

NARA Notice 2020-089: Additional 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 additional workforce flexibilities that we are offering to all staff to help our employees cope with disruptions caused by the 2019 novel coronavirus (COVID-19).

Administrative Leave

I am authorizing up to 8 hours of administrative leave (pay code 060) for all employees to use in pay period 08 (March 29 to April 11). Administrative leave is an excused absence from duty without loss of pay or charge to leave. This administrative leave may be used for any purpose, but is provided to help employees to prepare or respond to the COVID-19 public health emergency. Administrative leave must be requested and approved before being used. This administrative leave must be used by April 11, 2020.

I would also like to remind staff that they may be granted additional administrative leave to participate in the Employee Assistance Program (up to six sessions per year, per issue or type of service) and to donate blood (up to three hours per year). Any employee who has a sick leave balance of 80 hours or less may also use up to four hours a year of administrative leave to participate in health screenings. For more information, see [NARA 327, Supplement 4, Excused Absence](#).

Supervisors are encouraged to grant employee requests for administrative leave authorized or described in this notice.

Core Hours

Effective immediately, core hours are temporarily suspended for all employees. Ordinarily, employees must be present for duty or on excused absence from 9:30 a.m. to 2:30 p.m. local time on the days they are scheduled

to work. Beginning today, and for the duration of the COVID-19 public health emergency, employees may schedule start and end times at any time between 6 a.m. and 6 p.m. local time, according to their work schedules. An employee may request a change in start and end times with 24 hours' notice. Any change is subject to supervisory approval. Changes in employee work hours are not recorded in NARA human resources systems, and supervisors who approve a change in an employee's work hours do not need to submit any forms to implement a change.

Flexible Work Schedules

Effective immediately, supervisors may approve a General Schedule (GS) employee's request to temporarily change to a Maxiflex work schedule, regardless of the employee's GS-grade. Employees on a Maxiflex work schedule 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. Maxiflex employees may earn credit hours for hours worked in excess of 80 hours (for full-time employees) with advance 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. Additional information on Maxiflex and other work schedules is provided in [NARA 327, Supplement 2, Work Hours and Premium Pay](#).

The following changes are effective immediately and for the duration of the COVID-19 public health emergency:

- Employees may request a change to a Maxiflex work schedule immediately and without regard to the requirement that requests ordinarily must be submitted on the quarter. Until further notice, changes may be requested at any time but must be made effective at the start of the following pay period.
- Employees who are approved for Maxiflex under this authority may work at any time, 12:00 AM through 11:59 PM, Monday through Saturday. Maxiflex employees are not authorized to work or earn credit hours on Sundays.
- 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.

Supervisors may approve employee requests for Maxiflex at their discretion. Supervisors who approve an employee's Maxiflex request to make a temporary change in work schedule must submit a completed [NA Form 3096](#), Alternative Work Schedule Employee Selection Form, reflecting the new work schedule, to the Department of Treasury, Administrative Resource Center (ARC), at NARAHR@fiscal.treasury.gov. ARC will record the new work schedule in FPPS, and the employee's timekeeper will record the change in Quicktime.

Emergency Sick Leave

The [Family Friendly Coronavirus Response Act](#) (P.L. 116-127) enacted March 18, 2020, requires employers to provide their employees with up to 80 hours of sick leave to address specific circumstances related to COVID-19. This entitlement is not effective until early April. The Office of Personnel Management (OPM) is coordinating with the Department of Labor to issue implementing guidance for Federal agencies. We will provide additional information when it is available.

NARA is taking these actions to protect our staff and support local public health agencies that are working to limit the spread of [COVID-19](#). The best way for you to help prevent the spread of COVID-19 is to practice

good health habits such as frequent hand washing, stay home from work and seek medical treatment if you are feeling ill, clean and disinfect frequently touched surfaces and objects, and refrain from customary handshaking.

We are committed to the health and wellness of all NARA staff. We will provide you with updates and additional guidance as it becomes available.

[David Ferriero](#)

Archivist of the United States

If you have questions about this notice, contact:

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