

**MODELS OF COMPRESSED WORK SCHEDULES**

<b>FOUR-DAY WORKWEEK</b>	<b>5/4-9 COMPRESSED PLAN</b>
<p><b>Basic Work Requirement</b></p> <p>A full-time employee must work 10 hours a day, 40 hours a week, and 80 hours a biweekly pay period. The supervisor determines the number of hours a part-time employee must work in a 4-day workweek and the number of hours in a biweekly pay period.</p>	<p><b>Basic Work Requirement</b></p> <p>A full-time employee works eight 9-hour days and one 8-hour day for a total of 80 hours in a biweekly pay period. The supervisor determines the number of hours a part-time employee must work in a 9-day biweekly pay period.</p>
<p><b>Tour of Duty</b></p> <p>The supervisor establishes the "tour of duty" which is limited to four 10-hour days.</p>	<p><b>Tour of Duty</b></p> <p>The supervisor establishes the "tour of duty" which is less than 10 workdays in a biweekly pay period.</p>
<p><b>Overtime Work</b></p> <p>Overtime work is work that management orders and approves in advance and is in excess of the compressed work schedule's basic work requirement. FLSA-exempt employees may not work extra hours at will in order to establish an entitlement to premium pay (or compensatory time off) for overtime.</p>	<p><b>Overtime Work</b></p> <p>(See Four-Day Workweek.)</p>