

DEPARTMENT OF HUMAN RESOURCES  
**ALTERNATE WORK SCHEDULE CALENDAR**

**2024 MONTHLY CALENDAR**

EMPLOYEE NAME (LAST, FIRST MI)			POSITION NUMBER	WWG	CBID
AWWS TYPE 4/10/40	SCHEDULED DAY OFF TUESDAY	WORK WEEK BEGINS	OFFICE NAME		

**JANUARY** 22 Days/176 Hours

S	M	Tu	W	Th	F	S
	1 LR2 HOL 8	2	3	4	5	6
7	8	9	10	11	12	13
14	15 LR2 HOL 8	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Hours Scheduled: 170 LR -10 EX 0 HC 0

**FEBRUARY** 22 Days/176 Hours

S	M	Tu	W	Th	F	S
			31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19 LR2 HOL 8	20	21	22	23	24
25	26	27	28	29		

Hours Scheduled: 180 LR -2 EX +4 HC 0

**MARCH** 21 Days/168 Hours

S	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Hours Scheduled: 170 LR 0 EX +2 HC 0

**APRIL** 22 Days/176 Hours

S	M	Tu	W	Th	F	S
	1 LR2 HOL 8	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Hours Scheduled: 170 LR -8 EX 0 HC 0

**MAY** 22 Days/176 Hours

S	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27 LR2 HOL 8	28	29	30		

Hours Scheduled: 180 LR -2 EX +4 HC 0

**JUNE** 21 Days/168 Hours

S	M	Tu	W	Th	F	S
					31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Hours Scheduled: 170 LR 0 EX +2 HC 0

**JULY** 22 Days/176 Hours

S	M	Tu	W	Th	F	S
	1	2	3	4 LR2 HOL 8	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Hours Scheduled: 170 LR -8 EX 0 HC 0

**AUGUST** 22 Days/176 Hours

S	M	Tu	W	Th	F	S
			31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Hours Scheduled: 180 LR 0 EX +4 HC 0

**SEPTEMBER** 22 Days/176 Hours

S	M	Tu	W	Th	F	S
					30	31
1	2 LR2 HOL 8	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Hours Scheduled: 180 LR -2 EX +4 HC 0

**OCTOBER** 22 Days/176 Hours

S	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Hours Scheduled: 170 LR -6 EX 0 HC 0

**NOVEMBER** 22 Days/176 Hours

S	M	Tu	W	Th	F	S
				31	1	2
3	4	5	6	7	8	9
10	11 LR2 HOL 8	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28 LR2 HOL 8	29 LR2 HOL 8	30

Hours Scheduled: 180 LR -6 EX +4 HC 0

**DECEMBER** 22 Days/176 Hours

S	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25 LR2 HOL 8	26	27	28
29	30	31				

Hours Scheduled: 170 LR -8 EX 0 HC 0

EMPLOYEE SIGNATURE	DATE
--------------------	------

LEGEND LR = LEAVE REQUIRED FOR PAY PERIOD DEFICIT AND/OR ON A HOLIDAY EX = EXCESS HOURS EARNED HC = HOLIDAY CREDIT EARNED