXIM official within the employee's supervisory chain.

2 Authority and Review

2.1 Authority

- 5 U.S.C. § 63, Leave
- 5 U.S.C. § 6101, Basic 40 Hour Work Week
- 5 U.S.C. § 6122, Flexible Schedules
- 5 CFR part 550, Subpart A, Premium Pay
- 5 CFR part 551, Subpart E, Overtime Pay
- 5 CFR part 610, Hours of Duty
- 5 CFR part 630, Absence and Leave
- Articles 23, 24, and 27 of the Agreement between EXIM Bank and Local 1935 of the American Federation of Government Employees.
- Subtitle A of Title LXXVI of the National Defense Authorization Act for Fiscal Year 2020, Pub. L 116-92, December 20, 2019 ("Federal Employee Paid Leave Act")

2.2 Review Cycle

The review cycle for this policy shall be every two years or as needed. Please see the Revision History section.

2.3 Contact Information

Please contact your servicing Human Capital Advisor for information regarding this policy.

3 Definitions

See ATTACHMENT A for list of definitions.

4 Applicability

4.1 Applicability

This Time and Attendance Policy applies to all EXIM employees, except positions in the Office of the Inspector General.

5 Responsibility

5.1 Office of Human Capital is responsible for:

- Developing EXIM's policies and procedures pertaining to work schedules, leave administration, and overtime work.
- Monitoring the use of leave to ensure that leave practices conform to applicable rules, regulations and statutes.
- Conducting periodic leave training for EXIM's management and staff.
- Providing advice and guidance to EXIM's management and employees on work schedule, leave, and overtime matters.
- Developing leave reports.
- Providing training and follow-up guidance to agency personnel designated as timekeepers.
- Performing periodic audits of employees' leave records.
- In conjunction with the Office of the Chief Financial Officer, assisting in the collection of the debt from owed leave balance.

5.2 Office of the Chief Financial Officer is responsible for:

- Collecting debt from owed leave balance.

5.3 Supervisors are responsible for:

- Approving employees' work schedules.
- Providing employees a minimum of one pay period notice if a work schedule must be changed.
- Maintaining a current signed copy of their employee's work schedule request form. (see ATTACHMENT C)
- Ensuring that employees are kept informed of procedural requirements for requesting and using leave.
- Soliciting employee leave plans for high-usage periods (e.g. holidays, summer) well in advance.
- Exercising authority to approve or disapprove leave requests.
- Ensuring that time and attendance reports and records are completed accurately by the timekeepers in accordance with appropriate procedure.

- Counseling employees who misuse or abuse leave privileges.
- Ordering/scheduling overtime work when appropriate.

5.4 Timekeepers are responsible for:

- Inputting the established work schedule into the electronic time-keeping system.
- Maintaining the office's leave records on a daily basis.
- Maintaining office time and attendance records for audit purposes.

5.5 Certifiers are responsible for:

- Accurately verifying the recording of overtime, credit hours, and compensatory time.
- Responding to all leave requests in a timely manner.

5.6 Employees are responsible for:

- Completing a Work Schedule Request Form - located on EXIMConnect (see ATTACHMENT C).
- Arriving to work on time to avoid tardiness and leave charges.
- Working during the hours established by the work schedule arrangement determined.
- Recording time and attendance within EXIM's electronic time-keeping system on a bi-weekly basis.
- Requesting leave in advance using EXIM's electronic time-keeping system.
- Work with their supervisor to plan coverage, ensure commitments are met or other appropriate schedule adjustments in their absence, if applicable.
- Planning leave in a responsible manner in order to maintain an adequate leave balance.
- Reviewing leave statements to ensure leave balances are accurate.
- Working overtime when ordered/scheduled by the supervisor.

6 Procedures

6.1 Types of Work Schedules

There are two types of work schedules permitted by EXIM: Standard Work Schedules (SWS) and Alternate Work Schedules (AWS). AWS encompasses Flexible Work Schedules (FWS) and Compressed Work Schedules (CWS). Work schedules are established through consultation between an employee and supervisor and are officially recorded. See ATTACHMENT B for the Work Schedule Summary.

6.1.1 Standard Work Schedule (SWS)

A standard work schedule requires 80 hours of work in a biweekly pay period with a fixed eight-hour workday. The fixed workday has set starting and ending. No flexibility is built into the employee's standard work schedule.

All employees are permitted to work a standard work schedule. Employees in bargaining unit positions follow Article 23 of the Collective Bargaining Agreement with the American Federal of Government Employees (CBA) for work hour and work schedule guidance.

Example: An employee may set their work hours as 7:00 am – 3:30 pm, Monday through Friday

6.1.2 Alternate Work Schedule (AWS)

AWS consists of both Flexible Work Schedules (FWS) and Compressed Work Schedules (CWS).

- **Flexible Work Schedules (FWS):** A full-time employee on this work schedule has an 80-hour bi-weekly basic work requirement and fulfills that requirement by working eight (8) hours and 30 minutes (unpaid lunch period) a day, Monday-Friday. The employee must be present for work (or account for time away from work with approved leave or credit hours) during all of the office's designated core hours but may request flexible arrival and departure times within the established flexible hours.
- A part-time employee on this work schedule has a 32-to-64-hour bi-weekly basic work requirement. To fulfill that requirement, he or she may work up to eight (8) hours a day, Monday-Friday. The employee may request set arrival and departure times within the established flexible bands consistent with being present for work during at least half of his or her office's designated core hours on the days he or she is scheduled to work.

Example of Flexible Work Schedule:

Flexible Hours	Core Hours	Flexible Hours
7:00 a.m. – 9:30 a.m.	10:00 a.m. – 3:00 p.m.	3:30 p.m. – 6:00 p.m.

