



DEPARTMENT OF THE NAVY
COMMANDER NAVY RESERVE FORCE
1915 FORRESTAL DRIVE
NORFOLK VA 23551-4615

COMNAVRESFORINST 12611.1D
N00CP
25 Aug 2026

COMNAVRESFOR INSTRUCTION 12611.1D

From: Commander, Navy Reserve Force

Subj: CIVILIAN REGULAR AND ALTERNATE WORK SCHEDULES

Ref: (a) NAVRESFORM 12611/1
(b) OPM Handbook for Alternative Work Schedules
(c) DoD Instruction 7000.14 of 10 August 2020
(d) DoD Instruction 1400.25 of 20 September 2024
(e) 5 CFR 610
(f) 5 USC 6

Encl: (1) Definitions

1. Purpose. To establish policy for Commander, Navy Reserve Force (COMNAVRESFOR) civilian regular and alternate work schedules. Flexible scheduling is a proven driver of personnel retention and sustained operational excellence. By granting employees flexible control over their work hours, focus is optimized during peak productivity windows, work related stress is reduced, and a culture of high morale and mutual trust is promoted. This program will be administered per references (a) through (f) and the guidelines set forth in paragraphs 4 through 5c(8). Enclosure (1) and reference (a) are provided for information and use, as appropriate.

2. Cancellation. COMNAVRESFORINST 12611.1C

3. Scope and Applicability. This instruction applies to all COMNAVRESFOR federal civilian employees.

4. Collective Bargaining Agreements. Provisions of an existing collective bargaining agreement and memorandum of understanding or agreement applicable to bargaining unit employees supersede the policies and procedures outlined herein unless to do so would violate any applicable government-wide law, rule, or regulation.

5. Policy. Work schedules offer flexibility that promotes work and life balance for employees while also benefiting the agency's ability to meet the demands of the mission. Approval of alternate work schedules is a privilege not entitlement to the employee therefore, it is subject to mission requirements and is approved at the discretion of COMNAVRESFOR, commanding officers (CO), delegated authorities, and individual supervisors.

a. Regular Work Schedule. The default work schedule where employees work a standard work week of 5 8-hour days, with an unpaid 30 or 60-minute lunch break, typically between 1100-1300. Approved start and stop times are fixed. Any deviations from approved start and stop times must be communicated to the immediate supervisor prior to execution and be covered by a leave status.

b. Alternate Work Schedule. Participation in an alternate work schedule is strictly voluntary. An employee's request to participate in an alternate work schedule may be approved provided it does not interfere with effective mission accomplishment or performance of assigned duties. However, certain employees may be required to remain on a regular work schedule because of the nature of the work. Every reasonable effort will be made to accommodate employees' work schedule requests. Establishing hybrid work schedules that are borrowed selectively from different alternate work schedules are not authorized.

(1) Compressed Work Schedule

(a) Employees under compressed work schedules are on a fixed schedule with approved fixed start and stop times. Employees who are approved to work compressed schedules will work an 80-hour, bi-weekly period compressed into 1 8-hour day, 8 9-hours days, or 8 10-hour days. Under compressed work schedules, employees enjoy the benefit of scheduled regular days off (RDO). Within a bi-weekly period, a compressed work schedule includes either 1 8-hour workday, 8 9-hour workdays, and one fixed RDO, or 8 10-hour days and two fixed RDOs. Each day may include a 30 or 60-minute unpaid lunch break at the employee's election with supervisory approval.

(b) The RDO is a day the employee and supervisor have mutually agreed to be a fixed scheduled day(s) off. In those instances where a mutual agreement cannot be reached on what day the RDO will be, the supervisor will have the final decision. The RDO cannot vary from pay period to pay period and may only be changed with supervisor approval using reference (a).

(c) When a holiday is on a regular workday of the compressed work schedule, employees will be granted holiday leave equal to the scheduled tour of duty. When a holiday falls on an employee's RDO, the scheduled holiday will shift in-lieu of holiday guidance contained within reference (b).

(d) Employees under a compressed work schedule may not earn credit hours but are eligible to earn compensatory time with the appropriate level of approval with procedures set forth in this instruction.

(2) Flexible Work Schedule

(a) Employees on a flexible work schedule must complete an 80-hour tour of duty within a bi-weekly pay period but have the flexibility to deviate from a specific daily arrival and

departure time with prior supervisor approval. Communication is key to successful participation in a flexible work schedule. In instances where an agreement on the schedule cannot be reached, the supervisor will have the final decision. Requests for flex time and telework are two separate workplace flexibilities which may be requested together but are subject to separate supervisory approval and governing instructions.

