

SUPPLEMENTAL DIRECTIVE

NNSA SD 322.1-1

Approved: 10-25-22
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LEAVE ADMINISTRATION AND HOURS OF DUTY



NATIONAL NUCLEAR SECURITY ADMINISTRATION Management and Budget

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Human Resources

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LEAVE ADMINISTRATION AND HOURS OF DUTY

1. **PURPOSE.** Supplemental Directive (SD) 322.1-1 establishes the requirements and responsibilities for the National Nuclear Security Administration's (NNSA) leave administration and hours of duty program. SD 322.1-1 supplements the Department of Energy (DOE) Order (O) 322.1C, *Pay and Leave Administration and Hours of Duty*.
2. **AUTHORITY.** DOE O 322.1C, *Pay and Leave Administration and Hours of Duty*.
3. **CANCELLATION.** NNSA Business Operating Procedure (BOP) 322.2 CHG. 1, *Leave Administration and Hours of Duty*, dated 02-15-2008.
4. **APPLICABILITY.**
 - a. **Federal.** SD 322.1-1 applies to all NNSA federal elements.
 - b. **Contractors.** SD 322.1-1 does not apply to contractors.
 - c. **Equivalencies/Exemptions.** In accordance with Executive Order 12344, codified at 50 United States Code (U.S.C.) sections 2406 and 2511, and to ensure consistency throughout the joint Navy/DOE Naval Nuclear Propulsion Program, the Deputy Administrator for Naval Reactors (Director) will implement and oversee requirements and practices pertaining to this Directive for activities under the Director's cognizance, as deemed appropriate.
5. **SUMMARY OF CHANGES.**
 - a. NNSA BOP 332.2 Chg. 1, *NNSA Leave Administration and Hours of Duty* was reformatted and updated to create this SD.
 - b. Updates policy to current policy format.
 - c. Changes titles and organization names to reflect reorganizations within NNSA.
 - d. Updates the Responsibilities section.
 - e. Adds Appendix C - Leave Transfer Program definitions.
 - f. Adds Appendix D - Types of Leave definitions.
 - g. Adds Appendix E - Authorized Administrative Workweek, Basic Workweek, and Core Hours definitions.
 - h. Adds Appendix F - Authorized Work Schedules definitions.

6. REQUIREMENTS.

a. Leave Administration. In accordance with 5 U.S.C. Chapter 63 and 5 Code of Federal Regulations (CFR) Part 630, NNSA must:

- (1) Establish and maintain a leave administration program for all types of leave;
- (2) Provide an account of all types of leave for each employee;
- (3) Administer a voluntary leave transfer and emergency leave transfer program; and
- (4) Provide information on types of leave including definitions.

b. Hours of Duty. In accordance with 5 U.S.C. Chapter 61 and 5 CFR Part 610, NNSA must:

- (1) Establish an administrative workweek, basic workweek, and core hours;
- (2) Establish authorized work schedules including the First 40 Work Schedule, Flexible Work Schedules (FWS), and Compressed Work Schedules (CWS);
- (3) Establish administrative dismissal procedures; and
- (4) Establish credit hour guidance.

c. Time and Attendance Reporting: NNSA will follow DOE Order 322.1C requirements for time and attendance reporting.

7. RESPONSIBILITIES.

a. Administrator.

- (1) Approves NNSA policy on leave administration and hours of duty;
- (2) Authorizes NNSA-wide administrative dismissals;
- (3) Set and communicate core hours during which an employee on an FWS must be present for work or on a type of leave (See Appendix E);
- (4) Set and communicate flexible time bands during which an employee on an FWS can accomplish their basic work requirement (See Appendix E);

b. Associate Administrator for Management and Budget.

- (1) Ensures the NNSA Leave Administration Program complies with 5 U.S.C. Chapter 63 and 5 CFR Part 630;

- (2) Verifies the NNSA Hours of Duty requirements comply with 5 U.S.C. Chapter 61 and 5 CFR Part 610;
- (3) Establishes tours of duty (other than alternative work schedules or continuous shift operations) that deviate from 5 CFR Part 610.121 and 610.122; and
- (4) Establishes the NNSA administrative workweek.

c. Heads of NNSA Elements.

