

**U.S. DEPARTMENT OF JUSTICE
Federal Bureau of Prisons**



**PROGRAM STATEMENT
Alternative Work Schedules**

Approved by	 William K. Marshall III Director, Federal Bureau of Prisons
DPI	HRM
Number	3305.01
Date	June 22, 2026

Summary of Changes

Program Statement Rescinded:

- 3000.03 Human Resource Management Manual, Section 640.1 (12/19/2007)
- 3630.02 Leave and Benefits, Section 4 (2/1/2017)

Changes:

- Eliminates the terms bargaining unit employees and non-bargaining employees.
- Eliminates requirement for legal review of approved compressed work schedules.
- Creates an easy and efficient process for creating, managing, and terminating compressed work schedules.
- Explicitly prohibits the use of flexible work schedules and credit hours.

1. PURPOSE AND SCOPE

To provide general guidance related to the use of alternative work schedules within the Bureau of Prisons (Bureau), as well as establish procedures for implementing, managing, and terminating alternative work schedules.

a. Program Objectives.

- Create a streamlined and simplified process for the creation, management, and discontinuation of compressed work schedules.
- Communicate the conditions applicable to the use of compressed work schedules (CWS).

b. Institution Supplement. None.

2. DEFINITIONS

- The terms agency, employee, credit hours, and compressed schedule, have the meaning given to them by Title 5 United States Code (USC) § 6121.
- References to an 8-hour day refer to a straight 8-hour shift or an 8 1/2-hour shift that includes a 30-minute duty free lunch.

3. SCHEDULES AUTHORIZED

A CWS, which allows an employee or group of employees to work a fixed 80-hour biweekly schedule in fewer than 10 workdays, is permitted at the discretion of the Chief Executive Officer (CEO), at all levels. For purposes of this program statement, CEO means:

- Chiefs at the Human Resource Service Center and the Designation and Sentence Computation Center
 - Directors at the Management and Specialty Training Center and the Staff Training Academy
 - Wardens at the institutional level
 - Regional Directors at the regional level
 - Assistant Directors at the central office level
- a. The Bureau currently utilizes two types of CWS. Both are acceptable based on the specific requirements of the position and geographic location.
- A 4/10 schedule is a fixed schedule in which the employee is assigned to four 10-hour days per week.
 - A 5/4/9 schedule is a fixed schedule in which the employee is assigned to work eight 9-hour days and one 8-hour day within a biweekly period.
- b. All CWS containing workdays in excess of 10 hours must be approved by the Regional Director for employees at the institutional level. For employees at the regional or central office level, the Assistant Director with responsibility for the affected discipline must approve the schedule.
- c. All CWS must consist of fixed work schedules, meaning the times of arrival and departure are regular and fixed. There is no provision under this type of schedule for flexible work schedules. Flexible schedules and credit hours are not utilized by the Bureau and may not be approved for use by any employee at any level or location.
- d. A CWS may be requested for an individual employee, group of employees, or department.

4. CONDITIONS OF COMPRESSED WORK SCHEDULES

Supervisors and department heads are responsible for establishing and monitoring their employees' work schedules and determining if adequate personnel coverage will be provided to ensure the effective and efficient functioning of the department or work unit. CWS are not an employee entitlement.

a. **Temporary Reversion.** Management may, at its discretion, require an employee assigned to a CWS to temporarily revert to an 8-hour/5-day schedule under the following circumstances:

- During periods of training (including annual training);
- Federal holidays;
- When the employee is assigned to official travel;
- During emergency situations, as determined by the CEO;
- During periods of staff shortage;
- When the employee is assigned to an acting supervisory capacity exceeding two days;
- When the employee has been reassigned for investigatory or other purposes;
- When the employee has been placed on administrative leave, investigative leave, or notice leave status;
- When the employee has been placed on furlough status;
- When an employee is experiencing performance problems;
- When other circumstances exist in which the CEO determines the operation of the CWS is temporarily inconsistent with the institution, office, or department's ability to meet its mission.

b. **Leave.** Leave is charged based on the number of hours of leave used as determined by the work schedule. For example, if an entire shift of leave is used on a day regularly scheduled as a 9-hour day, then nine hours of leave will be charged. Employees are responsible for monitoring their leave usage and balances.

c. **Premium Pay.** Premium pay for employees assigned to an approved CWS will be computed in accordance with 5 USC § 6128.

d. **Holidays.** Holidays for employees assigned to CWS will be handled in accordance with Title 5 Code of Federal Regulations (CFR) Part 610 Subpart D.

e. **Transfers.** Although a CWS applies to the assigned position(s), not to an individual employee, the following are still applicable:

- If an employee transfers from one position, department, or location to another, the employee's CWS will terminate, and the employee will revert to an 8-hour/5-day schedule.

