# Work Schedules

Section 1 – Policy

1. This Article establishes the Bureau’s Work Schedules Program. The purpose of the Work Schedules Program is to enable the Bureau and its employees to fulfill the Bureau’s mission by providing employees with the flexibility to meet their weekly work requirements in a manner that isefficient, effective and promotes work-life balance. Within the 80-hour biweekly pay period, the Bureau’s Work Schedules Program allows for a variety of flexible alternatives to the traditional, fixed 8-hour per day schedule.
2. Monday through Friday, 8:00 am – 5:00 pm local time are CFPB’s official business hours.
3. As the Bureau-wide default, all employees are on the Gliding Schedule option described below. Employees may elect to participate in the Custom Schedule option instead of the Gliding Schedule, subject to supervisory approval. Supervisory approval is required for all work schedules and employee tours of duty. Supervisory approval of employee work schedules will be made in a fair and equitable manner based on the following factors:
4. Work requirements;
5. Ensuring adequate staff coverage during CFPB official business hours;
6. Whether the position of the employee requires hours that coincide with a supervisor’s hours or assignment;
7. Equity among staff; and
8. Employee performance or conduct issues including, but not limited to, proper leave usage, adherence to leave procedures and whether an employee is on leave restriction.
9. The Employer may determine that the responsibilities of certain positions require employees to work during specific weekdays and times during each pay period. A decision to deny an employee’s proposed work schedule may be based on the fact that responsibilities of employees in certain positions require those employees to regularly work on particular days of the week or times of the day. When conflicts arise among employees requesting similar work schedules or starting or ending times, preference will be given to any employee who is already on the requested schedule, and next to employees in the order in which they requested that schedule. Any ties will be broken in order of CFPB seniority.
10. For business reasons, or where concerns about the employee’s attendance, conduct or performance arise, supervisors:
11. may limit the amount of flexibility available to an employee under any of the work schedules; or
12. may require that an employee work a Gliding Schedule.

Prior to an involuntary change in an employee’s work schedule, the Employer will provide reasonable notice to the employee.

1. This Article does not cover overtime hours ordered or approved, in advance, by management beyond the employee’s daily work requirement. Overtime hours are governed by the Overtime and Premium Pay Article.
2. As part of the implementation of this article, Management has determined that it will educate and reinforce to supervisors the appropriate use of Credit Hours versus Overtime and Other Premium Pay.

Section 2 – Definitions

1. Basic Work Requirement: The number of regularly scheduled hours, excluding overtime hours, an employee is required to work or to account for by using leave, previously earned credit hours, compensatory time, or excused absence. The basic work requirement for full-time employees is 80 hours each biweekly pay period and their established Daily Work Requirement. The basic work requirement for part**-** time employees is determined in accordance with the Part-Time Employment Article.
2. Core Hours: The designated time periods during the workday, workweek, or pay period that are within the tour of duty during which an employee on a flexible work schedule is required to work, or otherwise account for, by using approved leave, previously earned credit hours, earned compensatory time, administrative leave, and/or leave without pay (LWOP).
3. Credit Hours: Credit Hours are those hours that an employee voluntarily elects to work, with supervisory approval, in excess of their basic work requirement.
4. Daily Work Requirement: The number of regularly scheduled hours, excluding overtime hours, an employee is required to work each day or to account for by using leave, previously earned credit hours, compensatory time, excused absence, or LWOP. The Daily Work Requirement can vary from a minimum of the core hours (4.5 hours) up to a maximum of 10 standard work hours per day on days that an employee is scheduled to work.
5. Flexible Time Bands (“Flex Bands”): Designated hours during which an employee may elect, with supervisory approval, the time of arrival and departure for fulfilling the basic and daily work requirement and/or earn credit hours.
6. Flex Day: Regularly scheduled day(s) off under the Custom Schedule on which no work hours are regularly scheduled.
7. Custom Schedule: A flexible work schedule in which a full-time employee may vary the number of hours they work each day or each week (e.g., work fewer than 8 hours on some days and more than 8 hours on other days and work fewer than 40 hours one week of the pay period and more than 40 hours another week in the pay period as long as the employee works or uses approved leave/LWOP for a total of 80 hours in each pay period). Full-time employees may create, in consultation with their supervisor, a 4/10 or 5/4/9 work schedule with scheduled Flex days.The employee may, subject to the terms of this Article, select a schedule that provides for non-continuous hours during the workday and select their start/stop times within the flex bands as long as the employee works during the Core Hours.
8. Gliding Schedule: A flexible work schedule in which a full-time employee works 8 hours/day, Monday – Friday.The employee may, subject to the terms of this Article,select their start/stop times within the flex bands as long as the employee works during the Core Hours.
9. Tour of Duty: The hours of a day (daily tour of duty) and the days of a workweek (weekly tour of duty) that constitute an employee’s regularly scheduled administrative workweek, during which the employee is scheduled to work. The Tour of Duty is the limit within which an employee must complete their basic work requirement and must occur between Monday through Friday. The earliest time a Bureau employee may begin their tour of duty is 6:00 a.m. local time; the latest a Bureau employee may end their tour of duty is 8:30 p.m. local time.

