

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 TUESDAY	WORK WEEK BEGINS	OFFICE NAME	

**JANUARY** 22 Days/176 Hours

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

Hours Scheduled: 170 LR -2 EX 2 HC 0

**MARCH** 21 Days/168 Hours

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

Hours Scheduled: 170 LR -6 EX 0 HC 0

**MAY** 22 Days/176 Hours

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

Hours Scheduled: 180 LR -2 EX 4 HC 0

**JUNE** 21 Days/168 Hours

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

Hours Scheduled: 170 LR 0 EX 2 HC 0

**JULY** 22 Days/176 Hours

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

Hours Scheduled: 170 LR -8 EX 0 HC 0

**AUGUST** 22 Days/176 Hours

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

Hours Scheduled: 180 LR -4 EX 4 HC 8

**DECEMBER** 22 Days/176 Hours

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

Hours Scheduled: 170 LR -8 EX 0 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