



**STATE OF IDAHO  
MILITARY DIVISION**

**C.L. "BUTCH" OTTER  
GOVERNOR**

**THE ADJUTANT GENERAL  
MICHAEL J. GARSHAK**

NGID-TAG

1 November 2018

MEMORANDUM FOR Idaho National Guard Federal Employees

SUBJECT: Federal Employee Work Schedule (IDNG-34)

1. **PURPOSE:** To establish primary and alternate work schedules for federal employees (Title 32 Federal Technicians and Title 5 Federal Employees) of the Idaho National Guard. Alternate work schedules enable managers and supervisors to meet mission goals while allowing employees more flexibility in scheduling personal activities.
2. The Human Resource Office is responsible for implementation and management of this policy for all Federal Employees. Commanders and Directors at all levels will ensure the dissemination and execution of this policy. Leaders and supervisors within the organization will set work schedules that are well suited to the particular work environment to ensure the accomplishment of the agency's mission. Employees do not have the right to set their own work schedules unless approved by their supervisor.
3. There are three authorized work schedules for all Idaho National Guard Federal Employees. Daily work schedules must be continuous and fall within the hours of 0600 and 1800 Monday-Friday. For night operations, work schedules will be Monday-Friday and must be continuous. Duty hours must include a minimum 30 minute unpaid lunch break. Compensable military duty that overlaps any part of the scheduled duty hours must be covered by leave.
  - a. The primary work schedule. 5/8 schedule. A fixed schedule offers ten 8 hour days in a biweekly 80-hour pay period, or;
  - b. Two authorized alternate work schedules:
    - (1) 5/4/9 schedule. A compressed work schedule, one 8 hour day, eight 9 hour days and one day off over a biweekly 80-hour pay period.
    - (2) 4/10 schedule. A compressed work schedule, four 10 hour days per week, either Monday-Thursday or Tuesday-Friday.
4. Commanders and Directors at all levels are not authorized to deviate from established duty days and hours set forth in this policy without prior written approval from the AAG Air/Army or Chief of the Joint Staff, respectively. Requests for exception to these authorized schedules should be based on mission requirements and not solely on convenience for the employee. If an exception is approved, advance notice of change is required for bargaining unit employees according to the Collective Bargaining Agreement.

5. Supervisor's role.

- a. Set clear expectations of requirements.
- b. Establish a method of accountability for hours worked each pay period (e.g., an e-mail when the employee starts/ends their day).

6. Federal employees who are in an ABSENT-US status for 30 days or more will convert to the ten 8 hour day schedule.

7. Questions regarding this matter should be directed to the HRO Employee Relations Specialist.



MICHAEL J. GARSHAK  
Brigadier General  
The Adjutant General/Commander, IDNG

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