

**PART 427 - HOURS OF DUTY**

**SUBPART B - WORK SCHEDULES**

**WV427.11(4)**

**WV427.11 Establishment of work schedules.**

**(4) Maxiflex.**

**The maxiflex work schedule is authorized for use in West Virginia for full-time and part-time employees. However, supervisors have the authority to approve or disapprove the use of the maxiflex work schedule if an employee's use of the schedule is detrimental to the efficient operation of the office or if the schedule is being abused.**

**The basic work requirement for a full-time employee consists of an 8-hour daily requirement, a 40-hour weekly requirement, and an 80-hour biweekly requirement. The basic work requirement for a part-time employee is the number of hours the employee must work each day, the number of hours the employee must work in the administrative work week, and the number of hours the employee must work in a bi-weekly pay period.**

**A scheduled tour of duty (between the hours of 6:00 a.m. and 6:00 p.m.) must be established and approved by the supervisor prior to the beginning of the pay period. Supervisors may require notification of any deviation of more than ½ hour past the scheduled starting time.**

**Employees can vary their starting and ending times as long as they are at work or on leave each day during the established core time of 9:30 a.m. to 2:30 p.m.**

**Employees who work more than 8 hours in a day are entitled to earn credit leave, up to a maximum of 2 hours per day. A part-time employee on a flexible schedule can accumulate not more than one-fourth of the hours in each employee's biweekly pay period for credit to the basic work requirement for such period.**

**Although employees will now be allowed to work up to 10 hours a day, employees are not encouraged to work in excess of 9 hours a day on a consistent basis unless approved by the supervisor.**

**WV427-6(1)**

**(360-GM, Amend. WV-46, May 2001)**

WV427.11(4)

A supervisor may request prior notification for use of and increment of earned credit leave. Any combination of credit and/or annual leave in excess of 24 consecutive hours requires supervisory approval. It shall be the responsibility of the supervisor to determine when to require use of SF-71, Application for Leave. Earning credit leave does not require supervisory approval unless work begins before 6:00 am or ends after 6:00 pm.

Credit leave can be earned and used in 15 minute increments and carried from pay period to pay period. No more than 24 hours of credit leave can be carried forward from pay period to pay period.

Credit hours cannot be used until they are earned.

Supervisors may grant a permanent authorization to employees to earn credit leave for meetings held after 6:00 p.m. where SCS presence is required for the mission and program direction of SCS. This would allow an employee to work an 8-hour day and then earn two hours of credit leave when required to attend an evening meeting.

Credit leave cannot be earned for travel or work on Saturday or Sunday. However, Saturday can be designated as an 8-hour work day if the 40-hour weekly requirement consists of a work schedule of Tuesday through Saturday.

All SCS offices in West Virginia staffed with more than one employee and all state office sections must be open to provide service Monday thru Friday. In one-person offices, a notice on the door and/or a message on the telephone answering machine should be left to notify when assistance will be available.

For timekeeping instructions for maxiflex refer to General Manual 250, Part 404 - Fiscal, Subpart D - Time and Attendance.

WV427-6(2)

(360-GM, Amend. WV-43, July 1993)