

USNA EMPLOYEE WORK SCHEDULE REQUEST

Privacy Act Statement:

AUTHORITY: 5 U.S.C.301, Departmental Regulations; 10 U.S.C. 5013, Secretary of the Navy; 10 U.S.C. 5041, Headquarters, Marine Corps; and [SORN NM07421-1](#).

PRINCIPLE PURPOSE: To maintain a record of employees work schedule for time and attendance reporting purposes.

ROUTINE USES: Used by U.S. Naval Academy employees to request/obtain an approved work schedule.

DISCLOSURE: Voluntary; however, failure to provide all of the requested information may preclude the processing of the U.S. Naval Academy employees work schedule request.

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| 1. TYPE OF REQUEST: <input type="checkbox"/> Initial <input type="checkbox"/> Change | 2. NAME: | 3. EFFECTIVE DATE: |
|---|----------|--------------------|

4. WORKWEEK SCHEDULE (Check Appropriate Schedule):

| 4a. (Select 1) | 4b. (SLDCADA Code) | 4c. (Work Schedule) | 4d. (Description) |
|--------------------------|--------------------|-------------------------|---|
| <input type="checkbox"/> | 0 | Basic Work Schedule | Consists of five 8 hour workdays. Credit not Authorized. |
| <input type="checkbox"/> | 1 | Flexitour Work Schedule | Consists of five 8 hour workdays, 40 hours each week, 80 hours biweekly. Fixed arrival time is established. Credit is authorized. |
| <input type="checkbox"/> | 2 | Gliding Work Schedule | Consists of five 8 hour workdays, 40 hours each week, 80 hours biweekly. Arrival and departure times may change without notification. Credit authorized. |
| <input type="checkbox"/> | 3 | Variable Schedule | Consists of 40 work hours each week and 80 hours biweekly. Arrival and departure times and length of workdays may change without notification. Credit authorized. Must meet biweekly requirement of 80 hours before overtime and comptime. |
| <input type="checkbox"/> | 4 | Variable Week Schedule | Consists of 80 work hours biweekly. Arrival and departure times and length of workdays may change without notification. Credit authorized. Must meet biweekly requirement of 80 hours before overtime or comptime. |
| <input type="checkbox"/> | 5 | Maxiflex Work Schedule | Consist of an 80 hour biweekly work schedule. Work may be less than 5 days per week and/or less than 10 days biweekly. Arrival and departure times may change without notification. Credit authorized. Must meet biweekly requirement of 80 hours before overtime and comptime. FLSA calculated on 80 hours biweekly. |
| <input type="checkbox"/> | 6 | Compressed Schedule | Consists of eight 9 hour workdays, one 8 hour workday, and one regular day off. Credit hours cannot be earned. |
| <input type="checkbox"/> | 7 | First Forty | Consists of 40 work hours each week and 80 work hours biweekly. Number of hours in a day may vary. Credit hours cannot be earned. |
| <input type="checkbox"/> | 8 | Variable Work Schedule | Consists of 40 work hours each week and 80 work hours biweekly. Number of hours each day must be scheduled. Ex: Four-day work week, 10 hours a day. Credit hours cannot be earned. |
| <input type="checkbox"/> | D | Variable Work Schedule | Consists of 80 hours biweekly. Arrival and departure times and length of workdays and workweeks may change without notification. Credit authorized. FLSA calculated on 40 hours in a week. |
| <input type="checkbox"/> | E | Maxiflex Work Schedule | Consists of 80 hours biweekly. Work may be less than 5 days per week and/or less than 10 days biweekly. Arrival and departure times may change without notification. Credit hours are authorized. FLSA calculated in excess of 40 hours in a week. |

5. PAY PERIOD HOURS OF DUTY:

| WEEK | SUN | MON | TUE | WED | THU | FRI | SAT | TOTAL |
|--------|-----|-----|-----|-----|-----|-----|-----|-------|
| WEEK 1 | | | | | | | | |
| WEEK 2 | | | | | | | | |

6. START TIME & END TIME FOR HOURS OF DUTY (For Basic, Flexitour & Compressed Work Schedules Only):

| | SUN | MON | TUE | WED | THU | FRI | SAT |
|---------------|-----|-----|-----|-----|-----|-----|-----|
| WEEK 1 | | | | | | | |
| Start Time | | | | | | | |
| End Time | | | | | | | |
| WEEK 2 | | | | | | | |
| Start Time | | | | | | | |
| End Time | | | | | | | |

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|--|---|---|
| 7. EMPLOYEE NAME: <input style="width:95%;" type="text"/> | 8. EMPLOYEE SIGNATURE: <input style="width:95%;" type="text"/> | 9. DATE: <input style="width:95%;" type="text"/> |
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10. SUPERVISOR APPROVAL/DISAPPROVAL:

Approved
 Disapproved
 Comments:

| | | |
|---|--|--|
| 11. SUPERVISOR NAME: <input style="width:95%;" type="text"/> | 12. SUPERVISOR SIGNATURE: <input style="width:95%;" type="text"/> | 13. DATE: <input style="width:95%;" type="text"/> |
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