

CREDIT HOURS PLAN

(NEWFlex - NRO Employee Work Schedule Flexibilities Pilot)

NAME OF EMPLOYEE:	PAY PERIOD NUMBER:	T&A UNIT NUMBER:
FLEXIBLE WORK SCHEDULE (FWS):	FROM (A.M.):	TO (P.M.):
		CARRYOVER FROM PREVIOUS PAY PERIOD:

WEEK 1 **CREDIT HOURS**

DATE	DAY	START TIME	END TIME	EARNED	USED	BALANCE (+ OR -)
08/18/2008	MONDAY					
08/19/2008	TUESDAY					
08/20/2008	WEDNESDAY					
08/21/2008	THURSDAY					
08/22/2008	FRIDAY					
WEEKLY TOTAL						

WEEK 2

DATE	DAY	START TIME	END TIME	EARNED	USED	BALANCE (+ OR -)
08/25/2008	MONDAY					
08/26/2008	TUESDAY					
08/27/2008	WEDNESDAY					
08/28/2008	THURSDAY					
08/29/2008	FRIDAY					
WEEKLY TOTAL						

APPROVAL

SIGNATURE -- EMPLOYEE	DATE
SIGNATURE -- SUPERVISOR	DATE

PAY PERIOD TOTAL					
-------------------------	--	--	--	--	--

Credit Hours:
 Must be worked between 5:00am and 11:00pm, excluding weekends and holidays.
 Earned are approved based on whether the workload supports the request.
 Credit hours are earned in 15-minute increments with a 1/4 hour minimum each day earned.
 Credit hours earned in a day plus regular hours and time off for that day may not exceed 11.25 hours.
 Are used in the same manner as annual leave.
 Up to 24 credit hours may be carried over from pay period to pay period for full-time employees.
 Part-time employees may carry over up to 1/4 of their scheduled biweekly hours.

* A positive balance in excess of 24 hours cannot be carried over.
 Carryover hours in excess of 24 (or appropriate part-time limit) will be forfeited and lost.
 The employee will not be reimbursed in any manner for these excess hours.
 A negative balance requires appropriate leave to be substituted.