- (1) Approve advanced sick leave, administrative leave (excused absence), and leave without pay (LWOP) of more than 6 months after review by the NNSA Human Resources Director, except for military duty and employees receiving recurring Worker's Compensation payments;
- (2) Establish an Office Basic Tour of Duty with fixed arrival and departure times that includes 5 days a week with 8-hour workdays for employees;
- (3) Determine and communicate which of the NNSA authorized work schedules meet mission requirements for their NNSA Element;
- (4) Set and communicate the tour of duty during which an employee on a CWS can accomplish their basic work requirement;
- (5) Establish a time-accounting method that provides affirmative evidence that an employee on an FWS or CWS has worked the appropriate number of hours, such as entering the hours into electronic timekeeping system or providing a list of hours to the supervisor;
- (6) Forward completed restoration of leave requests to the Employee Management Relations Division, Benefits and Work-Life Balance; and
- (7) Authorize the delayed arrival, early dismissal, or release of employees in response to a local determination of Operating Status.

d. Director of Human Resources.

- (1) Develops NNSA leave administration and hours of duty policies;
- (2) Approves organizational administrative leave requests for volunteer activities;
- (3) Reviews advanced sick leave, administrative leave, and LWOP requests of more than 6 months for NNSA Elements, except for military duty and employees receiving recurring Worker's Compensation payments;
- (4) Approves requests for restoration of annual leave.

e. Employee and Workforce Planning Division.

- (1) Completes Human Resources (HR) actions and procedures in compliance with NNSA leave administration and hours of duty policy;
- (2) Provides leave administration and hours of duty information to NNSA employees;
- (3) Reviews submitted leave restoration requests for accuracy prior to HR Director approval;
- (4) Maintains official copies of employee leave administration and hours of duty documents in accordance with federal records management requirements; and
- (5) Reviews requests for LWOP of more than 30 days prior to supervisory approval.

f. Supervisor.

- (1) Approves available employee work schedules (other than the Basic Tour of Duty) as authorized by the Head of NNSA Element for that organization based on organizational needs and position requirements;
- (2) Directs changes to employee's work schedule including regular days off to meet mission requirements;
- (3) Directs changes to an employee's FWS or CWS when the employee is working outside the office (for training, detail, official business) or for performance or conduct-related issues;
- (4) Approves employee requested changes to a regularly scheduled day off based on extenuating circumstances;
- (5) Cancels approved annual leave based on mission requirements;
- (6) Establishes and communicates leave requesting and documentation procedures for assigned organization(s);
- (7) Establishes and communicates the requirements for earning credit hours for work schedules that permit credit hours;
- (8) Approves flexible hours at midday (lunch break) or an occasional deviation of core hours for those on an FWS;
- (9) Ensures assigned employees manage leave balances and avoid leave forfeiture;

- (10) Approves leave requests for all types of leave including annual leave, sick leave, administrative leave, blood donation leave, home leave, LWOP (up to 30 days), advanced leave (accrual through the end of the leave year), and makes approval recommendations for advanced sick leave requests;
- (11) Approves annual leave within the pay period, or reschedules it during the leave year, eliminating the possibility of leave forfeiture by administrative error;
- (12) Approves employee requests to alter lunch period to accommodate exercise program for employees on an FWS;
- (13) Makes recommendations on employee requests for participation in the voluntary leave transfer or emergency leave transfer program;
- (14) Determines whether to charge an employee with absence without leave (AWOL) for an absence from duty that is unapproved or has been denied in accordance with established organizational leave procedures;
- (15) Approves up to 4 hours excused absence for voting based upon employee's work schedule;
- (16) Ensures that employees have used all accrued credit hours before converting from an FWS to a CWS, Basic, or First 40 work schedules to preclude payment;
- (17) Provides approved restoration of leave requests for assigned employees to appropriate Head of the Element; and
- (18) Approves the use of weather and safety leave.

g. Employee.