(b) Types of Flexible Work Schedules

(1) Fixed. The employee works 8 8-hour days and has a fixed start and stop time each day between 0600 and 1800. The employee must be present during the core hours unless on approved leave; flex time is not permitted during core hours. Flex time is permitted for time that is outside of core hours and with prior supervisor approval.

(2) Gliding. The employee has a basic work schedule of 10 8-hour days but with supervisor approval, daily arrival and departure times can vary. Under this schedule, employees must be present during the core hours unless they are on approved leave.

(3) Maxi-flex. The employee has a basic work requirement of 80 hours bi-weekly but may vary daily arrival and departure time and must be present during the core hours unless on approved leave or have supervisor approval to flex hours. The number of hours in a day or the number of days in a week may vary.

(c) Employees may not earn any additional compensation or credit hours for voluntarily working during holiday hours. Supervisors may approve requests from employees to earn credit hours for work more than their basic work requirement on a holiday. Employees under maxi-flex are only entitled to 8 hours of holiday leave per holiday.

(d) Credit hours may be earned when work is performed at the option of the employee, but with prior approval of the supervisor. Credit hours may be worked only by employees on a flexible work schedule. Credit hours are distinguished from overtime and compensatory time, which does not constitute overtime work, and is officially ordered and approved in advance by management per the procedures set forth in this instruction.

c. Administrative Procedures

(1) Employees who wish to make work schedule changes (i.e., from flexible to compressed work schedule or from compressed to flexible work schedule, etc.) will complete reference (a) and submit it to his or her first level supervisor for approval. A copy will be maintained and forwarded by the immediate supervisor to the commander or department head (DH) and command customer service representative for the timekeeping system of record. Submission to the servicing payroll office must be made at least 10 working days prior to the start of a new pay period.

(2) Work Hours. COMNAVRESFOR deputy chiefs of staff and special assistants for headquarters and lower echelon commanders, COs, delegated authorities, and DHs have the discretion to set core hours within their respective areas to best serve customers and complete the mission. Core hours are to be posted on the respective intranet page and physically posted on the civilian bulletin board within commands to promote staff and customer awareness. Generally, business is conducted between 0900 and 1400 and a normal workday will not begin before 0600 or end after 1800 unless authorized by the commander, deputy chiefs of staff, special assistants, or COs and requires mission specific justification that would support additional wages under pay differentials.

(3) Meal Periods. Meal periods are unpaid breaks generally taken from 1100 to 1300 and may not be taken at the beginning or end of the day. Employees may elect to take a 30 or 60-minute meal period. Meal periods are not mandatory, but supervisors should reasonably plan for employees to take a midday break.

(a) Employees on schedules with fixed start and stop times must make their lunch period election using reference (a). Such employees who choose a meal break must take the break every day and do not have the option to waive it throughout the pay period. Those employees that waive the meal period using reference (a) may, with supervisor approval, take a meal period but must account for the time away using an appropriate category of leave.

(b) Employees with flexible start and stop times (i.e. gliding and maxi-flex) may, with supervisory approval, take a longer meal break, but any excess time must be made up to fulfill the 80-hour bi-weekly work requirement. Alternatively, an employee may make the day-to-day decisions to skip their meal period, with supervisory approval, provided they remain at their workstation and stay engaged in official business.

(4) Schedule Adjustments. Activities may require employees to follow a traditional regular work schedule (i.e. 10 8-hour days) during periods they are out of the office on official business or situations described in subparagraphs 5c4(a) through 5c4(g) as these situations temporarily revert the work schedule to a regular work schedule:

(a) Employees scheduled to attend training for 5 or more continuous days or scheduled to attend training on an RDO.

(b) Employees scheduled to serve on jury duty for 5 or more continuous days or scheduled to serve on jury duty on an RDO. (See COMNAVRESFORINST 12630.3B, pertaining to court leave)

(c) Employees scheduled to participate in military reserve duty more than 5 continuous days or scheduled to participate in military reserve duty days on an RDO.

(d) Employees scheduled for temporary duty (TDY) or travel more than 5 continuous days or scheduled for TDY or travel on an RDO.

(e) Employees scheduled to be furloughed during a pay period.

(f) Employees in receipt of continuation of pay, receiving worker's compensation for lost time more than 5 continuous days.

(g) Instances where Employees May Lose Eligibility to Alternate Work Schedules

(1) When an employee's performance has declined to an unacceptable level or an employee is placed on a performance improvement plan.

