

# Reclamation Manual

## Directives and Standards

### Comparison of Work Schedule Options

Work Schedules	Earn Credit Hours	Established Core Time/Hours	Flexible Time Bands	AWS Day Off	Flexi-Lunch with Supervisor Approval	“Swap” AWS Day Off	Holidays	Leave (Per Day)	Admin Leave (Per Day)
<b>Fixed Full-time, and Seasonal Full-time</b>	No	Yes	No	N/A	No	N/A	8 hours	8 hours	Up to 8 hours
<b>Fixed Part-Time, and Seasonal Part-time</b>	No	Yes	No	N/A	No	N/A	Hours scheduled on the holiday	Up to the total hours scheduled to work on the leave day	TBD based on type of Admin Leave
<b>Intermittent, including Seasonal Intermittent</b>	No	No	No	N/A	No	N/A	Not Eligible	N/A	N/A

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#### Alternative Work Schedules (Flexible and Compressed)

Types of AWS	Earn Credit Hours	Established Core Time/Hours	Flexible Time Bands	Regular Day Off (RDO)	Flexi-Lunch with Supervisor Approval	“Swap” RDO	Holidays	Leave	Admin Leave
<b>Gliding Schedule</b>	Yes	Yes	Yes	None	Yes	N/A	8 hours	8 hours	Up to 8 hours
<b>Maxiflex</b>	Yes	Yes	Yes	No more than 2 per pay period	Yes	Yes	8 hours	Up to 12 hours	Up to 8 hours
<b>Compressed 5/4-9</b>	No	No	No	1 per pay period	No	No	Up to 9 hours	Up to 9 hours	Up to 9 hours
<b>Compressed 4/10</b>	No	No	No	1 per week	No	No	10 hours	Up to 10 hours	Up to 10 hours