- (1) Requests approval from their supervisor for all types of leave in accordance with NNSA and organization policy;
- (2) Requests approval from their supervisor and schedules annual leave in advance, except for brief emergencies. If unavailable to supply a written/electronic leave request prior to an absence, provides the leave request upon returning to duty;
- (3) Requests approval from their supervisor for use of compensatory time prior to requesting use of annual leave (except for travel or religious purposes) unless in a use or lose situation;
- (4) Requests approval from their supervisor for leave restoration;

- (5) Provides *Family Medical Leave Act* of 1993 (FMLA) requests to their supervisor 30 days in advance (except in emergencies);
- (6) Manages annual leave to avoid forfeiture or indebtedness at the end of the leave year;
- (7) Provides a U.S. Office of Personnel Management (OPM) Form 630 to their supervisor to request participation in the voluntary leave transfer program;
- (8) Requests approval from their supervisor for changes to their tour of duty in writing;
- (9) Notifies their supervisor of a change to their normal arrival or departure time of 15 minutes or more;
- (10) Enters time and attendance accurately and as agreed upon in the electronic timekeeping system by the assigned time;
- (11) Provides a copy to their supervisor of a Summons when requesting court leave; and
- (12) Requests approval from their supervisor for changes to a basic tour of duty for a pay period when assigned to training, jury duty, or travel for more than 1 workday (8 hours), if desired. Tours of duty for employees assigned to full-time training will be considered to be 40 hours per week unless other specific hours are more beneficial to NNSA.

8. DEFINITIONS. See Appendixes C - F.

9. ACRONYMS/ABBREVIATIONS.

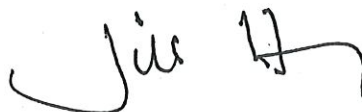
- a. AWS Alternate Work Schedule
- b. AWOL Absent Without Leave
- c. CWS Compressed Work Schedule
- d. ELTP Emergency Leave Transfer Program
- e. FMLA Family Medical Leave Act of 1993
- f. FWS Flexible Work Schedule
- g. LWOP Leave Without Pay
- h. OPM Office of Personnel Management
- i. VLTP Voluntary Leave Transfer Program

10. REFERENCES.

- a. 5 U.S.C. Chapter 61, *Hours of Duty*
- b. 5 U.S.C. Chapter 63, *Leave Administration*
- c. 5 C.F.R. Part 610, *Hours of Duty*
- d. 5 C.F.R. Part 630, *Leave Administration*
- e. DOE O 322.1C, *Pay and Leave Administration and Hours of Duty*, May 10, 2012
- f. OPM Leave Administration Fact Sheets
- g. OPM Handbook on Alternative Work Schedules

11. CONTACT. NNSA Office of Human Resources (OHR) Benefits and Work-Life BALANCE (NA-MB-17) at nnsahrbenefits@nnsa.doe.gov.

BY ORDER OF THE ADMINISTRATOR:



Jill Hruby
Administrator

Appendixes:

- A. Dismissal and Closure Notifications
- B. Credit Hours Guidelines
- C. Leave Transfer Program Definitions
- D. Types of Leave Definitions
- E. Authorized Administrative Workweek, Basic Workweek, and Core Hours Requirements
- F. Authorized Work Schedules Definitions

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APPENDIX A: DISMISSAL AND CLOSURE NOTIFICATION

1. INTRODUCTION. This appendix outlines the dismissal and closure situations and notifications.
2. NOTIFICATION. The National Nuclear Security Administration (NNSA) follows OPM's Washington, DC Area Dismissal and Closure Procedures. NNSA employees in the Washington, DC area follow OPM's operating status announcements on area closures or dismissals. For areas outside the Washington, DC area, the assigned Field Office Manager authorizes the delayed arrival, early dismissal, or release of employees in response to a local determination of Operating Status. Overseas areas are notified of delays and closings by the Chief of Mission.
3. OTHER OFFICIAL STATUS. Employees on official travel outside the local area, on LWOP, or normally scheduled to be off duty are ineligible for weather and safety leave.
4. PRE-APPROVED LEAVE.
 - a. Employees on pre-approved leave for the entire workday or employees who requested unscheduled leave for the entire workday should be charged leave for the entire day and are ineligible for weather and safety leave.
 - b. Employees on pre-approved leave during the period of a delayed arrival should continue to be charged leave for that period and are ineligible for weather and safety leave.
 - c. Employees requesting leave prior to an early release, or who left the office prior to the early release announcement, should be charged leave beginning at the time the employee left work and for the remainder of their scheduled workday.
 - d. Employees scheduled to return from leave after the early release announcement are authorized weather and safety leave from the time scheduled to return until the end of the workday if not eligible to telework.
5. GLIDING AND MAXIFLEX SCHEDULE. Weather and safety leave will be granted to employees based upon individual patterns of arrival and departure. The following methods for determining these patterns will be used:
 - a. Predominant Pattern of Arrival or Departure. If an employee maintains a schedule in which one arrival/departure time predominates, this time should be used to determine the amount of weather and safety leave to be granted.
 - b. Variable Pattern of Arrival or Departure. Where there is no discernible pattern for arrival or departure time, the mathematical average of the employee's hours of work per day for the previous 2-week period may be computed and the average arrival/departure time used as a reference for determining weather and safety leave.