- **Maxiflex:** A full-time employee on a Maxiflex work schedule may designate a recurring work schedule in which he or she fulfills his or her 80-hour basic work requirement in a biweekly period over fewer than ten (10) workdays. Work schedules are established through consultation between an employee and supervisor. Within his or her recurring work schedule, an employee:

- Must meet the basic work requirement (reflect 80 hours) per bi-weekly pay period (excluding credit hours earned);
- Must gain approval from his or her immediate supervisor with expected arrival and departure work times within the flexible hours
- Must reflect the core hours plus the flexible hours to be worked each workday the employee is scheduled to work;
- Credit hours may be earned with supervisory approval but will not accrue until after the biweekly work requirement is met.

Example of Maxiflex Work Schedule:

Week One Work Schedule				
	Arrival Time	Core Hours 10 a.m. - 3:00 p.m.	Departure Time	Hours Worked
M	8:00 a.m.		7:30 p.m.	10
T	8:00 a.m.		6:30 p.m.	9
W	8:00 a.m.		7:30 p.m.	10
TH	8:00 a.m.		6:30 p.m.	9
F	DAY OFF			
Totals Hours Worked for Week One				38
Week Two Work Schedule				
	Arrival Time	Core Hours 10 a.m. - 3:00 p.m.	Departure Time	Hours Worked
M	8:00 a.m.		5:30 p.m.	8
T	8:00 a.m.		5:30 p.m.	8
W	8:00 a.m.		5:30 p.m.	8
TH	8:00 a.m.		5:30 p.m.	8
F	8:00 a.m.		7:30 p.m.	10
Totals Hours Worked for Week Two				42
Total Hours Worked for the Payperiod				80

- **Compressed Work Schedules (CWS):** CWS requires a fixed schedule where the employee may fulfill the biweekly work requirement on less than 10 workdays in the pay period. Arrival and departure times are fixed and employees must be present for work (or account for time away from work with approved leave) during all of the office’s designated core hours. Employees are limited to a ½-hour uncompensated lunch period.
 - Credit hours may not be earned.
 - SL employees and supervisors can be approved by a supervisor or higher leadership within the employee’s supervisory chain, on a case-by-case basis and reviewed annually.
 - Employees may select, with supervisory approval, a set arrival time and may work one of the follow schedules:

- **Compressed 5/4-9:** under this schedule, a full-time employee on this work schedule will fulfill his or her 80-hour basic work requirement in a bi-weekly period over nine (9) workdays. An employee works nine (9) hours on eight (8) of the workdays and eight (8) hours the other workday. The same day in each pay period must be elected as the non-workday.
- **Compressed 4/10:** under this schedule, A full-time employee on this work schedule will fulfill his or her 80-hour basic work requirement in a bi-weekly period over eight (8) workdays. An employee works four (4) 10-hour days each week. The same day in each week must be elected as the non-workday. The employee must be present for work during the office's designated core hours on scheduled workdays.
- A part-time employee on this work schedule may fulfill his or her 32-to-64-hour basic work requirement in fewer than ten (10) workdays and may request to work more than eight (8) hours (up to ten (10) hours) on any given day(s) of his or her approved work schedule.

Elements of CWS and FWS must not be combined; they are separate programs with separate rules.

6.1.3 Intermittent Work Schedule

Schedule used when the work of a less than full-time position is so sporadic and unpredictable that a tour of duty cannot be scheduled in advance. The hours when the employee's services are required constitute the hours of duty. When the work of an intermittent employee becomes regularly scheduled in nature, e.g., for more than two consecutive pay periods, the employee's schedule must be approved by the supervisor and documented by a personnel action for the same reasons outlined above under part-time employment. Employees under this work schedule are ineligible to accrue annual/sick leave.

6.1.4 Scheduling Lunch Period

A scheduled lunch period is an approved period of time away from work for the purpose of eating or engaging in permitted personal activities.

EXIM has the authority granted by OPM to establish its own policy for meal periods for employees. The approved lunch period is 30 minutes and should be scheduled between the hours of 11:00 a.m. and 2:00 p.m.

An employee may not work through the lunch period in order to extend paid time or to otherwise modify the employee's established schedule.

6.2 Eligibility Criteria

To be eligible for Alternate Work Schedule, employees must have:

- Tenure of at least 90 days,
- Performance rating of at least “Fully Effective” on their most recent performance appraisal,
- No current or pending (formal or informal) disciplinary actions, and
- Completed the Work Schedule Request form

Summary of Eligibility

	Standard Work Schedule	Flexible Work Schedule	Compressed Work Schedule
Non-supervisory Employees	✓	✓	✓
Supervisors	✓	✓	✓ (with approval)
Senior Level Employees	✓	✓	✓ (with approval)

6.3 Overtime Pay

Work in excess of the employee’s scheduled work hours that is officially ordered or approved.

Full-time employees performing overtime work will be compensated as follows:

- For employees with rates of basic pay equal to or less than the rate of basic pay at GS-10, step 1, the overtime hourly rate is computed at 1.5 times the employee's basic hourly rate of pay.
- For employees with rates of basic pay greater than the rate of basic pay at GS-10, Step 1, the overtime rate is the greater of: (1) The hourly rate of basic pay at GS-10, Step 1 multiplied by 1.5; or (2) The employee’s hourly rate of basic pay.
- Employees who perform overtime work and whose basic rate of pay is less than or equal to the level at GS-10, Step 10, may choose either payment for the work or compensatory time off in lieu of payment.
- Employees who perform overtime work and whose basic rate of pay is less than or equal to the level at GS-10, Step 10, may choose either payment for the work or compensatory time off in lieu of payment.
- Employees in bargaining unit positions follow Article 24 of the CBA for overtime procedures.

6.3.1 Supervisor Ordered Overtime Work

When a supervisor or higher-level official determines one or more employees is required to perform overtime work to accomplish EXIM's mission, the supervisor may order overtime work. Overtime cannot be worked at the discretion of the employee. To authorize overtime, the supervisor must complete EXIM's "Request for and Authorization of Overtime Work" and gain approval from their Vice President or equivalent level supervisor. After completion of the work, the supervisor documents the hours worked and submits the form electronically to the employee's timekeeper for retention and validation purposes. The timekeeper should scan the document to an electronic folder for record keeping.