Section 3 - Work Schedule Requirements and Options

1. All CFPB Work Schedules are flexible schedules and require the following:
	1. Setting a Standard Bi-Weekly Work Schedule (tour of duty): In consultation with their supervisor~~,~~ all employees must choose the type of schedule they prefer to work and establish a bi-weekly work schedule. Once approved by the supervisor, the bi-weekly work schedule becomes the employee’s regular work schedule. At the employee’s request, their work schedule may be revised with supervisor approval. If a change in work schedule is required by management to meet business needs, management will first consult with the employee.
	2. Recording Work Hours and Leave: For all employees, time worked (including credit/compensatory time earned and used) and leave taken will be recorded in 15- minute increments on bi-weekly timecards that are approved by supervisors prior to being submitted for payment. Any time during the employee’s scheduled workday that the employee is not working must be recorded in the Bureau’s timekeeping system by using approved leave, previously earned credit hours, earned compensatory time, administrative leave, and/or LWOP. Supervisors will outline expectations to employees for making their work schedules visible to work colleagues.
	3. Unpaid Lunch Break: Any work schedule that requires more than six consecutive hours of work on a given day must include an unpaid lunch break of 30-60 minutes on that day. The unpaid lunch break does not count toward the fulfillment of the basic work requirement**,** and cannot be taken at the beginning or end of the employee’s daily tour of duty.
	4. Restrictions on Night Work: Management cannot require an employee to establish a flexible work schedule that requires the employee to work on nights (i.e., between 6:00 pm and 6:00 am Monday through Friday). However, an employee may voluntarily request a schedule that may include night work.
		1. An employee may choose to establish a work schedule that ends between 6:00 pm and 8:30 pm local time Monday through Friday. However, the schedule must allow the employee the ability to meet their daily work requirement without working past 8:30 pm local time.
		2. An employee may voluntarily earn credit hours in excess of their basic work requirement during Night Work hours, with supervisory approval.
		3. Any employee who voluntarily establishes a work schedule and/or works Credit Hours between 6:00 pm and 6:00 am is not entitled to Overtime or Premium Pay for that time.
	5. Restrictions on Weekend Work:
		1. Management cannot require an employee to establish a flexible work schedule that requires the employee to work on weekends.
		2. An employee may voluntarily earn credit hours on weekends with supervisory approval.
2. Gliding Schedule (CFPB Default)
3. Basic Work Requirement: Full-time employees must work 8 hours/day, 40 hours/week and 80 hours/pay period. Part-time employees must work the hours dictated by their specific work schedules in accordance with the Part-Time Employment Article.
4. Tour of Duty: In accordance with the provisions of this Article, employees may select a starting and stopping time for each day, and may vary starting and stopping times daily, within the parameters set forth below. The Tour of Duty must occur between Monday and Friday between the hours of 6:00 am and 8:30 pm in an employee’s local time zone.
5. Workdays: Monday – Friday
6. Core Hours: Monday – Friday, 10:00 am – 2:30 pm in an employee’s local time zone.
7. Flexible Time Bands for regular Tour of Duty: Monday – Friday, 6:00 am – 10:00 am and 2:30 pm – 8:30 pm in an employee’s local time zone.
8. Additional Flexible Time Bands: Monday through Thursday 8:30 pm to 6:00 am the following morning; Friday 8:30 pm to 11:59 pm; and weekends from 12:00 am Saturday to 6:00 am on Monday in an employee’s local time zone. These additional flexible time bands are established only to provide an opportunity for employees to earn credit hours.
9. Custom Schedule (optional)
