

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

**2018 MONTHLY CALENDAR**

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

**JANUARY** 22 Days/176 Hours

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

Hours Scheduled: LR EX HC  
 170 -10 0 0

**FEBRUARY** 21 Days/168 Hours

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

Hours Scheduled: LR EX HC  
 170 -2 +2 0

**MARCH** 22 Days/176 Hours

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

Hours Scheduled: LR EX HC  
 180 0 +4 +8

**APRIL** 21 Days/168 Hours

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

Hours Scheduled: LR EX HC  
 170 0 +2 0

**MAY** 22 Days/176 Hours

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

Hours Scheduled: LR EX HC  
 170 -8 0 0

**JUNE** 22 Days/176 Hours

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

Hours Scheduled: LR EX HC  
 180 0 +4 0

**JULY** 22 Days/176 Hours

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

Hours Scheduled: LR EX HC  
 170 -8 0 0

**AUGUST** 22 Days/176 Hours

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

Hours Scheduled: LR EX HC  
 180 0 +4 0

**SEPTEMBER** 21 Days/168 Hours

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

Hours Scheduled: LR EX HC  
 170 -2 +2 0

**OCTOBER** 22 Days/176 Hours

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

Hours Scheduled: LR EX HC  
 170 -6 0 0

**NOVEMBER** 22 Days/176 Hours

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

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

**DECEMBER** 22 Days/176 Hours

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

Hours Scheduled: LR EX HC  
 180 0 +4 +8

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

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