



PSSUCLEVEINST 12610.1
JAN 20 2010

PERSONNEL SERVICES AND SUPPORT UNIT CLEVELAND INSTRUCTION 12610.1

Subj: FLEXITIME

Ref: (a) Code of Federal Regulations, 5CFK

1. **PURPOSE.** This instruction establishes general policy and framework of flexitime within Personnel Services and Support Unit (PSSU) Cleveland.
2. **ACTION.** All Coast Guard personnel attached to PSSU Cleveland shall adhere to the requirements of this instruction.
3. **DIRECTIVES AFFECTED.** None.
4. **DISCUSSION.** Flexitime allows employees in most jobs to decide their work hours on a day-to-day basis. The workday will consist of "core times" (blocks of time during which all employees must be present for work), and "flexible time" (a specified number of hours outside of the core time which must be worked, but at the employee's choice). See enclosure (1) for flexitime definitions.
5. **POLICY.**
 - a. **General.**
 - (1) The normal workday is 0730-1600, with a mandatory ½ hour lunch break.
 - (2) Participation in flexitime is authorized. Employees may continue to work 0730-1600 with a ½ hour lunch break, but must comply with the duties and responsibilities prescribed for flexitime.
 - (3) Occasionally, supervisors may require personnel to be on duty at times other than those chosen through flexitime. When this occurs, affected personnel will be notified of the new hours and the purpose.

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- (4) Absence from work during core time will be handled in accordance with Federal regulations pertaining to absences.
- (5) To avoid being charged for sick leave, medical appointments may be scheduled during periods of flexible time.
- (6) Leave involving whole days will be chargeable from 0730 to 1600.

b. **Administrative Leave.**

- (1) Administrative leave is unaffected by flexitime.
- (2) If the Commanding Officer authorizes early dismissal, employees authorized to leave work will be granted administrative leave. If the dismissal is for a specified number of hours, then each employee will be given administrative leave for that specified number of hours. For example, first employee chooses to begin at 0630, the second at 0800. If each had a ½ hour lunch break, and 2 hours administrative leave is granted, the first employee would depart at 1300, and second would depart at 1430. Any additional time taken off would be charged to annual leave.
- (3) If the dismissal is at a specified time, then each employee will be granted administrative leave from that specified time to the end of their normal working day. For example, first employee chooses to begin at 0630, the second at 0800. If each had a ½ hour lunch break, and dismissal is granted at 1400, the first employee would be granted 1 hour administrative leave, and the second employee would be granted 2.5 hours administrative leave (time difference between 1400 and the end of their normal work day).
- (4) If the Commanding Officer authorizes late arrival, administrative leave will be granted. If the late arrival is for a **specified number of hours**, each employee will be given that number of hours as administrative leave. To determine arrival, 0630 is the earliest an employee can choose as their arrival/start time. For example, a late arrival has been granted of 3 hours. If an employee previously chose to begin work at 0830, this employee would only receive 2 hours of administrative leave, as a normal work day cannot begin earlier than 0630.
- (5) If the late arrival is authorized for a **specific time, employees will only be granted administrative leave from 0730 to the specified arrival.** For example, if the authorized time to report is specified at 1030, employees would receive (3) hours administrative leave.

c. **Lunch Break.**

- (1) Employees are required to take a minimum lunch break of 30 minutes during the 1100 to 1300 meal period. An exception to this requirement is those employees who arrive for work at or after 1100, or who leave work at or before 1300.
- (2) Under justified circumstances, Branch Chiefs may authorize an extension of the lunch period to 1400. Employees must realize that regardless of circumstances, it will not be possible to begin work at 0900, participate in an extended lunch period, and still complete an eight hour work day within the flexitime band. In such cases, employees are required to depart work at 1730 and to take annual leave for the excess lunch time taken. See enclosure (2) for calculating lunch time's affect on the work day.

- d. **Professional and Developmental Training.** Personnel attending job related training, seminars, and meetings of professional organizations are on the job, will adhere to the training schedule, and not be charged leave. Attendance must be approved by supervisors.

6. **RESPONSIBILITIES.**

a. Branch Chiefs will:

- (1) Be responsible for coordinating flexitime within their respective Branch.
- (2) Evaluate the ramifications of the flexitime concept, altering hours and procedures within the guidelines of this instruction when necessary.
- (3) Designate timekeepers for civilian employee records in accordance with WebTA <https://wta.hs.nfc.usda.gov/webta/> requirements. In order to minimize the administrative duties associated with timekeeping, and to prevent interference with other duties, no individual timekeeper should keep records on more than 20 personnel.
- (4) Determine minimum acceptable staffing levels and ensure that those levels are met during the core hours of 0900 and 1500 on working days.

b. Military employees will:

- (1) Ensure that each regular workday begins within the morning flexband (0630-0900), includes the morning core time, provides for a lunch break of at least 30 minutes, includes the afternoon core time, and ends during the afternoon flexband (1500-1730).