6. TELEWORK EMPLOYEES. NNSA is prohibited, in most circumstances, from granting weather and safety leave to an employee who is a telework program participant and able to safely perform telework at the employee's home. If weather and safety leave is granted (electrical outage, etc.), the supervisor determines the number of hours granted for weather and safety leave.
7. CONTACT. Please direct questions relating to dismissal and closure procedures to NNSA OHR Benefits and Work-Life Balance (NA-MB-17) at nnsahrbenefits@nnsa.doe.gov.

APPENDIX B: AUTHORIZED CREDIT HOURS GUIDELINES

1. INTRODUCTION. This appendix outlines terms and guidance, relating to the earning and usage of credit hours.
2. FLEXIBLE WORK SCHEDULES. Credit hours are hours within a Flexible Work Schedule (FWS) that an employee voluntarily elects to work (with supervisory approval) more than his or her basic work requirement.
3. COMPRESSED WORK SCHEDULES. Employees on Compressed Work Schedule (CWS), Basic Tour, and First 40 Work Schedules are ineligible for credit hours.
4. SUPERVISORY APPROVAL. Supervisors must establish the requirements for earning credit hours (e.g., formal or informal supervisory approval, etc.). Credit hours requests and usage must be entered into the timekeeping system.
5. MAXIMUMS. Employees may earn a maximum of 2 credit hours per day, 20 hours per pay period, and maintain a balance of no more than 24 credit hours. Earning credit hours to create or increase entitlement to overtime pay, on a Sunday, or a holiday, is prohibited.
6. CREDIT HOUR USAGE.
 - a. Credit hours may be used during a subsequent day, week, or pay period. The use of credit hours must be requested by the employee and approved by the supervisor in the same manner as when requesting leave.
 - b. Employees forfeit any credit hours over 24 at the end of a pay period.
 - c. Employees are paid for credit hours when the employee separates from the agency (transfer to another agency, retirement, or resignation).
 - d. Supervisors should ensure that employees have used all accrued credit hours before converting from an FWS to a CWS, Basic, or First 40 work schedule.
7. CONTACT. Please direct questions relating to credits hours usage to NNSA OHR Benefits and Work-Life Balance (NA-MB-17) at nnsahrbenefits@nnsa.doe.gov.

APPENDIX C: LEAVE TRANSFER PROGRAMS DEFINITIONS

1. INTRODUCTION. This appendix identifies available leave transfer programs that allow federal employees to donate leave to other federal employees in specific situations.
2. PROGRAMS.
 - a. Voluntary Leave Transfer Program (VLTP). A program that permits a covered employee to donate annual leave directly to another Federal employee who is experiencing a personal or family medical emergency and who has exhausted his or her available paid leave.
 - b. Emergency Leave Transfer Program (ELTP). A leave transfer program that the President may direct OPM to establish when the President declares a major disaster or emergency that severely affects a substantial number of federal employees. Under an ELTP, a covered executive agency, or judicial branch employee, or an agency leave bank may donate annual leave for transfer to employees who are adversely affected or who have family members adversely affected by the disaster or emergency.
3. CONTACT. Please direct questions relating to leave transfer programs to NNSA OHR Benefits and Work-Life Balance (NA-MB-17) at nnsahrbenefits@nnsa.doe.gov.