Overtime work can be credited to employees as overtime pay or compensatory time off. Both are credited in increments of 15 minutes for work in excess of the regularly scheduled hours in a workday or work week.

If an employee is on LWOP for any period during the basic workday or work week, and earns overtime during this same period, the portion of the overtime equal to the LWOP will be substituted for the LWOP. The employee will be paid for this portion of the overtime at the employee's basic rate before being granted compensatory time off.

An employee's use of paid leave does not preclude the employee from working overtime during the same day or week. However, it should be noted that if the office workload is such that discretionary leave can be approved, the supervisor should exercise caution in determining the need for overtime, except in cases of emergency or extreme, unanticipated increase in workload.

Employees on a part-time schedule must complete a basic 40-hour workweek before earning overtime or compensatory time off. Any work which is in excess of the employee's regular tour of duty, but which totals 40 hours or less in a work week, is compensated at the employee's regular basic rate of pay.

When an FLSA non-exempt employee is required to return to work after normal work hours on a work day, or to report for work on the employee's usual day off due to a Compressed or Flexible Work Schedule, the employee will receive a minimum of two hours overtime premium pay, or the FLSA non-exempt employee will receive a minimum of two hours of compensatory time off in lieu of payment. This will be the policy regardless of the amount of time spent performing the work if less than two hours. When an FLSA non-exempt employee is tasked to work from home via telephone

or computer after normal work hours, the employee will receive a minimum of 15 minutes overtime pay or compensatory time off for each 15 minutes or fraction thereof.

6.3.2 Premium Pay

Additional pay provided to employees for working certain types of hours or under certain types of conditions. All the EXIM Pay Plans are subject to the Biweekly Limitation on Premium Pay. This limitation is the greater of the rate payable at GS-15, step 10 or Executive Schedule, level V. The GS-15 limit is generally higher. In addition, employees paid above the GS-15, step 5 rate are only eligible to earn up to 1.45 hours of compensatory time off (comp. time) a pay period because comp. time is treated as overtime pay. Employees at GS-15, step 5 and above are not allowed to go over the rate payable at GS-15, step 10.

6.4 Types of Leave

Within the parameters of the chosen work schedule, employees are permitted to utilize accrued annual and sick leave. Below is an overview of many of the types of leave available to employees. Other types of leave may be available in specific circumstances. Supervisors and employees should contact the Office of Human Capital with questions about any specific situation.

Leave must be requested and formally approved by the supervisor on the electronic time-keeping system (if tool is unavailable, the SF-71 can be used). Employees should make every effort to request leave in advance. In cases where unforeseen circumstances prevent advance requests for leave, the employee must communicate with the supervisor as soon as conditions permit, but no later than two hours after the employee is scheduled to report to work.

6.4.1 Administrative Leave (Admin. Leave)

Administrative leave (also referred to as an “excused absence”) is an administratively authorized absence from work without loss of pay or charge to leave. During any calendar year, an employee may not receive more than 10 workdays of administrative leave.

6.4.2 Advanced Annual Leave

Leave advanced to an employee in an amount not to exceed the amount the employee would accrue within the leave year. Advanced annual leave may be liquidated by subsequently earned annual leave or by a refund upon separation from Federal service.

6.4.3 Annual Leave

Annual leave is a benefit to all EXIM employees and accrues each pay period as long as the employee is in pay status. Annual leave is used in 15-minute increments. Annual leave may not be used in the pay period in which it is earned.

Full-time and part-time employees on appointments for 90 days or more accrue annual leave on a biweekly basis according to their length of service (explanation below). Although part-time employees accrue leave, it is on a pro-rated basis.

Use or Lose balances over 240 hours (30 days) may not be carried over into the next leave year and will be forfeited. However, SL employees may accumulate up to 720 hours (90 days) of leave.

An employee has a right to take annual leave, subject to the right of the supervisor to schedule the time at which annual leave may be taken. Employees should request annual leave in a timely manner, and supervisors should provide timely responses to employees' requests.

Annual Leave Accrual Rates

Employee Type	<i>Less than 3 years of service</i>	<i>3 years but less than 15 years of service</i>	<i>15 or more years of service</i>
Full-time employees	½ day (4 hours) for each pay period	¾ day (6 hours) for each pay period, except 1¼ day (10 hours) in last pay period	1 day (8 hours) for each pay period
Part-time employees	1 hour for each 20 hours in a pay status	1 hour for each 13 hours in a pay status	1 hour for each 10 hours in a pay status
Uncommon tours of duty	(4 hours) times (average # of hours per biweekly pay period) divided by 80 = biweekly accrual rate.	(6 hours) times (average # of hours per biweekly pay period) divided by 80 = biweekly accrual rate.	(8 hours) times (average # of hours per biweekly pay period) divided by 80 = biweekly accrual rate.
Senior Level (SL) positions	8 hours for each pay period, regardless of years of service and can accumulate a total of up to 90 days (720 hours) of annual leave.		

6.4.4 Absence Without Official Leave (AWOL)

An employee is AWOL when absent without official authorization to be away from work. The employee does not receive pay for a period of unauthorized absence. AWOL is not, in and of itself, a disciplinary action, although AWOL could be the basis for taking disciplinary action up to and including termination.

Upon notification of a charge of AWOL, an employee may request that some other type of leave (Annual, Sick, LWOP, Credit Hours, Compensatory Time or Time Off Award) be considered for the AWOL. If otherwise lawful and circumstances warrant, the supervisor may, but is not obligated to, grant an employee's request to substitute other leave. The

supervisor is prohibited from unilaterally substituting another type of leave for an unauthorized absence unless the employee requests such substitution in writing.

When an employee is charged with leave or placed in a nonpay status for an unauthorized absence or tardiness, the supervisor may not require or allow the employee to perform work for any part of the period for which the employee is being charged with leave or is in a nonpay status.

Supervisors should ensure their employees are notified of their work schedule and of expectations for requesting leave approval.