- Employees transferring into a position for which a CWS has been approved may be restricted from working the schedule until the supervisor or department head determines they have been performing satisfactorily.

f. **Probationary Employees.** Employees serving a probationary or trial period may be excluded from participating in a CWS, at the discretion of their supervisor or department head, for the duration of the applicable probationary or trial period.

g. **Participation in a CWS is strictly voluntary.** Any employee may request to be excluded from working a CWS, except where no viable alternative schedule exists.

5. PROCEDURES FOR REQUESTING A COMPRESSED WORK SCHEDULE

Requests for CWS may be approved or disapproved by the CEO, on a case-by-case basis, in accordance with the provisions of 5 USC Part III, Subpart E, Chapter 61, Subchapter II and 5 CFR Part 610 Subpart D, as well as this program statement.

- a. Requests to participate in a CWS will be made by the employee to the supervisor or department head utilizing a BP-A1100, Compressed Work Schedule Request/Agreement.
- b. Upon a request by an employee, the supervisor or department head will coordinate with the servicing human resource office to ensure consistent and appropriate processing of the request.
- c. The supervisor or department head and employee will determine the days and hours to be worked. This schedule will be documented utilizing a BP-A1100, Compressed Work Schedule Request/Agreement.
- d. If the request includes a group or the entire department, then additional pages may be appended to the BP-A1100, Compressed Work Schedule Request/Agreement, to indicate all positions impacted and how schedules will be assigned (e.g. fixed per position, bidding, seniority, etc.).
- e. Once completed, a BP-A1100, Compressed Work Schedule Request/Agreement, must be signed by each employee impacted by the CWS as well as the supervisor or department head. The signed form will then be routed to the CEO for approval or disapproval. If disapproved, the CEO will document the reasons for the disapproval in writing.
- f. Once approved or disapproved by the CEO, all documentation will be provided to the servicing human resource office. The CEO will notify the supervisor or department head of the disposition. The supervisor or department head will then notify the employee of the disposition. No further review or approval is required except as indicated below. All finalized documentation

will be maintained in the employee's servicing human resource office.

g. CWS will generally commence on the first day of the pay period immediately following approval by the CEO. The implementation of the CWS may be delayed if determined by the supervisor or department head.

h. The appropriate Regional Director or Assistant Director must provide written concurrence for any requested CWS in excess of 10 hours per day (i.e. 12-hour or 16-hour shifts) or which incurs additional costs to the Bureau (i.e. overtime, night differential, shift differential).

The Regional Director or Assistant Director may indicate additional conditions at their discretion.

For these approvals, the Regional Director's or Assistant Director's concurrence will be maintained in the file by the servicing human resource office.

i. The appropriate CEO, Regional Director, or Assistant Director may, at their discretion, place additional restrictions; including disallowing CWS for specific departments, positions, or locations; under their oversight provided such restrictions are not arbitrary, retaliatory, discriminatory, or otherwise in violation of any law, rule, or regulation.

6. MODIFICATION

Once approved, a CWS may be modified at any time upon request of the employee, the group, or based on the needs of the Bureau.

a. Modifications which do not result in a change to the number of hours in a day or number of days in a week, such as changing the day off or shifting the daily schedule, may be approved in writing by the supervisor or department head. Ordinarily, changes should occur prior to the start of the administrative work week.

b. Modifications which result in a material change to the number of hours worked in a day or the number of days worked in a week, such as switching from a 5/4/9 schedule to a 4/10 schedule, require completion of a new BP-A1100, Compressed Work Schedule Request/Agreement, and approval by the approving authority.

c. While the modification is pending, the current schedule should be maintained unless it is subject to a temporary reversion or permanently discontinued pursuant to the procedures in this program statement.

d. Documentation of any modification will be provided to the servicing human resource office and maintained as part of the CWS file.

