

Frequently Asked Questions on Maxiflex Schedule

Question: If I'm on maxiflex, can I come and go as I please as long as I work 80 hours in a pay period?

Answer: No. The intent of maxiflex is still for employees to have a standard work schedule, however when deviations are needed, the supervisor can allow the employee to flex their time within the same pay period. For example, if Sally typically works 0730-1600 Mon-Fri, but she has an appointment on Wed and needs to come in two hours late, she could flex her time and work an hour late Thur and Fri to avoid taking leave.

Question: The ANG uses ATAAPS but the system does not allow the user to specify actual times that they worked only the amount of time. How are actual times documented for audits such as dual compensation audits?

Answer: Anyone on a maxiflex schedule is required to document their work times on the TAG-NE 127 **form which must be approved prior to certification of time cards.**

Question: If I'm on maxiflex but typically work 9 hour days, do I get 9 hours off for a holiday?

Answer: Per the OPM Alternate Work Schedule Handbook, if you are on a maxiflex schedule you are authorized 8 hours for holiday leave.

Question: If I normally don't work on a day that the TAG authorizes admin leave, do I get "in lieu of" leave?

Answer: No. Admin leave is only granted for the specific time frame the TAG authorizes. If you normally are not scheduled for that timeframe, you are not authorized it. For example, if you typically do not work Fridays and the TAG authorizes the day after Thanksgiving as Admin leave, you do not get to use Admin leave.

Question: I have an appointment during the core hours. Can I still use maxiflex?

Answer: If you are going to be absent during the established core hours of 0930-1430 Tue-Thur, you must be on an approved leave status. You may flex any time missed outside of these hours. For example, if you typically work 0730-1600 but are going to be gone from 1200-1600 on Tues, you must take leave from 1200-1430 on Tues but could flex the other 1.5 hours to another day in the pay period.

Question: I am absent on a core hour day how many hours of leave must I take?

Answer: Core hours are from 0930-1430 Tuesday –Thursday, everyone is entitled to a 30 minute lunch break to be taken midday 4.5 hours is the minimum number of hour you must take, any remaining hours 3.5 could be made up during the rest of the week.

Question: Can I flex time outside of the pay period?

Answer: No, you must account for 80 hours in a pay period. For example, if something came up on the second Friday of the pay period, you cannot make up that time the following week because it's a different pay period.

Question: Can I still earn comp time?

Answer: Yes, comp time can still be earned if the mission requires you to work over 80 hours in a pay period and your supervisor has approved it. Maxiflex may reduce the amount of comp time requests because of the ability to flex times. For example, if an employee is needed to work 3 hours on a Saturday, but could work fewer hours during the week, the hours could be flexed instead of using comp time. **Comp time cannot be claimed until you have reached 80 hours of work, unless performed on a Sunday.**

Question: Can I flex my time and work on a Sunday or holiday?

Answer: No. Holiday and Sunday work involves a pay differential so regular time cannot be flexed on these days. If work is required on a Sunday, it must be comp time.

Question: If I need to be gone during the day, can I make up the hours at night?

Answer: No, you may make up the hours anytime during the established flexible hours of 0600-1800 Monday-Friday. Any deviations must be approved through HRO and your chain of command.

Question: Am I entitled to credit hours if I work more than 80 hours in a pay period?

Answer: No. Title 32 Technicians are not entitled to credit hours. If you need to work more than 80 hours in a pay period, it must be requested by your supervisor and approved by the higher level supervisor prior to the work being performed.

Question: Can I change my work schedule to Tuesday -Saturday?

Answer: No. The Approve Alternate Work Schedule Policy – allows flexibility M-F for 5-8 hour Days, or the compressed work of 5/4/9 or 4 – 10 hour days M-F. **However under Maxi-flex Saturdays even though outside the normal workdays of Monday-Friday maybe be worked to support mission needs within the hours of 0600-1800. Saturday work should be minimal and must be approved in advance by the supervisor to ensure all safety standards are met.**

Question: Which forms do I need to complete to work Maxi-flex?

Answer: TAG-NE Form 444-R (Request of Alternate Work schedule), TAGNE Form 127 (Federal Technician Time and Attendance Certification). Contact the Customer Service Representative (CSR) in your pay branch Air or Army for specific requirements.

If you have additional questions, please contact Ms. Deb Burling at 402-309-8187 or LtCol Nicole Nuss at 402-309-8144.