6.4.5 Bone Marrow, Stem Cell, or Organ Donor

An employee is entitled to use 7 days of paid leave each calendar year (in addition to annual or sick leave) to serve as a bone marrow or stem cell donor. An employee may use up to 30 days of paid leave as an organ donor. Leave for bone marrow and organ donation is a separate category of leave that is in addition to annual and sick leave. See 5 U.S.C. § 6327.

6.4.6 Compensatory Leave

Employees earning compensatory time off in lieu of overtime pay must use the accrued compensatory time off by the 26th pay period (52 calendar weeks) after the pay period in which it was earned. Accrued compensatory time off not used within the above time limits will be handled as follows:

- Employees who are non-exempt from the Fair Labor Standards Act (FLSA) will be paid for overtime work at the overtime rate in effect for the work period in which it was earned.
- Employees who are exempt from FLSA will forfeit the accrued compensatory time off.

6.4.7 Credit Hours

Hours within a flexible work schedule that an employee elects to work in excess of the employee's basic work requirement so as to vary the length of a workweek or workday.

A maximum of 24 credit hours may be carried over to the next pay period. Employees on a CWS cannot earn credit hours. Credit hours are recorded in EXIM's electronic time-keeping system as an Extra Hour Request.

6.4.8 Travel Compensatory Time

An employee may receive Compensatory Time off for Travel (CTOT) only for those hours spent in a travel status. CTOT must be used by the end of the 26th pay period (52 calendar weeks) after the pay period in which it was earned. Additional instruction for earning and using CTOT can be found in EXIM's Policy RM-2012-03.

6.4.9 Court Leave

All employees are eligible to take court leave. An employee is entitled to paid time off without charge to leave for service as a juror or witness. An employee is responsible for informing his or her supervisor if the employee is excused from jury or witness service for 1 day or more or for a substantial part of a day. Requests for court leave must be accompanied by a copy of the court summons.

An employee is responsible for informing his or her supervisor if he or she is excused from jury or witness service for 1 day or more or for a substantial part of a day.

6.4.10 Investigative and Notice Leave

In limited situations, EXIM may, in accordance with 5 U.S.C. § 6329b and OPM regulations, place an employee on investigative leave if the employee is the subject of a qualifying investigation.

Investigative leave may last for up to 30 days, after the employee has exhausted the 10 days of administrative leave allowed in any calendar year.

In limited situations, EXIM may, in accordance with 5 U.S.C. § 6329b and OPM regulations, place an employee on notice leave during the notice period for an adverse action.

Notice leave may not exceed the notice period.

For both investigative leave and notice leave, EXIM must have made a determination with respect to the employee that the continued presence of the employee in the workplace during an investigation of the employee or while the employee is in a notice period, as applicable, may:

- Pose a threat to the employee or others;
- Result in the destruction of evidence relevant to an investigation;
- Result in loss of or damage to Government property; or
- Otherwise jeopardize legitimate Government interests.

For both investigative leave and notice leave, EXIM must also have considered the following options and determined that none are appropriate:

- Assigning the employee to duties in which the employee no longer poses a threat;
- Allowing the employee to take leave for which the employee is eligible;
- If the employee is absent from duty without approved leave, carrying the employee in absence without leave status; and
- For an employee subject to a notice period, curtailing the notice period if there is reasonable cause to believe the employee has committed a crime for which a sentence of imprisonment may be imposed.

6.4.11 Leave Without Pay

A supervisor may use his or her discretion when granting LWOP, in most instances. Employees, however, have the entitlement to leave without pay in the following situations:

- The Family and Medical Leave Act of 1993 (FMLA) (29 U.S.C. §§ 2601-2654).
- The Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) (Pub. L. 103-353) provides employees with an entitlement to LWOP when employment with an employer is interrupted by a period of service in the uniformed service. 5 C.F.R. § 353.106.
- Executive Order 5396, July 17, 1930, provides that disabled veterans are entitled to LWOP when absent from work for medical treatment of a service-connected disability.
- Employees may not be in a pay status while receiving workers' compensation payments from the Department of Labor. Employees should be aware that LWOP affects their entitlement to or eligibility for certain Federal benefits.
- Supervisors must notify the Office of Human Capital when they approve LWOP for more than 30 continuous days. Supervisors have a right to disapprove LWOP requested by an employee.
- LWOP may affect an employee's entitlement to or eligibility for certain Federal benefits, including, but not limited to, leave accrual, health insurance, and retirement payments.

6.4.12 Family and Medical Leave Act

Documentation is required to establish eligibility for FMLA. An employee may invoke his or her entitlement to leave under the FMLA for the following situations:

- Birth of a son or daughter and the medical care of the newborn child (within one year after birth).
- Placement of a son or daughter with the employee for adoption or foster care (within one year after placement).
- Care for an immediate family member of the employee with a serious health condition;
- A serious health condition of the employee that makes the employee unable to perform any one or more of the essential functions of his or her position;
- A "qualifying exigency" (urgent situation, e.g. short-notice deployment, military events, financial and legal arrangements, counseling) due to a spouse, son, daughter, or parent of an employee on active duty in the Armed Forces.
- Care for an injured or ill family member;
- An employee may elect to substitute available paid annual and/or sick leave for FMLA unpaid leave under FMLA, but may not do so retroactively.
- An employee may not retroactively invoke entitlement to FMLA leave.
- An employee must provide notice of an intent to take FMLA leave at least 30 days before the leave would begin, or as soon as practicable. Medical certification is required for FMLA leave to care for an employee's family member who has a serious

health condition or for the serious health condition of the employee. Sufficient information may include documentation that the employee is unable to perform the job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military-related FMLA leave. Certification is also required for a qualifying urgent situation due to a spouse, son, daughter, or parent of an employee on active duty in the Armed Forces. Certification forms are available on EXIMConnect.