	1. Basic Work Requirement: Full-time employees must work 80 hours per pay period. Part-time employees must work the hours dictated by their specific work schedule in accordance with the Part-Time Employment Article.
	2. Tour of Duty: In accordance with the provisions of this Article, an employee may establish a regular work schedule in which the number of hours the employee works varies by day or by week (e.g., work fewer than 8 hours on some days and more than 8 hours on other days and work fewer than 40 hours one week of the pay period and more than 40 hours another week in the pay period as long as the employee works or uses approved leave/LWOP for a total of 80 hours in each pay period). Full-time employees may create, with supervisory approval, a 4/10 or 5/4/9 work schedule with scheduled Flex days. The Tour of Duty must be fulfilled between Monday and Friday between the hours of 6:00 am and 8:30 pm in an employee’s local time zone. Once an employee’s regular work schedule is approved, the employee is expected to work that schedule on a consistent basis. Employees should request a change (permanent or on an ad hoc basis) in their work schedule as far as in advance as possible. However, supervisors may approve occasional deviations from an employee’s approved regular work schedule to accommodate a business need of the Bureau or personal circumstance of the employee.
10. Workdays: Monday – Friday, except for the Flex Day(s)
11. Core Hours: Monday – Friday, 10:00 am – 2:30 pmin an employee’s local time zone. Employees are required to use approved leave, earned credit hours, earned compensatory time, administrative leave, and/or LWOP if they are unable to work during core hours.
12. Flexible Time Bands for regular Tour of Duty: Monday – Friday, 6:00 am – 10:00 am and 2:30 pm – 8:30 pm in an employee’s local time zone.
13. Additional Flexible Time Bands: Monday through Thursday 8:30 pm to 6:00 am the following morning; Friday 8:30 pm to 11:59 pm; and weekends from 12:00 am Saturday to 6:00 am on Monday in an employee’s local time zone. These additional flexible time bands are established only to provide an opportunity for employees to earn credit hours.
14. Work Hours: The minimum number of hours per scheduled workday that an employee must work under a Custom Schedule is 4.5 hours and these hours must correspond with the Bureau’s core hours. The maximum number of hours per scheduled workday that an employee may work under a Custom Schedule is 10 hours. Employees are required to use approved leave, earned credit hours, earned compensatory time, administrative leave, and/or LWOP if they are unable to work the total number of hours required by their approved schedule.
15. Non-Continuous Work: With supervisory approval, employees may establish a Custom Schedule that allows them to work hours non-continuously without being charged leave. For example, a supervisor could approve an employee to establish a Custom Schedule whereby the employee works 8 hours each day starting from 9:00 - 9:30 am and ending 3:00 - 3:30 pm, and resumes work starting from 4:00 – 4:30 pm and ending from 6:00 – 6:30 pm.
16. Flex Day(s): Employees may designate, with supervisory approval, any Mondayor Friday during the pay period as their Flex Day(s). Employees may change their Flex Day(s) to a different Monday or Fridaywithin the same pay period with supervisor approval, when requested in advance.
	1. When an employee will attend training or is required to work on a day that would normally be their Flex Day(s), the supervisor will coordinate with the employee to either:
17. Designate a different in-lieu of Flex Day (must be a Monday, Wednesday, or Friday) during the same pay period; or
18. If rescheduling the Flex Day during the same pay period is impractical or disruptive to scheduled work activities, then the employee may request to revert to a Gliding Schedule of 8-hour days for the applicable pay period or a Custom Schedule for that pay period as long as the employee will be working during the time of the scheduled training or management ordered work.
19. As an alternative, the manager will order the employee to work overtime in accordance with the Overtime and Other Premium Pay Policy and Article.