(2) A minimum of 8 hours must be accounted for each day.

c. Civilian employees will:

(1) Ensure that each regular workday begins within the morning flexband (0630-0900), includes the morning core time, provides for a lunch break of at least 30 minutes, includes the afternoon core time, and ends during the afternoon flexband (1500-1730).

(2) A minimum of 8 hours must be accounted for each day. Leave must be taken for any time which falls short of the standard 8 hour day. **Working overtime without prior authorization is prohibited.**

(3) Maintain records of time worked using the form shown in enclosure (3) and submit records to designated timekeepers as required. Personnel going on leave or TAD when time records are due must submit them early or make other arrangements agreeable to the timekeeper and supervisor.

d. Supervisors will:

(1) Monitor and enforce all employees' adherence to flexitime regulations.

(2) Verify the accuracy of all time and attendance records before signing. Resolve discrepancies and disagreements related to the timekeeper process. When civilian personnel timekeeping records require corrections, approve and initial all such changes.

(3) Initiate immediate disciplinary action against employees who violate flexitime rules. Violations include, but are not limited to:

(a) Falsifying timekeeping records.

(b) Failing to report for work at a time specified by a supervisor operating within the allowable timeframes.

(c) Improper planning or scheduling which results in repeated inability to work 8 hours during the specified bandwidth.

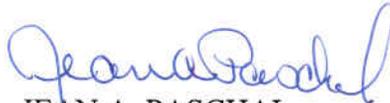
(d) Repeated failure to turn in record of time worked to timekeeper on schedule.

e. Timekeepers will:

- (1) Maintain a current roster of all personnel for whom they are responsible.
- (2) Follow-up on personnel who fail to turn their time records in on schedule.
- (3) Advise designated supervisors of any timekeeping anomalies or inaccuracies.
- (4) Transfer information from employee submitted flexitime records to WebTA System.
- (5) Ensure the mathematical accuracy of all time and attendance records.
- (6) Retain all time and attendance records for the period prescribed in COMDTINST 5212.A, Information and Life Cycle Management.

7. **ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS:** Environmental considerations were examined in the development of this Instruction and have been determined to be not applicable.

8. **FORMS/REPORTS.** Daily Time Record


JEAN A. PASCHAL

Encl: (1) Flexitime Definitions
(2) Tabulation of Time Indicating Period of Work Day with Variable Lunch Breaks
(3) Sample Daily Time Record

FLEXITIME DEFINITIONS

1. **Bandwith** – The 11 hour span of time during which a normal 8 hour work day will occur (0630-1730).
2. **Core Time** – Period which all employees not on leave are required to work. The morning core time is 0900 to 1100; the afternoon core time is 1300 to 1500. Employees may not be required to report for duty before 0730 or after 1600, unless overtime is authorized.
3. **Flexbands** – Periods of flexible work time occurring within the bandwidth, excluding core time and meal periods. The morning flexband is 0630 to 0900; the afternoon flexband is 1500 to 1730.
4. **Flexitime** – A system which permits employees to choose their work hours on a day-to-day basis.

5. **Flexitime Chart** –

0630	0900	1100	1300	1500	1730
MORNING	CORE	MEAL	CORE	AFTERNOON	

6. **Lunch Break** – The portion of the meal period which employees may not work. A minimum of 30 minutes must be taken for the lunch break. Employees who arrive to work between 1100 and 1300 are not required to take a lunch break.
7. **Meal Period** – A 2 hour period from 1100 to 1300 during which employees must take at least a 30 minute lunch break.
8. **Workday** – Consists of 8 hours plus the lunch break. Employees are free to select any 8 hours during the bandwidth, provided the employees are present during both core times.