APPENDIX D: TYPES OF LEAVE DEFINITIONS

1. INTRODUCTION. This appendix provides definitions of the most common types of leave.
2. ABSENT FROM DUTY WITHOUT LEAVE (AWOL). A non-pay status to cover an unapproved absence from duty. Supervisors should consult with Employee Relations staff prior to charging unauthorized absence as AWOL. Charging AWOL should be considered a last resort in response to habitual tardiness or unapproved absence.
3. ADMINISTRATIVE LEAVE. Administrative leave (also referred to as excused absence) is an authorized absence from duty with pay and no charge to leave. Government-wide and agency policies identify when administrative leave is authorized. The *Administrative Leave Act* of 2016 states that an agency may place an employee on administrative leave for no more than 10 workdays in any given calendar year. The NNSA authorizes administrative leave for the following (subject to supervisory or higher-level approval):
 - a. Volunteer Activities. For a brief period, under limited conditions, to participate in volunteer activities, providing the activity:
 - (1) Is directly related to the agency's mission;
 - (2) Is officially sponsored or sanctioned by the Head of NNSA Element with concurrence by the Director of Human Resources; or
 - (3) Clearly enhances the professional development of the employee in their current position.
 - b. Voting. Employees may request up to 4 hours of administrative leave (LN):
 - (1) For voting in connection with each Federal general election day, to include early voting, as authorized by their jurisdiction;
 - (2) 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 to include early voting, as authorized by their jurisdiction. (If an election simultaneously involves more than one level, it is considered to be a single election event.);
 - (3) For voting in connection with Federal special Congressional elections not held on the date of a Federal general election, to include early voting, as authorized by their jurisdiction;
 - (4) 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. This is in addition to any administrative leave an employee uses to vote;

- (5) If an employee needs less than 4 hours to vote, only the needed amount of administrative leave should be granted;
 - (6) Employees are ineligible for excused absence for early voting if an employee's non-workday or their compressed or other alternative work schedule day off falls on a day the polling location is open for voting;
 - (7) If an employee's voting location is beyond normal commuting distance and vote by absentee ballot is unavailable, the agency may grant excused absence (not to exceed 1 day) to enable the employee to make the trip to the voting location to cast a ballot. Evidence that absentee balloting is unavailable must be provided. If more than 1 day is needed, the employee may request annual leave or leave without pay for the additional period of absence; and
 - (8) If an employee chooses to vote earlier on a day prior to election day for which the hours to vote are less than on election day, the employee is ineligible for excused absence because the employee has opted to vote at that time.
- c. Health Screenings. 4 hours of administrative leave each leave year is authorized to obtain preventative health screenings such as mammography, cholesterol checks, or cancer screenings.
 - d. Military Duty. Employees returning from at least 42 consecutive days of active military service in connection with the continuing Overseas Contingency Operations may take 5 days (40 hours) of excused absence after military discharge immediately after the employee reports for civilian duty, or after notifying the agency of the intent to return to civilian duty
 - e. Relocation. Per the travel policy and Permanent Change of Stations regulations, in conjunction with a temporary or permanent change of station move, detail outside the local commuting area, or to move a new hire to an initial duty station, an employee (current and newly hired) may be excused up to 3 work days (24 hours) when unavoidably detained while awaiting or arranging the transportation of household goods or other activities necessary for the move including getting settled in a new location.
 - f. Excused Absence. When, in the best interest of the NNSA or Federal Government, or when it is inequitable to charge personal leave. Examples include alternative dispute resolution or certain limited disciplinary or administrative actions.
 - g. Quarantine. An employee who returns from official travel from a location that the CDC or Department of State has issued a travel advisory due to a contagious

disease may be authorized up to 3 days (24 hours) of excused absence if they are not able to telework.

