

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

**2021 MONTHLY CALENDAR**

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

**JANUARY** 21 Days/168 Hours

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

Hours Scheduled: 170 LR -4 EX +2 HC 0

**FEBRUARY** 21 Days/168 Hours

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

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

**MARCH** 22 Days/176 Hours

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

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

**APRIL** 22 Days/176 Hours

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

Hours Scheduled: 170 LR -6 EX 0 HC 0

**MAY** 21 Days/168 Hours

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

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

**JUNE** 22 Days/176 Hours

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

Hours Scheduled: 180 LR 0 EX +4 HC 0

**JULY** 22 Days/176 Hours

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

Hours Scheduled: 170 LR -8 EX 0 HC 0

**AUGUST** 22 Days/176 Hours

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

Hours Scheduled: 180 LR 0 EX +4 HC 0

**SEPTEMBER** 22 Days/176 Hours

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

Hours Scheduled: 170 LR -8 EX 0 HC 0

**OCTOBER** 22 Days/176 Hours

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

Hours Scheduled: 180 LR 0 EX +4 HC 0

**NOVEMBER** 22 Days/176 Hours

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

Hours Scheduled: 180 LR -2 EX +4 HC +16

**DECEMBER** 22 Days/176 Hours

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

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

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