

DEPARTMENT OF HUMAN RESOURCES
ALTERNATE WORK SCHEDULE CALENDAR

2025 MONTHLY CALENDAR

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

JANUARY 22 Days/176 Hours

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

Hours Scheduled: 180 LR -4 EX 4 HC 0

FEBRUARY 21 Days/168 Hours

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

Hours Scheduled: 160 LR -10 EX 0 HC 0

MARCH 21 Days/168 Hours

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

Hours Scheduled: 170 LR -2 EX 2 HC 0

APRIL 22 Days/176 Hours

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

Hours Scheduled: 180 LR 0 EX 4 HC 0

MAY 22 Days/176 Hours

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

Hours Scheduled: 170 LR -8 EX 0 HC 0

JUNE 21 Days/168 Hours

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

Hours Scheduled: 170 LR 0 EX 2 HC 0

JULY 22 Days/176 Hours

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

Hours Scheduled: 180 LR 0 EX 4 HC 8

AUGUST 22 Days/176 Hours

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

Hours Scheduled: 170 LR -6 EX 0 HC 0

SEPTEMBER 22 Days/176 Hours

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

Hours Scheduled: 180 LR -2 EX 4 HC 0

OCTOBER 22 Days/176 Hours

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

Hours Scheduled: 180 LR 0 EX 4 HC 0

NOVEMBER 22 Days/176 Hours

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

Hours Scheduled: 170 LR -10 EX 0 HC 8

DECEMBER 22 Days/176 Hours

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

Hours Scheduled: 180 LR -2 EX 4 HC 0

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