- h. Performance or Misconduct. NNSA may authorize administrative leave related to unacceptable performance or misconduct such as administrative leave before or after proposing a performance-based or adverse action.
 - i. Blood Donation. An employee is authorized up to 3 hours administrative leave to donate blood, including associated travel time.
- 4. ANNUAL LEAVE. An employee may use annual leave in increments of 15 minutes. An employee has a right to request annual leave with supervisory approval. Intermittent employees are ineligible to accrue leave. An employee receives a lump-sum payment for accumulated and accrued annual leave when separating from federal service or enters on active duty in the armed forces and elects to receive a lump-sum payment.
 - a. Annual Leave Accrual Rates. Please review the OPM website for more information on leave accrual rates for your specific type of appointment.
 - b. Annual Leave Ceiling. Accrued annual leave more than the ceiling is forfeited on the final day of the leave year. Please review the OPM website for more information.
 - c. Restoration of Annual Leave. Agencies may restore annual leave that was forfeited because it was more than the maximum leave ceiling if the leave was forfeited because of an administrative error, exigency of the public business, or sickness of the employee. An agency must restore the annual leave in a separate leave account.
- 5. ADVANCED ANNUAL LEAVE. Supervisors may advance annual leave to an employee in an amount less than the amount the employee would accrue within the leave year. Before approving the leave, supervisors should consider the expectation of return to duty, the need for the employee's services, and the benefits to the agency of retaining the employee. In most cases, advanced annual leave creates indebtedness to the government that must be repaid.
- 6. ADVANCED SICK LEAVE. Supervisors may advance sick leave to an employee for the same reasons it grants sick leave to an employee. When it is known (or reasonably expected) that the employee will not return to duty, an agency should not advance sick leave to the employee.
- 7. BEREAVEMENT LEAVE. An employee is entitled to use a total of up to 104 hours (13 days) of sick leave each leave year for family care and bereavement, which includes making arrangements required by the death of a family member and attending the funeral of a family member. Leave used in this category counts toward the total of 240 hours sick leave for family purposes annually (Family Friendly Leave Act of 1994).

8. BONE MARROW OR ORGAN TRANSFER LEAVE. An employee may use up to 7 days of paid leave each calendar year to serve as a bone-marrow donor. An employee may also use up to 30 days of paid leave each calendar year to serve as an organ donor. Leave for bone marrow and organ donation is a separate category of leave from annual and sick leave.
9. COURT LEAVE. An employee is entitled to paid time off without charge to leave for service as a juror (summoned to serve as a juror in a judicial proceeding) or witness (summoned as a witness in a judicial proceeding in which the Federal, State, or local government is a party).
10. DISABLED VETERAN LEAVE. Under the *Wounded Warriors Federal Leave Act* of 2015 (Public Law 114-75, November 5, 2015), an employee hired on or after November 5, 2016, who is a veteran with a service-connected disability rating of 30 percent or more from the Veterans Benefits Administration (VBA) of the Department of Veterans Affairs is entitled to up to 104 hours of disabled veteran leave for the purposes of undergoing medical treatment for such disability within the first 12 months of employment.
11. FAMILY AND MEDICAL LEAVE ACT (FMLA). An employee who completes at least 12 months of service is entitled to a total of up to 12 workweeks (480 hours) of unpaid leave during any 12-month period for certain family and medical needs including a serious health condition of the employee.
12. FEDERAL EMPLOYEE PAID LEAVE ACT (FEPLA). The law allows eligible employees to substitute up to 12 weeks of paid parental leave for unpaid leave under the FMLA in connection with a qualifying birth of a child or the placement of a child for adoption or foster care. The employee must agree to work for 12 weeks at the agency following the completion of this leave period.
13. FUNERAL LEAVE. (See also Bereavement Leave) An employee is entitled to varying amounts of funeral leave to arrange for, attend, or participate in a funeral in certain situations.
14. HOME LEAVE. Leave earned by service abroad for use in the United States, Puerto Rico, or in the territories or possessions of the United States after performing 24 continuous months of service in a foreign duty location.
15. INVESTIGATIVE OR PROPOSAL LEAVE. Investigative or proposal leave may be used only when the Office of Human Resources (OHR) determines, through evaluation of baseline factors, that the continued presence of the employee in the workplace 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. Use of investigative leave is subject to time limitations and special approvals for extensions.
16. LEAVE WITHOUT PAY (LWOP). An employee may request LWOP. LWOP is a temporarily approved non-pay status and absence from duty. In most instances, supervisors may grant LWOP in accordance with this policy. Time spent in an LWOP

status may affect the employee's entitlement to, or eligibility for, certain benefits such as health and life insurance, annual and sick leave, retirement calculation, and incentives.

