



JUDICIARY HUMAN RESOURCES DEPARTMENT
ALTERNATIVE WORK SCHEDULES
FACT SHEET

PURPOSE

The purpose of the [Policy on Alternative Work Schedules](#) is to provide flexibility for establishing Employee work hours which are in the best interest of the Judiciary. Employees may request, but are not guaranteed, an Alternative Work Schedule.

DEFINITION:

Alternative Work Schedule (AWS) - A work schedule that allows an Employee to work a Compressed Work Week, or flexible work hours.

Compressed Work Week – A work week of fewer than five days in a seven-day period (Wednesday through the following Tuesday) or fewer than 10 days in a 14-day pay period. The following four options for a Compressed Work Week may be available at the Administrative Head's discretion. The Employee's days off are according to a fixed schedule:

- (A) An Employee may work four 10-hour days in a work week to equal 40 hours.
- (B) An Employee may work four nine-hour days and one four-hour day in a work week to equal 40 hours.
- (C) An Employee may work four 10-hour days in a work week followed by a work week of five-eight hour days, for a total of 80 hours per pay period.
- (D) An exempt Employee may work four-nine hour days and one eight-hour day in a work week to equal 44 hours followed by a work week of four nine-hour days equal to 36 hours, for a total of 80 hours per pay period.

EMPLOYEES ELIGIBLE

- Judiciary Employees who are paid through the Central Payroll Bureau of the Comptroller.
- Employees of the State Board of Law Examiners, the Maryland State Law Library, the Commission on Judicial Disabilities, and the Maryland Court of Appeals Standing Committee on Rules of Practice and Procedure.

CONDITIONS OF AWS

- The Administrative Head has the discretion to allow AWS based upon an assessment of operational needs.
- Staff coverage must meet operating requirements.
- All Employees on an AWS must be present during core hours (9:00 a.m. to 3:30 p.m.) on a full work day.
- No Employee may be scheduled before 7:00 a.m. or end after 6:00 p.m. unless required/authorized by the Administrative Head.
- The AWS program is strictly voluntary.

- An AWS agreement is for no longer than one year. The Administrative Head will review the agreement at least annually to determine whether the Employee may continue on an AWS.

LEAVE BENEFITS

- Annual and sick leave benefits will accrue at the same rate as for an Employee with a regular work schedule.
- Leave benefits (sick, compensatory, annual, and personal) shall be expended on an hour-for-hour basis equal to the number of hours used during a scheduled work period.
- Paid time off for holidays will be eight hours. The excess of an Employee's scheduled work day over eight hours must be charged to accrued personal, annual or compensatory leave.
- If a holiday falls on a day during which the Employee is not scheduled to work as a result of an AWS, then the Employee will be granted up to eight hours of compensatory leave. Part-time Employees will receive compensatory leave based on their percentage of employment.

MANAGEMENT RESPONSIBILITY

- Must ensure sufficient office coverage prior to approving an Employee's request for an AWS.
- If an AWS option is not meeting operational needs, management has the discretion to rescind the AWS, or make other options under this policy available under a short-term or long-term basis.
- Management should provide the Employee with a two-week written notice prior to any schedule changes, whenever possible.
- An AWS may be rescinded at the discretion of the Administrative Head. A two-week written notice should be provided except in situations that require immediate action.
- An Employee who abuses the privileges of the program, or exhibits deficiencies in performance, conduct or attendance, should be returned to a regular schedule. Other disciplinary actions may also apply.

The Administrative Head will forward a copy of an Employee's approved AWS to the Judiciary Human Resources Department for recordkeeping, or use the online process, as applicable.. The approval, denial, modification, or termination of an AWS Agreement is not grievable.

For additional information, please contact Office of Employee Relations & ADA Compliance at (410)-260-1732.