6.4.13 Paid Parental Leave

The Federal Employee Paid Leave Act (FEPLA), which was signed into law in December 2019, amended the Family and Medical Leave Act (FMLA) provision in Title 5 U.S.C. to provide up to 12 weeks of paid parental leave to covered Federal employees in connection with the birth or placement (for adoption or foster care) of a child occurring on or after October 1, 2020. The U.S. Office of Personnel Management (OPM) issued interim regulations (5 CFR 630 Subpart Q) to implement the new paid parental leave provisions, which are effective on October 1, 2020. Paid parental leave granted in connection with a qualifying birth or placement is substituted for unpaid FMLA leave and is available during the 12-month period following the birth or placement. For additional information, please see the Paid Paternal Leave Policy.

6.4.14 The Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) (Pub. L. 103-353)

Provides employees with an entitlement to LWOP when employment with an employer is interrupted by a period of service in the uniformed service. 5 C.F.R. § 353.106.

- The basic purpose of USERRA is to ensure that service members who leave their civilian employment and serve honorably in support of the mission of the United States' military have the assurance that once their service is completed, they will be able to return to their civilian careers with as little disruption and difficulty as possible.
- EXIM is committed to supporting the military and their families and encourages supervisors and employees to speak with the Office of Human Capital with any questions about the rights of members of the military, reserves, or veterans.

6.4.15 Disabled Veteran Leave

An eligible employee who is a veteran with a service-connected disability rated at 30 percent or more is entitled to Disabled Veteran Leave for purposes of undergoing medical treatment for such disability. This leave must be used during the 12-month period beginning on the first day of employment. See 5 CFR §§ 630.1301-08.

6.4.16 Military Leave

Under 5 U.S.C. § 6323, an employee is entitled to time off at full pay for certain types of active or inactive duty in the National Guard or as a Reserve of the Armed Forces.

Military leave under 5 U.S.C. 6323(a) is prorated for part-time career employees and employees on an uncommon tour of duty.

○ **Types of Military Leave:**

- An eligible full-time employee with a regularly scheduled 80-hour pay period who is a member in the Reserve of the Armed Forces or a member of the National Guard accrues 15 days/120 hours of military leave each fiscal year. A maximum of 15 days of unused military leave can be carried forward to the next fiscal year and is available for use in addition to the days/hours credited for the new fiscal year. This means that an employee may have a maximum of the equivalent of 30 days military leave available for use during a fiscal year.
- 5 U.S.C. 6323(b) provides 22 workdays per calendar year for those who perform certain military duties in support of civil authorities in the protection of life and property or who perform full-time military service as a result of a call or order to active duty in support of a contingency operation.
- 5 U.S.C. 6323(c) provides unlimited military leave to members of the National Guard of the District of Columbia for certain types of duty ordered or authorized under title 39 of the District of Columbia Code.
- 5 U.S.C. 6323(d) provides that *Reserve and National Guard Technicians only* are entitled to 44 workdays of military leave for duties overseas under certain conditions.

An employee's civilian pay remains the same for periods of military leave under 5 U.S.C. 6323(a), including any premium pay (except Sunday premium pay) an employee would have received if not on military leave. For military leave under 5 U.S.C. 6323(b) and (c), an employee's civilian pay is reduced by the amount of military pay for the days of military leave. However, an employee may choose not to take military leave and instead take annual leave, compensatory time off for travel, or sick leave, if appropriate, in order to retain both civilian and military pay.

Employees may use annual leave, military leave, compensatory time off for travel, or sick leave (consistent with the statutory and regulatory criteria for using sick leave), intermittently with leave without pay while performing duty with the uniformed services.

6.4.17 Religious Compensatory Leave (Adjustment of Work Schedules)

To the extent that modifications in work schedules do not interfere with the efficient accomplishment of an agency's mission, an employee whose personal religious beliefs require that the employee abstain from work at certain times of the workday or workweek must be permitted to work alternative work hours so that the employee can meet the religious obligation.

An employee must submit a written request for an adjusted work schedule in advance. An employee should specifically state that the request for an adjusted work schedule is

for religious purposes and should provide acceptable documentation of the need to abstain from work.

When deciding whether an employee's request for an adjusted work schedule should be approved, a supervisor should not make any judgment about the employee's religious beliefs or affiliation with a religious organization.

The hours worked in lieu of the normal work schedule do not create any entitlement to premium pay (including overtime pay). When an employee elects to earn religious compensatory leave for the purpose of being compensated for time off for a religious observance, the employee waives entitlement to premium pay.

An employee may work religious compensatory time before or after the grant of compensatory time off. A grant of advanced compensatory time off should be repaid by the appropriate amount of compensatory overtime work within a reasonable amount of time. Compensatory overtime shall be credited to an employee on an hour for hour basis or authorized fractions thereof. Appropriate records will be kept of compensatory overtime earned and used.

Religious compensatory time worked is different from regular compensatory time because:

- Premium pay provisions for overtime work contained in the Fair Labor Standards Act do not apply to overtime work for religious purposes;
- Employees at any grade level may use it;
- Timekeepers use different recording procedures for regular compensatory time and religious compensatory time;
- Once religious compensatory time is elected, this time cannot be converted to paid overtime or regular compensatory time;
- Religious compensatory time off is credited to an employee on a half hour for half hour basis;
- Up to 24 hours of religious compensatory time off may be accrued during a 26 pay-period leave year.
- All EXIM employees are eligible to earn religious compensatory leave. Time worked to earn religious compensatory leave is not considered overtime. The hours worked in lieu of the normal work schedule do not create any entitlement to premium pay (including overtime pay).

6.4.18 Sick Leave

Sick leave is accrued by all EXIM employees at 4 hours biweekly for full-time employees. Sick leave is used for personal medical needs or for the care of a family member. Sick leave may not be used in the pay period in which it is earned.

There are limits on the amount of sick leave an employee can use for a family member.

- A full-time employee may not exceed a total of 104 hours per leave year to care for sick family members or to attend family member’s medical appointments.
- A full-time employee may not exceed a total of 480 hours per leave year to care for family members with a “serious health condition,” as that term is defined at 5 C.F.R. § 630.1201. Unless complications arise, the common cold, the flu, earaches, upset stomach, minor ulcers, headaches (other than migraines), routine dental or orthodontia problems, and periodontal disease are not serious health conditions.

