



Department of  
Veterans Affairs

Office of Human Resources and Administration  
Worklife and Benefits Service (058)

## **Fact Sheet – HOURS OF DUTY (Work Schedules/Title 5)**

### **Work Schedules:**

- **Full-time:** 40 hours of work which does not extend over more than 6 of any 7 consecutive days. The days and hours of work are specified in VA and OPM regulations and show exceptions; e.g., positions under flexible or compressed work schedules.
- **Part-time:** Regularly scheduled work on less than a full-time basis (part-time career employment is generally from 16 to 32 hours per week)
- **Intermittent:** Employment without a regularly scheduled tour of duty. Employee works on an “as needed” basis

**Alternative Work Schedule:** (work schedules that are other than a traditional 8-hour fixed shift)

### **Compressed Work Schedule:**

- full-time: an 80-hour biweekly basic work requirement that is scheduled for less than 10 workdays
- part-time: a biweekly basic work requirement of less than 80 hours that is scheduled for less than 10 workdays

**Flexible Work Schedule:** work scheduling which splits the workday into two distinct kinds of time: core time and flexible time. Types of Flexitime Work Schedules include Flexitour, Gliding Flexitour and Modified Flexitour

### **Summary of Flexible Work Schedules:**

#### **Flexitour:**

- Work 8 hours per day, 40 hours each week
- Employee selects start time within the flexible time band set by supervisor
- Once the hours are selected, they are fixed until employee requests change and the supervisor approves request

#### **Gliding Flexitour:**

- Work 8 hours per day, 40 hours each week
- Employee may vary start time daily and may change that start time daily as long as it is within the flexible hour band established by supervisor

#### **Modified Flexitour:**

- Work 8 hours per day, 40 hours each week
- Employee selects start time within an established flexible time band set by the supervisor
- Employee is given 15 minutes of flexibility on either side of selected start time (actual arrival time of employee at worksite becomes actual daily start of tour)

### **References:**

- 5 U.S.C. Chapter 34 – Part-time Career Employment Opportunities
- 5 C.F.R. Part 340 – Other than Full-time Career Employment
- 5 U.S.C. Chapter 61 – Hours of Work
- 5 C.F.R. Part 610 – Hours of Duty
- 38 U.S.C. Chapter 73 and 74
- VA Handbook 5011, Part II, Chapter 2

\*Information in this Fact Sheet applies to all General Schedule, members of SES, non-U.S. citizen employees outside the United States, most Wage Grade employees, and “Hybrid” Title 38 employees appointed under 38 U.S.C. 7401(3) and 7405(a)(1)(B) and graduate nurse technicians. It does not apply to VHA non-Hybrid employees appointed under 38 U.S.C. Chapter 73 or 74, Veterans Canteen Service employees appointed under 38 U.S.C. Chapter 78, Purchase and Hire employees, or employees compensated under the Executive Schedule.