

## **SECTION 4 - CREDIT HOURS**

### **4.1 Coverage:**

These policies apply to eligible employees who have full-time appointments and are not working compressed work schedules.

### **4.2 Eligible Employees:**

Employees eligible to participate are:

- all bargaining unit employees in HUD Offices covered by the HUD/AFGE Agreement as defined in Appendix B of the Agreement; and
- non-bargaining unit employees in HUD Offices covered by the HUD/AFGE Agreement, except managers and supervisors.

### **4.3 Definitions:**

Credit hours - credit time for extra hours of work performed by an eligible employee, beyond the regular tour of duty and during the flexible band, for use on a subsequent workday, in accordance with established policies and procedures.

### **4.4 Flexible Bands:**

Work to earn credit hours must be performed during the flexible bands of 7:00 a.m. to 9:30 a.m. and/or 3:30 p.m. to 6:30 p.m.; and may not begin prior to 7:00 a.m. and may not extend beyond 6:30 p.m. local time.

### **4.5 Earning and Using Credit Hours:**

- Credit hours are earned and used in quarter-hour increments;
- earned at the beginning or end of the workday, during the flexible bands;
- may not be used on the same workday that they are earned;
- may not be used prior to being earned; and
- may not be earned on a non-workday.

#### 4.6 Advance Notification to Supervisor:

- The employee must notify his/her supervisor, in advance, of the intention to work longer than the regular scheduled workday to earn credit hours.
  - The notice must be submitted in advance and documented on form HUD-25018, Notification of Intent to Work Credit Hours.
  - The notice must also identify the specific date and time that the work is to be performed.
  - The employee must (orally) identify what work is to be accomplished during the credit hour period.
  - When credit hours are to be worked on dates in consecutive pay periods, the notice must be submitted on separate forms (one form for each pay period).

#### 4.7 Earning Limits:

Full time employees may:

- earn up to three credit hours per workday, in quarter hour increments;
- accumulate no more than 24 credit hours at any given time; and
- carry over a maximum of 24 credit hours from one biweekly pay period to the next.

#### 4.8 Employee Record and Certification of Earned Credit Hours:

- Employees must record the actual time of all credit hours earned, using the form HUD-25020, Employee Record and Certification of Extra Hours of Work, and submit the form to the supervisor at the end of the pay period, for authorization.
- The supervisor shall provide the signed form HUD-25020 to the timekeeper, for reconciliation with the respective Notification of Intent to Work Credit Hours, and posting of authorized credit hours earned on the Time and Attendance Record.

Discrepancies or questions concerning earned credit hours should be brought to the attention of the supervisor for resolution.

#### 4.9 Part-time Employees

Part-time employees may earn credit hours on any 8-hour workday.

Accumulated credit hours may not at any time exceed one-fourth of the employee's biweekly work requirement. For Example: *an employee whose work schedule is 48 hours per pay period may not accumulate more than 12 credit hours at any given time during a biweekly pay period.*

#### **4.10**    Performing Credit Hour Work in Another Office:

Credit hours may be earned in an organizational unit outside the control of the immediate supervisor, when there prior agreement between the two supervisors. Such hours must be verified in writing by the supervisor in the outside office prior to being credited to the employee.

#### **4.11**    Travel and Training:

With prior written approval of the supervisor, an employee may work to earn credit hours while in training and/or travel status, provided the schedule of the temporary office (while on training and/or travel) would support the employee working the excess time.

#### **4.12**    Disapproval of a Notification of Intent to Work Credit Hours:

The supervisor may disapprove a Notification of Intent to Work Credit Hours if there is a lack of work at the time the employee wishes to work; the employee has earned the maximum number of credit hours for the pay period; or the employee has accumulated the maximum number of credit hours.

#### **4.13**    Requesting Approval to Use Credit Hours:

- Use of credit hours is subject to the advance written approval of the supervisor.
- Requests to use accumulated credit hours must be submitted on the SF-71, Application for Leave, by checking the box for "other" and writing in "credit hours."
- The supervisor shall use the same standards to approve use of credit hours as used for requests for annual leave or compensatory time.
- To avoid disruption to the work of the Department and to minimize the number of employees in a work unit who are off on a given workday, supervisors shall take into account scheduled leave of other employees in the work unit; and scheduled days off for employees in the unit who are on compressed work schedules.
- The supervisor may disapprove a request to maintain adequate office coverage or for other operational needs of the Department which must be met.

#### **4.14**    Use of Credit Hours with Other Leave:

Credit hours may be used for periods of absence otherwise chargeable to annual leave, sick leave, leave without pay and/or compensatory time (where applicable).

**4.15** Premium Pay:

- When an employee performs work to earn a credit hour, overtime work for that day shall be defined as work that has been ordered or approved by management in excess of the employee's basic 8-hour workday plus the time worked for the credit hour.
- Time worked to earn credit hours may not subsequently be converted or compensated as overtime work.
- Employees working after 6:00 p.m. to earn credit hours are not entitled to night differential or other premium pay for such work.

**4.16** Compensation for Credit Hours:

Upon separation from the Department, an employee shall be paid for unused credit hours at the then current rate of pay.

**4.17** Rest Breaks:

There are no provisions for rest breaks during time worked to earn credit hours.