Examples of appropriate uses of sick leave include, but are not limited to:

Personal Medical Needs	Physical or mental illness, injury, pregnancy, or childbirth Medical, dental, or optical examination or treatment	Infectious disease that jeopardizes the health of others by his or her presence on the job
Care of a Family Member	Provide care for a family member for physical or mental illness, injury, pregnancy, or childbirth	Provide care for a family member as a result of medical, dental, or optical examination or treatment
Care of a Family Member with a Serious Health Condition (5 C.F.R. § 630.1202)	Inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility	Certain types of continuing treatment or examinations by a health care provider, such as for cancer
Bereavement	Attends the funeral of a family member	Makes arrangements necessitated by the death of a family member
Adoption Related Purposes	<ul style="list-style-type: none"> • Appointments with adoption agencies, social workers, and attorneys • Court proceedings • Required travel 	<ul style="list-style-type: none"> • Any periods of time the adoptive parents are ordered or required by the adoption agency or by the court to take time off from work to care for the adopted child • Any other activities necessary to allow the adoption to proceed
*An employee may invoke an entitlement to leave under the Family Medical Leave for some of the situations above. See Family Medical Leave for more details.		

There is no maximum limit on sick leave accrual. Unused sick leave accumulated by employees covered by the Civil Service Retirement System and Federal Employees Retirement System (FERS) will be used in the calculation of their annuities.

For absences in excess of three business days, employees are required to bring medical documentation regarding the absence and releasing them back to work. Self-certification will not suffice. The employee must provide the medical evidence within 15 business days of returning to work or the employee is not entitled to sick leave. If the employee complies with EXIM’s notification and medical certification requirements,

then the supervisor must approve sick leave. If there is a suspicion of abuse of leave a supervisor may require medical documentation for shorter periods of absences.

If required by a supervisor, an employee must provide administratively acceptable evidence or medical certification within 15 days of the request. If the employee is unable to provide such evidence within this time frame, despite the employee's diligent, good faith efforts, the employee must provide it within a reasonable period of time, but no later than 30 calendar days after the request. If the employee fails to provide acceptable evidence within the specified time period, the employee is not entitled to sick leave.

Sick Leave Accrual	
Full-Time Employees	1/2 day (4 hours) for each biweekly pay period
Part-Time Employees	1 hour for each 20 hours in a pay status

6.4.19 Voting in Elections

Employees requesting time off to vote are excused without charge to leave for the amount of time necessary to permit them to report to work three hours after the polls open or to leave work three hours before the polls close, whichever requires the least amount of time off. Employees on flexible work schedules can be excused only for those hours which cannot be accommodated by their flexible schedule. Where the polls are open either three hours before or three hours after the employee's regularly scheduled duty hours, no time off is granted.

6.4.20 Weather and Safety Leave

Weather and safety leave is permitted only when EXIM determines that employees cannot safely travel to and from, or perform work at, their normal worksite, a telework site, or other approved location because of severe weather or other emergency situations. EXIM will generally grant such leave pursuant to OPM operating status announcements.

EXIM employees are expected to monitor OPM and EXIM operating status announcements. In the event of an office closure, employees must promptly communicate with their supervisors about their status and, if participating in EXIM's telework program, their ability to telework. Employees participating in EXIM's telework program must adhere to EXIM's telework policy, their telework agreement, and prepare to telework in advance of weather and other events that can be reasonably anticipated.

Weather and safety leave is generally appropriate when Government offices are closed for a full or partial day because of snow or any other weather or safety conditions and the employee is prevented from working or otherwise unable to work at an alternative worksite pursuant to the criteria provided at 5 C.F.R. §§ 630.1601-.1607. This includes situations where working at an alternative worksite is itself unsafe (such as due to a

power outage), where the employee is ineligible for telework, or where the employee is not participating in a telework program. Employees must promptly discuss with their supervisor any disruptions to their ability to telework during an office closure.

At discretion of an employee's supervisor, an employee can be granted weather and safety leave to cover the unusual situation where a teleworker is unprepared to telework because the event could not be readily anticipated (e.g., the normal workplace is rendered unsafe following a fire, flood, or earthquake) and the employee does not have equipment or materials he or she would need to perform work.

6.5 Requesting Leave

An employee must submit leave requests through EXIM's electronic time-keeping system and have them approved by their Certifier before an employee's time can be validated.

When feasible, employees should submit their leave request at least 72 hours in advance of the anticipated leave time. Leave requests for annual leave and planned sick leave must be approved by the Certifier prior to the leave day. Submitting the leave request does not constitute approval from the supervisor.

Supervisors are authorized to cancel pre-approved leave requests for mission critical reasons.

Employees in bargaining unit positions follow Article 27 of the CBA for leave procedures and submitting request through EXIM's electronic time-keeping system.

In emergency circumstances, the employee should make every effort to contact the supervisor by phone and/or email. If the supervisor is unavailable, the employee should leave a voice message and/or e-mail for the supervisor with the telephone number where the employee can be reached. It is the employee's responsibility to contact the employee's supervisor at the earliest opportunity. Based on the situation and the needs of EXIM, the supervisor will decide whether to approve or deny the employee's request. If the employee fails to contact the supervisor, the supervisor may report the employee's time as AWOL (See Section 6.10). When the employee returns to the office, the employee must submit their leave request through EXIM's electronic time-keeping system to ensure proper documentation of their leave.

6.6 Advancing Leave

Permanent employees who have exhausted all of their leave are eligible to request advanced leave. However, employees are not entitled to advanced leave. EXIM will consider advanced annual leave when:

- All leave has been exhausted;
- Non-repetitive, non-routine circumstances exist;
- The employee is eligible to earn annual leave;

- The employee is not on leave restriction;
- There is reasonable assurance that the employee will return to duty and is not contemplating a resignation or retirement.

