

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

**2018 MONTHLY CALENDAR**

EMPLOYEE NAME (LAST, FIRST MI)		POSITION NUMBER	WWG	CBID
AWWYS TYPE 9/8/80	SCHEDULED DAY OFF FRIDAY A	WORK WEEK BEGINS FRIDAY MIDDAY*	OFFICE NAME	

**JANUARY** 22 Days/176 Hours

S	M	Tu	W	Th	F	S
	1 LR1 HOL 8	2	3	4	5	6
7	8	9	10	11	12	13
14	15 LR1 HOL 8	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Hours Scheduled: 178      LR    EX    HC  
 -2    +2    0

**FEBRUARY** 21 Days/168 Hours

S	M	Tu	W	Th	F	S
			31	1	2	3
			9	9	4/4*	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
	9	9	9	9	4/4*	
18	19 LR1 HOL 8	20	21	22	23	24
	9	9	9	9	--	
25	26	27	28	29		
	9	9	9			

Hours Scheduled: 169      LR    EX    HC  
 -1    +1    0

**MARCH** 22 Days/176 Hours

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

Hours Scheduled: 177      LR    EX    HC  
 0    +1    +8

**APRIL** 21 Days/168 Hours

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

Hours Scheduled: 169      LR    EX    HC  
 0    +1    0

**MAY** 22 Days/176 Hours

S	M	Tu	W	Th	F	S
		1	2	3	4	5
		9	9	9	--	
6	7	8	9	10	11	12
	9	9	9	9	4/4*	
13	14	15	16	17	18	19
	9	9	9	9	--	
20	21	22	23	24	25	26
	9	9	9	9	4/4*	
27	28 LR1 HOL 8	29	30			
	9	9	9			

Hours Scheduled: 178      LR    EX    HC  
 -1    +2    0

**JUNE** 22 Days/176 Hours

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

Hours Scheduled: 169      LR    EX    HC  
 -7    0    0

**JULY** 22 Days/176 Hours

S	M	Tu	W	Th	F	S
1	2	3	4 LR1 HOL 8	5	6	7
	9	9	9	9	4/4*	
8	9	10	11	12	13	14
	9	9	9	9	--	
15	16	17	18	19	20	21
	9	9	9	9	4/4*	
22	23	24	25	26	27	28
	9	9	9	9	--	
29	30	31				
	9	9				

Hours Scheduled: 178      LR    EX    HC  
 -1    +2    0

**AUGUST** 22 Days/176 Hours

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

Hours Scheduled: 178      LR    EX    HC  
 0    +2    0

**SEPTEMBER** 21 Days/168 Hours

S	M	Tu	W	Th	F	S
					31 4/4*	1
2	3 LR1 HOL 8	4	5	6	7	8
	9	9	9	9	--	
9	10	11	12	13	14	15
	9	9	9	9	4/4*	
16	17	18	19	20	21	22
	9	9	9	9	--	
23	24	25	26	27	28	29
	9	9	9	9	4/4*	
30						

Hours Scheduled: 168      LR    EX    HC  
 -1    0    0

**OCTOBER** 22 Days/176 Hours

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

Hours Scheduled: 178      LR    EX    HC  
 0    +2    0

**NOVEMBER** 22 Days/176 Hours

S	M	Tu	W	Th	F	S
			31	1	2	3
			9	9	--	
4	5	6	7	8	9	10
	9	9	9	9	4/4*	
11	12 LR1 HOL 8	13	14	15	16	17
	9	9	9	9	--	
18	19	20	21	22 LR1 HOL 8	23	24
	9	9	9	HOL 8	HOL 8	
25	26	27	28	29	11/23 is split 4/4	
	9	9	9	9		

Hours Scheduled: 178      LR    EX    HC  
 -2    +2    0

**DECEMBER** 22 Days/176 Hours

S	M	Tu	W	Th	F	S
					30	1
					--	
2	3	4	5	6	7	8
	9	9	9	9	4/4*	
9	10	11	12	13	14	15
	9	9	9	9	--	
16	17	18	19	20	21	22
	9	9	9	9	4/4*	
23	24	25 LR1 HOL 8	26	27	28	29
	9	HOL 8	9	9	--	
30	31					
	9					

Hours Scheduled: 169      LR    EX    HC  
 -8    0    0

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