- e. The approved CWS will be maintained in the employee's Bureau time and attendance file.

7. TRIAL PERIOD

Each approved CWS will be implemented for a six-month trial period. During this trial period, the supervisor or department head will perform an ongoing assessment to determine whether the CWS results in any conditions which may adversely impact the safety of employees or inmates, the security of the facility, institution, or department operations, and/or costs to the agency.

- a. At the conclusion of the trial period, the supervisor or department head will complete a BP-A1101, Six Month Supervisory Assessment of Compressed Work Schedule form, and advise whether the CWS should be continued or discontinued. If the supervisor or department head recommends discontinuing, the supervisor or department head may share a copy of the written determination with the employee(s) impacted, the CEO, and the servicing human resource office. The CEO must approve the discontinuation of any CWS. If approved, the CWS will discontinue at the beginning of the next pay period or quarter, as appropriate, following approval by the CEO.
- b. Following the six-month trial period, the supervisor should continue to monitor the schedule to ensure it does not cause an adverse agency impact. If an adverse agency impact is identified, the CWS must be discontinued through the procedures identified in Section 8.

8. DISCONTINUATION BY THE AGENCY

Consistent with the provisions in 5 USC Part III, Subpart E, Chapter 61, Subchapter II, a CWS may be terminated by the agency if the agency documents an adverse agency impact.

- a. In the Bureau, an adverse agency impact means any significant:
 - Negative impact to the health or safety of employees or inmates;
 - Negative impact to the security or safe operations of any institution;
 - Negative impact on institution or department operations;
 - Diminished ability to implement and maintain any program or programs for inmates;
 - Increased costs to the agency;
 - Negative impact on the institution or department's ability to meet its mission.
- b. If an adverse agency impact is identified the supervisor or department head will document those concerns in writing and provide specific data or documentation to support the finding of an adverse agency impact. A BP-A1101, Six Month Supervisory Assessment of Compressed Work Schedule form, may be used for this purpose but is not required.
- c. Documentation of the adverse agency impact will be forwarded to the CEO who will either approve or disapprove of discontinuation of the CWS. In making their determination, the CEO

may consult with the Human Resource Management Division.

9. DISCONTINUATION BY THE EMPLOYEE

An employee working on an approved CWS may request to discontinue the schedule at any time by submitting a written request to their supervisor or department head.

a. The supervisor or department head should confirm in writing that the CWS will be discontinued and the approved tour of duty hours moving forward are on an 8-hour/5-day per week schedule.

b. The written request and approval will be forwarded to the servicing human resource office.

Unless otherwise communicated, the discontinuation will generally be effective at the beginning of the next pay period following approval of the employee's request.

c. Employees who bid on a quarterly post containing a CWS generally may not discontinue the CWS during the quarter but may be moved to a non-compressed post at the employee's request, if the supervisor determines doing so is feasible.

10. IMPACT OF PRE-EXISTING APPROVED CWS

All pre-existing CWS dated prior to the effective date of this program statement must be replaced by a new CWS pursuant to the provisions of this program statement. To that end:

a. No later than 90 days after the effective date of this program statement, all existing and approved CWS will be discontinued.

b. Within the indicated 90-day period, any employee currently working on an approved CWS and desiring to continue working a CWS, must create a new CWS utilizing a BP-A1100, Compressed Work Schedule Request/Agreement, and receive approval by the appropriate CEO, Regional Director, or Assistant Director.

REFERENCES

Program Statements

Human Resource Management Manual

Bureau Forms Prescribed by 3305.01

BP-A1100 Compressed Work Schedule Request/Agreement

BP-A1101 Six Month Supervisory Assessment of Compressed Work Schedule

Federal Statutes

5 USC Part III, Subpart E, Chapter 61, Subchapter II

Federal Regulations

5 CFR Part 610 Subpart D

ACA Standards

None

Records Retention Requirements

Requirements and retention guidance for records and information applicable to this program are available in the Records and Information Disposition Schedule (RIDS) on the Bureau's intranet site.