An employee may request advanced annual leave up to the amount the employee would earn through the remainder of the leave year. For example, if there are 16 pay periods remaining and the employee earns four hours per pay period, the employee may request up to 64 hours of leave (16 x 4 = 64).

Sick leave may be advanced up to a maximum of 240 hours (30 business days) for a permanent employee. Employees must submit supporting documentation from their physician describing the condition and specifying the amount of time required for treatment or rehabilitation. Requests for advanced leave must be made through EXIM's electronic time-keeping system. Final approval of advanced leave is at the discretion of the employee's second level supervisor, with the advice from the Office of Human Capital.

6.7 Negative Leave Balance

Negative leave balances are strongly discouraged. Employees and their supervisors should make every effort to ensure positive leave balances are maintained by using the annual leave benefit judiciously. If an employee leaves the Federal service with a negative leave balance, the employee's last paycheck will be reduced by the dollar amount equivalent to the negative balance. If the debt is greater than the last paycheck, the employee is obligated to pay back the debt to the Federal government.

6.8 Maximum Annual Leave Accumulation

The maximum amount of annual leave that an employee may carry forward from one leave year to another is 30 days (240 hours) and 90 days (720 hours) for SL employees; or the amount accumulated under earlier statute, whichever is greater. Any leave to the employee's credit at the end of the leave year that exceeds the maximum accumulation is forfeited. Only in rare circumstances will EXIM restore "Use or Lose" leave. Employees have the option to donate leave that will be forfeited to the agency's Leave Bank system at the end of the calendar year.

For use or lose leave during national emergencies, please see the "Use or Lose" Annual Leave During National Emergencies Policy.

6.9 Leave Restriction

When the supervisor determines that an employee is developing a pattern of chronic, unscheduled absences or when the supervisor believes an employee is abusing leave, an employee may be placed on leave restriction. The Leave Restriction Notice provides

specific procedures for requesting leave that must be followed during the period of the leave restriction. Any violation of such procedure will result in an AWOL charge. Generally, the period for a leave restriction is 30 to 90 days.

Indicators of leave abuse include, but are not limited to, the following:

- A low leave balance without apparent cause;
- A pattern of unscheduled leave requests or usage, particularly preceding or following weekends;
- Habitual tardiness;
- Discovery that the person's justification or an absence is false;
- Requesting and using sick leave instead of annual leave or leave without pay for a vacation;
- Providing false or altered medical documentation for sick leave;
- Supervisors should consult with the Office of Human Capital when considering implementing leave restriction to determine if it is an appropriate course of action.

An employee who fails to comply with the requirements of a leave restriction can be subject to disciplinary action up to and including termination.

6.10 Time and Attendance Reporting

EXIM uses electronic forms to officially document leave requests, leave approvals or denials, and employee attendance. Leave records will be destroyed pursuant to the applicable Government records schedules, unless a litigation hold or other legal requirement requires longer retention.

7 Attachments

ATTACHMENT A - DEFINITIONS

- **Absence Without Official Leave (AWOL):** A non-pay status that covers an absence from work which has not been approved. A brief absence without approval from the specified work location while on agency premises can be classified as AWOL.
- **Administrative Leave (Admin. Leave):** Administrative leave (also referred to as an “excused absence”) is an administratively authorized absence from work without loss of pay or charge to leave.
- **Administrative Work Week:** The week begins at 12:01 am on Sunday and ends on 12 midnight on Saturday.
- **Annual Leave:** Leave used for vacations, rest and relaxation, and personal business or emergencies.
- **Advanced Annual Leave:** Leave advanced to an employee in an amount not to exceed the amount the employee would accrue within the leave year.
- **Alternate Work Schedules (AWS):** Comprised of either Compressed or Flexible work schedules.
 - **Compressed Work Schedule (CWS):** This is a fixed work schedule in which an employee can complete the biweekly work requirement in less than 10 working days. For part-time employees the bi-weekly requirement of less than 80 hours and less than 10 workdays may require the employee to work more than 8 hours in a day.
 - **Flexible Work Schedule (FWS):** Workdays are comprised of core hours and flexible hours. Flexible hours are the part of the workday when employees may (within limits) choose their time of arrival and departure. This schedule also includes a maxiflex schedule option.
- **Alternate Work Schedule (AWS) Day(s) Off** – under this work schedule, the days out of the pay period that may be scheduled by the employee and supervisor to be non-workdays.
- **Bone Marrow/Stem Cell or Organ Donor Leave:** Paid leave authorized each calendar year to serve as a bone marrow, stem cell, or organ donor. Donor leave may be also used for blood testing, tissue testing, and counseling.
- **Compensatory Time:** Time authorized by the supervisor that is earned in lieu of pay for irregular or occasional overtime work. Compensatory time off may be approved in lieu of other leave.

- **Compensatory Time Off for Travel (CTOT):** Hours earned by an employee for time spent in travel status away from the employee’s official duty station when such time is not otherwise compensable. CTOT is earned in increments of 1 hour. (For additional information, please refer to Compensatory Time Off for Travel policy)
- **Core Hours:** The time periods during the workday, workweek, or pay period that are within the tour of duty during which an employee covered by a flexible work schedule is required by EXIM to be present for work. Core hours are 10:00 a.m. to 3:00 p.m.
- **Court Leave:** Paid time off without charge to leave for service as a juror or witness.
- **Credit Hours:** Hours within a flexible work schedule that an employee elects to work in excess of the employee’s basic work requirement so as to vary the length of a workweek or workday.
- **Fair Labor Standards Act (FLSA):** A federal law which establishes minimum wage, overtime pay, record keeping, and child labor standards affecting full-time and part-time workers in federal, state and local government, as well as private sector. Employees can either be exempt or non-exempt from this law.
 - **FLSA Exempt Employees:** Employees who are not covered by the minimum wage and overtime provisions of the FLSA.
 - **FLSA Nonexempt Employees:** Employees who are covered by the minimum wage and overtime provisions of the FLSA (e.g., employees in equipment operating and protective occupations, and most clerical occupations).
- **Family Medical Leave:** Leave pursuant to a Federal Act which entitles employees to take up to twelve workweeks of paid or unpaid, job-protected leave in a twelve month period for specified family and medical reasons, or for any qualifying exigency leave arising out of a family member’s active duty in the military.
 - **Family Member: A family member is defined as:**
 - A spouse of domestic partner, and parents of a spouse or domestic partner;
 - Sons and daughters, and their spouses and domestic partners;
 - Parents, and their spouses and domestic partners;
 - Brothers and sisters, and their spouses and domestic partners;
 - Grandparents and grandchildren, and their spouses and domestic partners; and
 - Any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.
- **Flexible Hours:** Time during the workday which an employee covered by an FWS may choose to vary the employee’s times of arrival to and departure from the work