17. MILITARY LEAVE. An employee is entitled to military leave for active or inactive duty in the National Guard or as a reserve of the U.S. Armed Forces. The employee's civilian pay may be affected by the type of military action under which the employee is serving. Accrual of military leave should be credited to a full-time employee based on an 8-hour workday.
18. SICK LEAVE. Sick leave is a paid absence from duty. With acceptable documentation, an employee may use sick leave for personal medical needs, family care or bereavement, care of a family member with a serious health condition, or adoption-related purposes.
19. WEATHER AND SAFETY LEAVE. NNSA may grant weather and safety leave when it is determined that employees are unable to 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.
20. CONTACT. Please direct questions relating to types of leave to NNSA OHR Benefits and Work-Life Balance (NA-MB-17) at nnsahrbenefits@nnsa.doe.gov.

**APPENDIX E: AUTHORIZED ADMINISTRATIVE WORKWEEK,
BASIC WORKWEEK, AND CORE HOURS REQUIREMENTS**

1. INTRODUCTION. This appendix provides requirements and definitions relating to the administrative workweek, basic workweek, and core hours.
2. HOURS OF DUTY REQUIREMENTS AND DEFINITIONS.
 - a. Administrative Workweek. An administrative workweek means a period of 7 consecutive calendar days. The National Nuclear Security Administration's (NNSA) administrative workweek begins at 12:01 a.m. on Sunday and ends at 12:00 midnight the following Saturday.
 - b. Basic Work Requirement. Basic work requirement is the number of hours (excluding overtime hours) that an employee is required to work or account for by charging credit hours, excused absence, holiday hours, compensatory time off, or time off as an award. For an NNSA full-time employee, the basic work requirement is 80 hours every 2 weeks.
 - c. Core Hours. NNSA's core hours are from 9:00 a.m. until 3:00 p.m. local time on Tuesday, Wednesday, and Thursday of each work week. Core hours are the period during the workday, workweek, or pay period that are within the tour of duty during which an employee covered by a Flexible Work Schedule (FWS) is required by the agency to be present for work or account for those hours by charging leave, credit hours, administrative leave, holiday leave, compensatory time (regular or travel), or a time off award. NNSA's core hours and flexible time bands are determined by the Administrator. As a minimum requirement, an FWS must have at least 2 core hours on each of 2 workdays within a biweekly pay period.
 - d. Flexible hours (flexible time bands). NNSA's flexible hours are 6:00 a.m. until 6:00 p.m. local time. A Head of an NNSA Element or Supervisor may afford their organization the ability to work before or after the stated hours. Hours during which an employee covered by an FWS may choose to vary his or her starting or stopping times when teleworking or times of arrival to and departure from the work site consistent with the duties and requirements of the position.
 - e. Tour of duty. Under a flexible work schedule means the limits set by an agency within which an employee must complete his or her basic work requirement. Under a compressed work schedule or other fixed schedule, tour of duty is synonymous with basic work requirement.
 - f. Night Pay. If an employee's tour of duty includes 8 or more hours available for work during daytime hours (i.e., between 6 a.m. and 6 p.m.), the employee is barred from receiving night pay even though the employee voluntarily elects to work during hours for which night pay is normally required (i.e., between 6 p.m. and 6 a.m.).

- g. Timekeeping. Time is accounted for in 15-minute increments.
 - h. Absent – Uniformed Service. NNSA employees are on a Basic Tour schedule while in Absent – Uniformed Service status.
 - i. Meal Break. NNSA employees working 8 hours or more per day are required to take at least a 30-minute mid-shift work meal break.
3. CONTACT. Please direct questions relating to the administrative workweek, basic workweek, or core hours to NNSA OHR Benefits and Work-Life Balance (NA-MB-17) at nnsahrbenefits@nnsa.doe.gov.

