



**Arkansas Department of Military**

Cabinet Secretary - Brigadier General Olen Chad Bridges,  
The Adjutant General

**Policy Title:** Compressed Work Schedule

**Policy Number:** 4

**Authority:** Ark. Code Ann. § 12-61-106.

**Effective Date:** February 1, 2026

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**I. PURPOSE:**

The following shall establish and set forth guidelines for a compressed work schedule for full-time employees of the Department of the Military (DOTM). The primary change in this policy update is all full-time employees participating in compressed work schedule will be on the same schedule.

**II. POLICY:**

DOTM full-time employees work 80 hours per pay period. DOTM full-time employees traditionally work 80 hours on a basic work schedule, which means working 8-hour days, Monday through Friday, for a total of 40 hours each week. The basic schedule is the default for all DOTM full-time employees.

Alternatively, DOTM full-time employees may opt-in to a compressed work schedule (5-4/9 CWS), which requires full-time employees to work nine (9) hours on Mondays- Thursdays and eight (8) hours one Friday of the pay period, for a total of 80 hours. Full-time employees on a 5-4/9 CWS may take the remaining Friday of the pay period off without having to use accrued leave. If a holiday falls on the scheduled off Friday, the holiday will be banked for scheduled use at another time. An example of a 5-4/9 CWS is given below. All full-time employees on CWS will have their Scheduled day off on "B" (Non-Pay Day) Schedule.

Week One

Monday	0700-1630 (9 hours)
Tuesday	0700-1630 (9 hours)
Wednesday	0700-1630 (9 hours)
Thursday	0700-1630 (9 hours)
Friday	0700-1530 (8 hours)
(Pay Day)	

**Total 44 hours**

Week Two

Monday 0700-1630 (9 hours)

Tuesday 0700-1630 (9 hours)

Wednesday 0700-1630 (9 hours)

Thursday 0700-1630 (9 hours)

Friday Off (compressed workday) (Non-Pay Day) **Total 36 hours**

**Total hours per pay period: 80 hours**

### **III. ENROLLMENT:**

Full-time employees wishing to opt-in to a 5-4/9 CWS must complete a Work Schedule Election Form and have their request to participate approved by their supervisor and DOTM Human Resources (DOTM HR). Request to participate in a 5-4/9 CWS is not guaranteed approval. Additionally, there may be times when full-time employees on a 5-4/9 CWS are required to work the given Friday off. In the event that an employee works his or her 5-4/9 CWS Friday off, comp time may be given the following week for non-exempt full-time employees. Full-time employees who are promoted or take a position under a different supervisor must submit a new CWS Form.

The 5-4/9 CWS day off is the second Friday of the pay period. Once enrolled in a 5-4/9 CWS, the 5-4/9 CWS becomes the full-time employees' normal working hours. If an employee wishes to return to a basic work schedule, they must complete another Work Schedule Election Form. The first Friday of the state pay cycle, commonly referred to as A schedule, is not an authorized standard work schedule or deviation request.

The 5-4/9 CWS option is not available to Camp Robinson or Fort Chaffee Public Safety staff members or Ebbing Fire Department.

### **IV. PROGRAM ABUSE:**

This program is not an employee entitlement. It is a privilege and is provided as an incentive to assist full-time employees in maintaining the best work-life balance possible. Full-time employees who abuse the program will have their privilege to participate in the program revoked and will be subject to disciplinary action, up to and including termination of employment.

### **V. DEVIATION TO COMPRESSED WORK SCHEDULE:**

Establishing an employee's schedule in a manner that is inconsistent with approved standard work schedules, including the basic 5x8 schedule or the authorized 5-4/9 CWS constitutes a deviation from this policy. Deviations will only be authorized if they increase mission readiness. Employee preference is not a justification for deviations.

Requests for exceptions to this policy must be submitted in writing, with justification, through DOTM HR. DOTM HR will coordinate all deviation requests through the Chief of Staff DOTM for review. The Deputy Adjutant General is the final approval authority for all deviation requests.

#### **VI. ACTIVITY HOURS:**

All units, directorates, wings and other offices with state employees will be at least minimally staffed Monday through Friday from 0700 to 1530, excluding state holidays, to maintain operational and mission effectiveness. Supervisors at all levels are responsible for scheduling their workforce to ensure capabilities are maintained each duty day.