site consistent with the duties and requirements of the position and appropriate supervisory approval.

- **Intermittent Work Schedule:** Schedule used when the work of a less than full-time position is so sporadic and unpredictable that a tour of duty cannot be scheduled in advance.
- **Leave for Funerals and Bereavement:** Sick leave of up to a total of up to 104 hours (13 days) each leave year for family care and bereavement, which include making arrangements required by the death of a family member and attending the funeral of a family member. Up to 480 hours is allowed for a serious health condition.
- **Leave Restriction:** A document provided to an employee that places certain restrictions on the employee's use of leave.
- **Leave Without Pay:** A temporary non-pay status and absence from work that can be granted at the employee's request as a matter of supervisory discretion.
- **Maxiflex:** Flexible work schedule with a basic work requirement of 80 hours for the biweekly pay period for full-time employees.
- **Military Leave:** Approved absence from official duty for active duty, active duty training, and inactive duty training.
- **Overtime Work:** Work in excess of the employee's scheduled work hours that is officially ordered or approved.
- **Premium Pay:** Additional pay provided to employees for working certain types of hours or under certain types of conditions.
- **Religious Compensatory Leave:** An employee whose personal religious beliefs require that the employee abstain from work at certain times of the workday or workweek must be permitted to work alternative work hours so that the employee can meet the religious obligation.
- **Sick Leave:** Paid absence from work for personal medical needs, family care or bereavement, care of a family member with a serious health condition, or adoption-related purposes.
- **Standard Work Schedule (SWS):** A schedule of 80 hours in a biweekly pay period which has a fixed eight-hour workday with set starting and ending times.
- **Use or Lose:** The amount of annual leave that is in excess of the employee's applicable annual leave ceiling. Any accrued annual leave in excess of the ceiling will be forfeited if not used by the final day of the leave year.
- **Work Schedule:** The fixed or flexible biweekly work arrangement agreed upon by the supervisor and employee that falls within EXIM's established timeframes.

ATTACHMENT B – WORK SCHEDULE SUMMARY

	Standard Work Schedule (SWS)	AWS (Compressed) 5/4-9 or 4/10		AWS (Flexible)
Fixed Starting and Ending Times	Yes	Yes		No
Length of Each Day	Fixed	Fixed		Arrival and departure time may vary within limits
Workdays/Hours per Pay Period	10 workdays 8-hour day	4/10 work Schedule 8 workdays 10-hour days	5/4-9 work schedule 9 workdays (8 – 9 hours day/ 1 – 8-hour day)	Hours and days vary on a Maxiflex schedule
Credit Hours	Yes May be earned in 15-minute increments. Maximum of 24 credit hours may be carried over from pay period to pay period.	Not available		Yes May be earned in 15-minute increments. Maximum of 24 credit hours may be carried over from pay period to pay period.
Holidays	Paid holiday on day set by law	If the holiday falls on a scheduled AWS non-workday, the workday before or after the holiday, at the discretion of the supervisor, is taken as a holiday.		Paid holiday on day set by law
Training	No schedule change necessary	Schedule flexes to the requirements of the training program. Employee must notify supervisor in advance of his/her work schedule for that week.		Schedule flexes to the requirements of the training program. Employee must notify supervisor in advance of his/her work schedule for that week.

ATTACHMENT C – WORK SCHEDULE REQUEST FORM



WORK SCHEDULE REQUEST FORM

Employee's Name (Print): _____

Initiate Work Schedule Change Work Schedule

Standard Work Schedule

Start Time: _____ End Time: _____

Alternate Work Schedule: Select one: Compressed Flexible Maxiflex (no daily or weekly requirements)

Start Time Range*: _____ End Time Range*: _____

*Range's minimum is 15 minutes to a maximum 2 hours; supervisor has the authority to set limits on the range of flexible hours to meet EXIM's needs.

5/4/9 Work Schedule

Nine Hour Days: Start Time: _____ End Time: _____

Eight Hour Day: Start Time: _____ End Time: _____

Day Off (indicate M, T, W, Th, or F of either week 1 or week 2 of pay period): _____
(e.g. Monday - week one or Friday - week two)

4/10 Work Schedule

Ten Hour Day: Start Time: _____ End Time: _____

Days Off (indicate M, T, W, Th, or F for week 1 and week 2 of pay period): _____
(e.g. Monday - week one and two)

I request assignment to the work schedule identified above. I recognize the opportunity to develop a flexible approach to scheduling work hours **is an employee benefit, not an entitlement**. Management denial of an employee's request for assignment to a Flexible Work Schedule or Compressed Work Schedule is not grievable under EXIM's administrative grievance procedure.

Employee's Signature: _____ Date: _____

I approve the work schedule. In cases where work schedules must be changed, I will provide the employees a minimum of one pay period notice of the work schedule change.

Supervisor's Signature: _____ Date: _____

Original form sent to OHC. Copy of form to be retained with the Supervisor

Revision History

Date	Version	Section/s	Comments	Author
02/16/2021	1.0	-Section 5.1 -Attachment A	Minor Updates and Biennial Review -Reviewed by OGC and Senior Leaders	OHC