	1. Holidays: A full-time employee is excused from work for 8 hours on a Federal holiday, regardless of the number of hours in their regular tour of duty for that day. Employees normally scheduled to work 9 or 10 hours on a holiday must make up the one or two hours on the other day(s) in the affected pay period or request to use accrued leave, credit hours, compensatory time, or LWOP. Employees may not work on the holiday to make up the additional hour(s). Full time employees who are normally scheduled to work fewer than 8 hours on a holiday must adjust their work schedule to ensure they satisfy the basic work requirement of 80 hours in a pay period.
	2. “In-Lieu of” Holidays: When a Federal holiday occurs on an employee’s regularly scheduled Flex Day, the employee will take the previous business day as the “in lieu of” holiday. For example, if the employee’s Flex Day is a Friday and that is the day of the Federal holiday, the employee will take the previous Thursday as the “in lieu of” holiday.
20. Credit Hours
	1. All CFPB schedules are flexible work schedules and all staff are eligible to earn credit hours.
	2. Credit hours may be earned during the Flexible Time Bands for Regular Tour of Duty and during the Additional Flexible Time Bands, after an employee has fulfilled their daily, weekly or bi-weekly basic work requirement. The Additional Flexible Time Bands have been established Monday through Thursday 8:30 pm to 6:00 am the following morning; Friday 8:30 pm to 11:59 pm; and weekends from 12:00 am Saturday to 6:00 am on Monday in an employee’s local time zone. These additional flexible time bands are established only to provide an opportunity for employees to earn credit hours. However, credit hours cannot be earned while an employee is in a fixed-time training course, receiving holiday pay or while physically in transit to or from a temporary duty location.

On an ad hoc basis, an employee will request approval in advance to earn credit hours, and supervisory approval will normally be given if there is work available that can be effectively and efficiently performedduring the time the employee has requested to earn credit hours.

* 1. Supervisors may give blanket approval on a set amount of credit hours that an employee can earn in a pay period without requesting specific approval in advance up to 2 hours per day. The supervisor will normally give blanket approvals for credit hours in those offices where work is available and can be effectively and efficiently performed at time requested. Any credit hours worked in excess of this blanket approval must be approved by the supervisor in advance.
	2. Full-time employees may carry over a maximum of 24 credit hours from pay period to pay period. Part-time employees may carry over a maximum of ¼ of their regularly scheduled hours in each pay period. Credit hours in excess of the carry-over limit must be used by an employee by the end of the pay period or they will be lost.
	3. If an employee leaves CFPB with a credit hour balance the employee will be compensated for any unused credit hours at their regular hourly rate of pay, up to a maximum of 24 hours for full-time employees and one-quarter of the employee’s bi-weekly work requirement for part-time employees.
	4. Employees may only use previously earned credit hours, with supervisor approval, when requested in advance. Use of credit hours will be considered in accordance with the provisions of the Annual Leave Article. An employee may not routinely earn and use credit hours to establish a standard work schedule different from their approved standard work schedule.

Section 4 – Procedures

1. To establish a regular work schedule or to change a previously approved regular work schedule, an employee will submit their requested schedule using a form or system developed by the Bureau and provide it to their supervisor for approval. In submitting their requested schedules for supervisory approval, employees must provide the days they will work each pay period, the number of hours they will work each day, and their Flex Days, if any. Once a regular Work Schedule with approximate starting and ending times is approved by an employee’s supervisor, the employee will inform their supervisor of the times they normally plan to start and stop working each day within the Bureau’s Flex Bands. Employees may change the time ranges of their normal starting and stopping times, within the Bureau’s Flex Bands, if they inform their supervisors in advance.
2. The supervisor will review an employee’s request and determine whether to approve or deny the request.
3. When denying a request for a regular work schedule, the supervisor must document the reason(s) for denial. A copy of the documentation will be retained by the Office of Human Capital (OHC).
4. Within 30 days of completion of the one-time reset process referenced in the Remote, Telework, and Hybrid Program Article and annually at the end of the first quarter the year thereafter, OHC will provide NTEU records of all denials of employee requests for a regular work schedule made during the one-time reset process or, for regular annual submissions, all denials of employee requests for a regular work schedule made between January and December of the previous year including: (1) a unique employee identifier of the employee requesting the schedule; (2) the type of schedule requested; (3) the specific days and hours the employee proposed to work; (4) the employee’s job title; (5) the employee’s division; (6) the employee’s office; (7)the employee’s region (if applicable); (8) the name of the supervisor who denied the request; (9) the reason(s) given for the denial; and (10) the employee’s race, ethnicity (e.g., Hispanic or Not Hispanic), national origin, gender, whether the employee has a disclosed disability status (not the particular disability status) and whether they are over 40 or under 40. Where necessary to protect an individual’s privacy rights or other legal rights, redaction or aggregation of data may be employed.
5. Employees will work with their timekeeper to ensure that their approved work schedule is reflected in the Bureau’s time and attendance system.