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Work Schedules

1.0 PURPOSE

The purpose of this document is to describe and address the Laboratory's need to balance the quality of employee work life with the institutional obligation to meet programmatic deliverables and fulfill operational requirements. This document covers Laboratory business hours, work schedules, and work-at-home assignments.

2.0 AUTHORITY AND APPLICABILITY

2.1 Authority

This document is issued under the authority of the Laboratory Director to direct the management and operation of the Laboratory, as delegated to the Associate Director for Business Services (ADBS) as provided in the [Prime Contract](#). This document derives from the Laboratory [Governing Policies](#), particularly the section on Human Resources.

- Issuing Authority (IA): Associate Director for Business Services (ADBS)
- Responsible Manager (RM): Human Resources (HR) Division Leader
- Responsible Office (RO): Human Resources-Employee Relations (HR-ER)

2.2 Applicability

This document applies to all Laboratory employees except those employees covered by the terms of a collective bargaining agreement.

3.0 PROCEDURE DESCRIPTION

The Laboratory recognizes four work schedules that provide 80 work hours over a two-week pay period:

- 5/40—five 8-hour workdays each week.
- 9/80—four 9-hour workdays and one 8-hour workday one calendar week, four 9-hour work days the next calendar week. The 9/80 schedule workweek runs from Friday mid-shift to the following Friday mid-shift (see 9/80 schedule below).
- 4/10—four 10-hour workdays each week.
- 4.5/40—four 9-hour workdays and 4 hours each Friday.