(2) When an employee is issued a corrective action (i.e. letter of requirement, letter of reprimand, or suspension) because of misconduct, the supervisor may require the employee to follow a traditional fixed schedule.

(3) When an employee is suspended or is being removed from federal service because of an adverse action.

(4) When an employee is placed on administrative leave because of a proposed adverse action.

(5) Credit Hours. Credit hours are hours an employee elects to work, with supervisor approval, more than the employees' basic work requirement under the flexible work schedule. The basic work requirement for full-time employees is 80 non-overtime hours in a bi-weekly pay period. Employees may earn credit hours by obtaining pre-approval from their supervisor who is authorized to approve their time and attendance. Credit hours must be earned before they are used. Credit hours are not permitted under the compressed work hours program.

(a) A full-time employee may accumulate a maximum of 24 credit hours. Credit hours exceeding 24 will be forfeited. Only 10 hours may be earned in a single pay period. Credit hours must be earned and used in the same increments as other leave. The type of hour code "CD" must be used for credit hours earned and "CN" for credit hours taken in the timekeeping system of record.

(b) A part-time employee is limited to the credit hours to be carried forward on a pro-rated basis. Part-time employees may carry over credit hours from one bi-weekly pay period to a subsequent bi-weekly pay period in an amount equal to 25 percent of the bi-weekly pay period in an amount equal to 25 percent of the bi-weekly scheduled hours of work.

(6) Overtime and Compensatory Time. Overtime and compensatory time in lieu of overtime pay will be granted for work performed more than the regularly scheduled hours (i.e., 8, 9, or 10 hours per day depending on the employee's specific schedule).

(a) Overtime and compensatory time require prior approval via the chain of command from the COMNAVRESFOR chief of staff or COMNAVRESFOR. Overtime and compensatory time requests and approval processing will be completed within a timekeeping system of record and reported up the chain of command. Overtime and compensatory time requests must state the reasons for the request and why the work cannot be performed during normal working hours. Justifications for overtime and compensatory time requests must be recorded and forwarded to COMNAVRESFOR Comptroller (N8). Supervisors must ensure requests are forwarded in a timely manner to allow consideration of the request before the overtime is worked and compensatory time is earned.

(b) Supervisors should ensure compensatory time earned is granted to an employee within a reasonable time after the employee performs the compensatory time. Employees must use accrued compensatory time by the end of the 26th pay period after the pay period during which it was earned, and supervisors may require employees to use their compensatory time before annual leave to avoid payment for compensatory or overtime. Payment of overtime because of this conversion is money that is not budgeted and could result in a funding shortfall.

(7) Sunday Pay. An employee is entitled to Sunday pay for work performed during a regularly scheduled basic 8-hour tour of duty that begins or ends on a Sunday. For this purpose, Sunday work consists of non-overtime work during an employee's regularly scheduled basic tour of duty (not to exceed 8 hours) that begins or ends on a Sunday. An employee under a compressed work schedule is entitled to Sunday work premium pay for all non-overtime hours the employee works during each regularly scheduled basic tour of duty that begins or ends on Sunday. An employee under a flexible work schedule is entitled to Sunday premium pay for up to 8 hours of his or her basic work requirement based on electing to work flexible hours during a basic tour of duty that begins or ends on Sunday. However, an agency may preclude employees from working flexible hours during a basic tour of duty which begins or ends on Sunday. Employees may not earn Sunday premium pay when they earn or use credit hours.

(8) Rotational Assignments and Details. The work schedule of an individual on an alternate work schedule will revert to the basic assignment detail for each bi-weekly pay period during rotational assignments and details unless otherwise permitted by the host organization. Upon completion of the assignment, the employee may request reinstatement to the alternate work schedule.

6. Responsibilities

a. COMNAVRESFOR, Deputy Chiefs of Staff, Special Assistants, and COs

- (1) Holding supervisors accountable for proper leave administration and accurate recording and reporting of time and attendance for employees under their supervision.
- (2) Set core hours within their respective areas, ensure core hours are posted, and review core hours annually to ensure mission effectiveness.
- (3) Approving and disapproving overtime and compensatory time requests.
- (4) Conducting periodic internal alternate work schedule reviews to ensure the program is serving the needs of management as well as the employee.
- (5) Ensuring mission accomplishment by establishing efficient and equitably managed work schedules within their organizations.

