



**Arkansas Department of Military**  
Cabinet Secretary - Major General Jonathan M. Stubbs,  
The Adjutant General

**Policy Title:** Compressed Work Schedule

**Policy Number:** 4

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

**Effective Date:** June 1, 2023

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**I. PURPOSE:**

The following shall establish and set forth guidelines for a compressed work schedule for employees of the Department of the Military (DOTM).

**II. POLICY:**

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

Alternatively, DOTM employees may opt-in to a compressed work schedule (CWS), which requires 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. Employees on a CWS may take the remaining Friday of the pay period off without having to use 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 CWS is given below.

Week One

|              |                          |
|--------------|--------------------------|
| Monday       | 0700-1630 (9 hours)      |
| Tuesday      | 0700-1630 (9 hours)      |
| Wednesday    | 0700-1630 (9 hours)      |
| Thursday     | 0700-1630 (9 hours)      |
| Friday       | Off (compressed workday) |
| <b>Total</b> | <b>36 hours</b>          |

Week Two

|           |                     |
|-----------|---------------------|
| 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) |

**Total           44 hours**  
**Total hours per pay period: 80 hours**

### **III. ENROLLMENT:**

Employees wishing to opt-in to a CWS must complete a Work Schedule Election Form and have their request to participate approved by their supervisor and HR. Request to participate in a CWS is not a guaranteed approval. Additionally, there may be times when employees on a CWS are required to work the given Friday off. In the event that an employee is required to work his or her CWS Friday off, comp time may be given the following week.

Employees enrolling in the CWS must select whether the first (schedule A) or second (schedule B) Friday of the pay period will be their day off. Once enrolled in a CWS, the CWS becomes the employees normal working hours. If an employee wishes to return to a basic work schedule, they must complete another Work Schedule Election Form.

The CWS option is not available to Youth Challenge Operations Unit and Camp Robinson Public Safety staff members.

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

This program is not an employee entitlement. It is a privilege and is provided as an incentive to assist employees in maintaining the best work-life balance possible. 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.