

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

**2020 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  | 4  |
| 5  | 6               | 7  | 8              | 9  | 10 | 11 |
| 12 | 13              | 14 | 15             | 16 | 17 | 18 |
| 19 | 20 LR2<br>HOL 8 | 21 | 22             | 23 | 24 | 25 |
| 26 | 27              | 28 | 29             | 30 |    |    |

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

**FEBRUARY** 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 LR2<br>HOL 8 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24              | 25 | 26 | 27 | 28 | 29 |

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

**MARCH** 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 | 31<br>HC 8 |    |    |    |    |

Hours Scheduled: LR EX HC  
 170 -6 0 +8

**APRIL** 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: LR EX HC  
 180 0 +4 0

**MAY** 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 LR2<br>HOL 8 | 26 | 27 | 28 | 29 | 30 |
| 31 |                 |    |    |    |    |    |

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

**JUNE** 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: LR EX HC  
 170 -6 0 0

**JULY** 22 Days/176 Hours

| S  | M  | Tu | W  | Th | F  | S         |
|----|----|----|----|----|----|-----------|
|    |    |    | 1  | 2  | 3  | 4<br>HC 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: LR EX HC  
 180 0 +4 +8

**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 | 31 |    |    |    |    |    |

Hours Scheduled: LR EX HC  
 180 0 +4 0

**SEPTEMBER** 22 Days/176 Hours

| S  | M              | Tu | W  | Th | F  | S  |
|----|----------------|----|----|----|----|----|
|    |                | 1  | 2  | 3  | 4  | 5  |
| 6  | 7 LR2<br>HOL 8 | 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: LR EX HC  
 170 -8 0 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 | 31 |

Hours Scheduled: LR EX HC  
 180 0 +4 0

**NOVEMBER** 22 Days/176 Hours

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

Hours Scheduled: LR EX HC  
 170 -12 0 0

**DECEMBER** 22 Days/176 Hours

| S  | M  | Tu | W  | Th | F               | S  |
|----|----|----|----|----|-----------------|----|
|    |    |    | 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<br>HOL 8 | 26 |
| 27 | 28 | 29 | 30 | 31 |                 |    |

Hours Scheduled: LR EX HC  
 180 -2 +4 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