b. Immediate Supervisors

- (1) Ensuring mission coverage by establishing work schedules that facilitate efficient accomplishment of activity business.
- (2) Ensuring awareness and compliance with the provisions of this instruction.
- (3) Ensuring attendance and leave are approved, recorded properly, and reported per the provisions of this instruction and monitoring time and attendance for signs of abuse.
- (4) Retaining the authority to set or change any work schedule to avoid adverse impact on daily operations. A copy of the current work schedule form will be maintained by the supervisor and be reviewed and revised annually and upon appointment of a new supervisor to determine impacts on mission effectiveness, trends, and potential abuse.

c. COMNAVRESFOR Director Civilian Human Resources (N00CP)

- (1) Coordinating, monitoring, and evaluating the alternate work schedule program for compliance with policy, effect on performance, and signs of abuse.
- (2) Providing policy and procedural guidance to leaders, supervisors, employees, and timekeeping personnel regarding this instruction.

d. Customer Service Representatives

- (1) Maintain a copy of the employee's work schedule form in a local payroll file.
- (2) Ensure the work schedule is correct in the timekeeping system of record.

(3) Notify the immediate supervisor and COMNAVRESFOR N00CP in cases where there is a suspicion of abuse or non-compliance.

e. All Federal Civilian Employees. Accurately account for their time and attendance in the system of record by documenting IN and OUT times, to include a meal period, if applicable, and to comply with the policies and procedures contained in this instruction.

9. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy Manual 5210.1 of September 2019.

10. Review and Effective Date. Per OPNAVINST 5215.17A, COMNAVRESFOR N00CP will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.



L. A. FROST
Deputy

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via COMNAVRESFOR Web site at <https://www.navyreserve.navy.mil>.

DEFINITIONS

1. Alternate Work Schedule. Any flexible or compressed work schedule requested by an employee and approved by the employee's supervisor.
2. Basic Workday. Consists of an 8 hour workday.
3. Basic Work Week. A fixed work schedule of 40-hour work week consisting of 5 8-hour workdays.
4. Compensatory Time. Compensatory time may be approved in lieu of overtime pay for work more than 80 hours in a bi-weekly pay period and is officially approved by management in advance. Accrued compensatory time not used by the end of the 26th pay period following the pay period which it was earned will be automatically converted and paid out as overtime.
5. Compressed Work Schedule. A fixed work schedule that completes the 80-hour bi-weekly work requirement in less than 10 workdays. The number of hours in a week can vary. Approved compressed work schedules for employees are listed in this instruction.
6. Core Hours. The designated portion of each day when all personnel must either be on duty or on leave.
7. Credit Hours. Credit hours are hours an employee elects to work, with supervisory approval, more than the employee's basic work requirement under a flexible work schedule. The basic work requirement for full-time employees is 80 non-overtime hours in a 2-week pay period. Employees are not paid basic pay or overtime pay for credit hours when they earn them. An employee may use credit hours during a subsequent day, week, or pay period, with supervisory approval, to allow the employee to be absent for an equal number of hours of the employee's basic work requirement with no loss of basic pay.
8. Flexible Time Band. That portion of the workday before and after core hours. Flexible time bands are periods of time outside of core hours (i.e. 0600 to 0900 and 1430 to 1800).
9. Flexible Work Schedule. An approved work schedule consisting of 80 hours in a bi-weekly pay period. Depending on the specific type of flexible work schedule, employees may vary their daily arrival and departure times or work fewer than 10 days in a bi-weekly pay period. Employees may earn credit hours on this schedule.
10. Full Time Employees. An employee who has a set 80-hour work schedule per bi-weekly pay period.

11. Meal Period. A meal period is non-duty time (30 or 60 minutes) for which neither basic nor overtime compensation is payable. The meal period may not be taken at the beginning or end of the workday to allow an employee to arrive late or leave early without use of leave unless requested and approved in advance by their immediate supervisor. Meal periods should be taken between the hours of 1100 and 1300 unless requested and approved by their immediate supervisor.

12. Overtime Hours. Overtime is work performed for all hours more than 80 hours in a biweekly pay period and is officially approved by management in advance. All overtime, regardless of work schedule, must be authorized and approved in advance for hours worked outside or in addition to an employee's normal work hours. In working approved overtime, employees who are exempt from the Fair Labor Standards Act (FLSA), can be required to earn compensatory time in lieu of overtime pay; however, employees who are non-exempt from FLSA cannot be required to earn compensatory time in lieu of overtime pay.

13. Regular Work Schedule. An approved work schedule consisting of 80 hours in a bi-weekly pay period, which consists of 8-hour workdays.