

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 TUESDAY	WORK WEEK BEGINS	OFFICE NAME	

**JANUARY** 21 Days/168 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 LR2 HOL 8	19	20	21	22	23
24	25	26	27	28	29	30
31						

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

**FEBRUARY** 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 LR2 HOL 8	16	17	18	19	20
21	22	23	24	25	26	27
28	1					

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

**MARCH** 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	26	27
28	29	30	31 LR2 HOL 8			

Hours Scheduled: LR EX HC  
 170 -8 0 0

**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	26	27	28	29
30	31 LR2 HOL 8					

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	5 LR2 HOL 8	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 -2 +4 0

**AUGUST** 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  
 170 -6 0 0

**SEPTEMBER** 22 Days/176 Hours

S	M	Tu	W	Th	F	S
				1	2	3
4	5	6 LR2 HOL 8	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 -2 +4 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	1					

Hours Scheduled: LR EX HC  
 180 0 +4 0

**NOVEMBER** 22 Days/176 Hours

S	M	Tu	W	Th	F	S
	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 LR2 HOL 8	26 LR2 HOL 8	27
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
26	27	28	29	30	31	

Hours Scheduled: LR EX HC  
 180 0 +4 +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