APPENDIX F: AUTHORIZED WORK SCHEDULES DEFINITIONS

1. INTRODUCTION. This appendix outlines the authorized National Nuclear Security Administration (NNSA) work schedules.
2. TYPES OF WORK SCHEDULES.
 - a. First 40 Hour. On this schedule, the employee's workweek is the first 40 hours of work performed during the administrative workweek (Sunday at 12:01 a.m. to Saturday at 12:00 midnight). Employees on this tour are prohibited from earning credit hours. This schedule must only be used when it is evident that the employee's recurring work will probably occur outside normal workdays and work hours established for NNSA employees.
 - (1) First 40 Hour Requirements:
 - (a) Paid absence (leave, holiday leave, administrative leave, etc.) counts toward the completion of the employee's 40-hour work requirement.
 - (b) Paid leave already taken prior to the completion of 40 work hours may not be cancelled to preclude the payment of overtime.
 - (c) Scheduled leave (annual or sick) that occurs after the employee completes the 40-hour work requirement must be cancelled.
 - (d) Any work an employee is directed to perform after the employee completes (paid leave or work) the 40-hour work requirement is either overtime or compensatory time off in lieu of overtime (CT/W).
 - (e) Rest does not count toward an employee's 40-hour work requirement.
 - (f) Supervisors must ensure employees have sufficient work to fulfill the 40-hour work requirement.
 - (g) Supervisors may, when the needs of the service require, terminate, or cancel an employee's leave or other paid time off (except sick leave) and require the employee to return to the employee's regular or an alternative duty station. In this case, the NNSA has no obligation or authority to reimburse an employee for the employee's costs incurred resulting from the leave cancellation (e.g., concert, plane tickets, etc.).
 - b. Basic Tour. A tour of duty with fixed start and stop times 5 days per week and 8 hours per day. Employees on this tour are prohibited from changing the start or stop time, lunch time, or workdays. Employees on this tour are excluded from

earning credit hours. The Head of NNSA Element establishes a Basic Tour of Duty for that office.

- c. Authorized Schedules. NNSA authorizes Flexible Work Schedules (FWS) and Compressed Work Schedules (CWS) as Alternative Work Schedules.
- d. CWS Definition. A type of alternative work schedule in which a full-time employee fulfills the 80-hour biweekly basic work requirement in less than 10 workdays. The supervisor and employee establish the employee's work schedule, including fixed arrival and departure times and day(s) off. The employee is prohibited from changing the scheduled arrival and departure times.
- e. Authorized CWS.
 - (1) 5/4-9 Compressed Plan. A full-time employee works 8 days for 9 hours per day and one 8-hour day for a total of 80 hours in a bi-weekly pay period. The employee is entitled to one day off during each bi-weekly pay period. The workdays must be scheduled Monday through Friday.
 - (2) Four-Day Workweek. A full-time employee must work 10 hours per day, 40 hours per week, and 80 hours per bi-weekly pay period. The workdays must be scheduled Monday through Friday. The employee is entitled to one regular day off (RDO) each week.
- f. FWS Definition. A type of Alternative Work Schedule in which a full-time employee has an 80-hour bi-weekly basic work requirement that permits an employee to determine their own schedule within the limits set by the agency. The limits set by the agency are the flexible time bands and core hours. Within NNSA, the core hours and flexible time bands are set by the assigned Head of NNSA Element.
- g. Authorized FWS.
 - (1) Flexitour Schedule. A type of FWS in which a full-time employee works 8 hours per day, 40 hours per week, and 80 hours per bi-weekly pay period. The employee selects starting and stopping times within the established flexible time bands and complies with core hours. Once selected, the hours are fixed.
 - (2) Gliding Schedule. A type of FWS in which a full-time employee has a basic work requirement of 8 hours per day and 40 hours per week. The employee may select a starting and stopping time each day and may change starting and stopping times daily within the established flexible time bands and comply with core hours. Employees must keep their supervisor informed of deviating start/stop times.

- (3) Maxiflex Schedule. A type of FWS that contains core hours on fewer than 10 workdays in the biweekly pay period in which a full-time employee has a basic work requirement of 80 hours. The employee may vary the number of hours worked on a given workday or the number of hours worked in each workweek within the limits (flexible time bands and core hours) established for the organization. To plan effective operations and service, employees may be asked to indicate a normal tour (hours in which the employee is normally in the office) and may be required to inform their supervisor if they will vary their normal arrival or departure time. The employee may have a flexible day off (FDO), if approved.
3. CONTACT. Please direct questions relating to work schedules to NNSA OHR Benefits and Work-Life Balance (NA-MB-17) at nnsahrbenefits@nnsa.doe.gov.