



DEPARTMENT OF DEFENSE
DEFENSE CIVILIAN PERSONNEL ADVISORY SERVICE
4800 MARK CENTER DRIVE
ALEXANDRIA, VA 22350-1100

FOR: CIVILIAN PERSONNEL POLICY COUNCIL MEMBERS

FROM: Defense Civilian Personnel Advisory Service Director, Ms. Michelle LoweSolis

SUBJECT: Office of Personnel Management (OPM) Fact Sheets: Flexible Work Schedules and the Use of a Maxiflex Work Schedule in Response to Coronavirus Disease 2019 (COVID-19)

AUDIENCE: Nonappropriated Fund and Appropriated Fund Employees

ACTION: Disseminate to DoD Human Resources Practitioners & Hiring Managers

REFERENCES:

- a. OPM Fact Sheet: The Use of Flexible Work Schedules in Response to Coronavirus Disease 2019 (COVID-19), <https://www.opm.gov/policy-data-oversight/covid-19/opm-fact-sheet-the-use-of-flexible-work-schedules-in-response-to-coronavirus-disease-2019-covid-19/>
- b. OPM Fact Sheet: The Use of a Maxiflex Work Schedule in Response to Coronavirus Disease 2019 (COVID-19), <https://www.opm.gov/policy-data-oversight/covid-19/opm-fact-sheet-the-use-of-flexible-work-schedules-in-response-to-coronavirus-disease-2019-covid-19/#maxiflex-work-schedule>

BACKGROUND/INTENT: On May 27, 2020, OPM published the two referenced Fact Sheets on the availability of flexible work schedules as agencies prepare to transition the civilian workforce back to the workplace in response to COVID-19. The use of flexible work schedules, combined with telework, helps maintain productivity, flexibility in work-life balance, and the health and safety of all employees. In addition, using flexible work schedules can help reduce the number of employees in the workplace at the same in order to continue safe social distancing.

Reference (a) identifies the different types of flexible work schedules and how premium pay entitlements may be impacted. Reference (b) speaks specifically to the use of maxiflex work schedules, which may provide employees the most flexibility when balancing work, caregiving, and other personal responsibilities due to COVID-19.

POINT OF CONTACT: DCPAS Emergency Preparedness email: dodhra.mc-alex.dcpas.list.emergency-preparedness@mail.mil.