

NARA Notice 2020-176: New Workforce Flexibilities to Respond to COVID-19



Notice

To: All Employees.

Attention supervisors: If you have employees who do not have access to a computer, please ensure that those employees receive a copy of this notice. This includes employees on LWOP or paid leave.

This message communicates two temporary changes to NARA policy on work schedules and hours of work. The following changes are effective September 13, 2020, through the end of the COVID-19 public health emergency.

Maxiflex

During the COVID-19 public health emergency, employees on a maxiflex work schedule may earn more than two hours of credit hours per day, with supervisory approval. There is no limit on the number of credit hours a maxiflex employee can earn in one day; however, employees are limited in the number of hours that can be carried over to the next pay period. A full-time employee may not carry over more than 24 credit hours into the next pay period, and a part time employee may not carry over more than 25 percent of her or his total hours worked each pay period. Employees on flexitour and flexitime work schedules may not earn more than a maximum of two credit hours per day. Employees on compressed work schedules (5/4-9 and 4/10) are not eligible to earn credit hours.

As provided in [NARA Notice 2020-089](#), any General Schedule (GS) employee may request to temporarily change to a maxiflex work schedule for the duration of the COVID-19 public health emergency. Employees may request a temporary change to a maxiflex work schedule immediately and without regard to the requirement that requests ordinarily must be submitted on the quarter. If approved, work schedule changes will be made effective at the start of the pay period following the date of the approval. Employees in GS-grades 14 and below who are approved for a temporary maxiflex work schedule will have their maxiflex work schedules cancelled and will return to their previous work schedules once the COVID-19 public health emergency is over.

The maxiflex work schedule allows employees maximum flexibility to fulfill their work requirements. Maxiflex employees may vary their start and end times, work more than eight hours per day, and complete the 80 hour per pay period (for full-time employees) work requirement in fewer than 10 days. During the COVID-19 pandemic, maxiflex employees may telework at any time, midnight through 11:59 p.m., Monday through

Saturday. Maxiflex employees may only earn credit hours or compensatory time after completing their entire work requirement for the pay period (80 hours for full-time employees) and with supervisory approval. Maxiflex employees are not entitled to night differential, holiday pay, or overtime "suffered or permitted," and will only be credited for eight hours on a Federal holiday.

Change to a part-time schedule

During the public health emergency, employees may request to temporarily change from a full-time to a part-time work schedule immediately and without regard to the requirement that requests ordinarily must be submitted on the quarter. If approved, work schedule changes will be made effective at the start of the pay period following the date of the approval. Employees who move to a part-time work schedule under this authority may return to a full-time work schedule at the end of the COVID-19 public health emergency (or earlier), upon request.

The attached document, "COVID-19 Fact Sheet #1, Leave and Workforce Flexibilities for COVID-19 response," has been updated to incorporate these changes. The Fact Sheet has been revised to include the temporary suspension of core hours and maxiflex flexibilities originally announced in [NARA Notice 2020-089](#). The Fact Sheet also includes new language to clarify that employees are expected to be available for appropriate work when on weather and safety leave, and may be charged leave for any periods they are not available.

NARA is dedicated to supporting our workforce. We recognize that the COVID-19 pandemic has created new and unique challenges to employees while fulfilling their official duties and responsibilities. The changes announced today are based on staff requests for greater flexibility to balance their work and personal lives. We will continue to evaluate your feedback and revise our policies, where possible, to ensure we are fostering a supportive work environment.

Thank you for your continued patience and resilience during this unprecedented time.

[Micah Cheatham](#)

Chief of Management and Administration

Attachment:

[COVID-19 Fact Sheet #1, Leave and Workforce Flexibilities for COVID-19 response](#)

If you have questions about this notice, contact:

[Raymond Chin](#), Accounting Policy and Operations

raymond.chin@nara.gov

Room 5100

National Archives at College Park

Phone: 301-837-3754