

CREDIT HOUR ACCRUAL CHART

Credit hours may only be accrued (with prior supervisory approval) by employees on flexible work schedules and must be worked within an employee's non-overtime tour of duty. For example, an employee on a flexible schedule working 9-hour days, Monday through Friday from 8:00 a.m. to 5:30 p.m., may accrue credit hours from 6:00 - 8:00 a.m. and from 5:30 - 6:00 p.m., for a total of 2 ½ hours on each day. The employee may also accrue credit hours on Saturdays and Sundays from 7:00 a.m. to 6:00 p.m. Note that full time employees may carry a maximum balance of 24 credit hours from one pay period to the next. The following provides the time frames, by tour of duty hours, for accruing credit hours:

8-Hour Tour of Duty¹	Time Frames For Accruing Credit Hours²	9-Hour Tour of Duty	Time Frames For Accruing Credit Hours³
6:00 a.m. - 2:30 p.m.	2:30 - 6:00 p.m.	6:00 a.m. - 3:30 p.m.	3:30 - 6:00 p.m.
6:15 a.m. - 2:45 p.m.	6:00-6:15 a.m. & 2:45-6:00 p.m.	6:15 a.m. - 3:45 p.m.	6:00-6:15 a.m. & 3:45-6:00 p.m.
6:30 a.m. - 3:00 p.m.	6:00-6:30 a.m. & 3:00-6:00 p.m.	6:30 a.m. - 4:00 p.m.	6:00-6:30 a.m. & 4:00-6:00 p.m.
6:45 a.m. - 3:15 p.m.	6:00-6:45 a.m. & 3:15-6:00 p.m.	6:45 a.m. - 4:15 p.m.	6:00-6:45 a.m. & 4:15-6:00 p.m.
7:00 a.m. - 3:30 p.m.	6:00-7:00 a.m. & 3:30-6:00 p.m.	7:00 a.m. - 4:30 p.m.	6:00-7:00 a.m. & 4:30-6:00 p.m.
7:15 a.m. - 3:45 p.m.	6:00-7:15 a.m. & 3:45-6:00 p.m.	7:15 a.m. - 4:45 p.m.	6:00-7:15 & 4:45-6:00 p.m.
7:30 a.m. - 4:00 p.m.	6:00-7:30 a.m. & 4:00-6:00 p.m.	7:30 a.m. - 5:00 p.m.	6:00-7:30 & 5:00-6:00 p.m.
7:45 a.m. - 4:15 p.m.	6:00-7:45 a.m. & 4:15-6:00 p.m.	7:45 a.m. - 5:15 p.m.	6:00-7:45 & 5:15-6:00 p.m.
8:00 a.m. - 4:30 p.m.	6:00-8:00 a.m. & 4:30-6:00 p.m.	8:00 a.m. - 5:30 p.m.	6:00-8:00 & 5:30-6:00 p.m.
8:15 a.m. - 4:45 p.m.	6:00-8:15 a.m. & 4:45-6:00 p.m.	8:15 a.m. - 5:45 p.m.	6:00-8:15 & 5:45-6:00 p.m.
8:30 a.m. - 5:00 p.m.	6:00-8:30 a.m. & 5:00-6:00 p.m.	8:30 a.m. - 6:00 p.m.	6:00-8:30 a.m.
8:45 a.m. - 5:15 p.m.	6:00-8:45 a.m. & 5:15-6:00 p.m.	N/A	N/A
9:00 a.m. - 5:30 p.m.	6:00-8:45 a.m. & 5:15-6:00 p.m.	N/A	N/A
9:15 a.m. - 5:45 p.m.	6:00-9:15 a.m. & 5:45-6:00 p.m.	N/A	N/A
9:30 a.m. - 6:00 p.m.	6:00 - 9:30 a.m.	N/A	N/A
Saturdays & Sundays No Core Hours or Scheduled Tour	7:00 a.m. - 6:00 p.m.	Saturdays & Sundays No Core Hours or Scheduled Tour	7:00 a.m. - 6:00 p.m.

¹ Employees on a Flexitour work arrangement (Option 1) may earn credit hours beginning at 7:00 a.m. based on their tour of duty hours.

² Allows for a maximum credit hour accrual of 3 ½ hours per day, Monday through Friday.

³ Allows for a maximum credit hour accrual of 2 ½ hours per day, Monday through Friday.