LUNCH PERIOD (MINUTES)

WORK START TIME	30	35	40	45	50	55	60	65	70	75	80	85	90
0630	1500	1505	1510	1515	1520	1525	1530	1535	1540	1545	1550	1555	1600
0635	1505	1510	1515	1520	1525	1530	1535	1540	1545	1550	1555	1600	1605
0640	1510	1515	1520	1525	1530	1535	1540	1545	1550	1555	1600	1605	1610
0645	1515	1520	1525	1530	1535	1540	1545	1550	1555	1600	1605	1610	1615
0650	1520	1525	1530	1535	1540	1545	1550	1555	1600	1605	1610	1615	1620
0655	1525	1530	1535	1540	1545	1550	1555	1600	1605	1610	1615	1620	1625
0700	1530	1535	1540	1545	1550	1555	1600	1605	1610	1615	1620	1625	1630
0705	1535	1540	1545	1550	1555	1600	1605	1610	1615	1620	1625	1630	1635
0710	1540	1545	1550	1555	1600	1605	1610	1615	1620	1625	1630	1635	1640
0715	1545	1550	1555	1600	1605	1610	1615	1620	1625	1630	1635	1640	1645
0720	1550	1555	1600	1605	1610	1615	1620	1625	1630	1635	1640	1645	1650
0725	1555	1600	1605	1610	1615	1620	1625	1630	1635	1640	1645	1650	1655
0730	1600	1605	1610	1615	1620	1625	1630	1635	1640	1645	1650	1655	1700
0735	1605	1610	1615	1620	1625	1630	1635	1640	1645	1650	1655	1700	1705
0740	1610	1615	1620	1625	1630	1635	1640	1645	1650	1655	1700	1705	1710
0745	1615	1620	1625	1630	1635	1640	1645	1650	1655	1700	1705	1710	1715
0750	1620	1625	1630	1635	1640	1645	1650	1655	1700	1705	1710	1715	1720
0755	1625	1630	1635	1640	1645	1650	1655	1700	1705	1710	1715	1720	1725
0800	1630	1635	1640	1645	1650	1655	1700	1705	1710	1715	1720	1725	1730
0805	1635	1640	1645	1650	1655	1700	1705	1710	1715	1720	1725	1730	
0810	1640	1645	1650	1655	1700	1705	1710	1715	1720	1725	1730		
0815	1645	1650	1655	1700	1705	1710	1715	1720	1725	1730			
0820	1650	1655	1700	1705	1710	1715	1720	1725	1730				
0825	1655	1700	1705	1710	1715	1720	1725	1730					
0830	1700	1705	1710	1715	1720	1725	1730						
0835	1705	1710	1715	1720	1725	1730							
0840	1710	1715	1720	1725	1730								
0845	1715	1720	1725	1730									
0850	1720	1725	1730										
0855	1725	1730											
0900	1730												

Time periods in center of above chart indicate allowable departure times based on a lunch period that can be taken daily between 1100 and 1300. Thirty (30) minute minimum lunch period is mandatory.

The above chart is to be used solely as a guideline for employees and supervisors to calculate daily arrival, lunch, and applicable departure times. It should be noted and expected that on unforeseen occasions, employees will arrive for work slightly early or late from their normally respected arrival time. It is incumbent upon each supervisor to be aware of this and to allow each employee to adjust (+/-) their daily departure time(s) accordingly to compensate for unplanned changes in arrival time(s).

DAILY TIME RECORD										Employee Number:		NAME:							
										PERIOD:									
1st week	Time In	Lunch Out	Lunch In	Time Out	AL	SL	LW	O	Ttl	2nd week	Time In	Lunch Out	Lunch In	Time Out	AL	SL	LW	O	Ttl
SUN										SUN									
MON										MON									
TUE										TUE									
WED										WED									
THU										THU									
FRI										FRI									
SAT										SAT									
Total Work Hours:					Total Leave Hours:					Total Work Hours:					Total Leave Hours:				

CERTIFICATE: I certify that this is a true and accurate account of my time.

U. S. Coast Guard _____ (Employee Signature)

ALL ENTRIES TO BE MADE IN INK

INSTRUCTIONS FOR USE OF DAILY TIME RECORD

Each employee will keep a record of his/her own time each day. Employees must certify by signature that it is a true account of time worked. Falsification of time sheets will result in maximum disciplinary action allowable under regulation.

Employees will record time in, in the morning, time taken for lunch, and time out at the end of the day. Lunch must be at least one-half (1/2) hour, and not more than One (1) hours. Actual time worked must total eight (8) hours including the lunch break. Work hours less than eight (8) hours in one day will result in a charge to appropriate leave.

Employees will submit signed and certified time records to timekeepers on the last Friday of each pay period. Timekeepers will use the time records in the preparation of timecards.

LEAVE CODE

AL-Annual LW-Leave Without Pay
 SL-Sick O-Other