

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

**2018 MONTHLY CALENDAR**

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

**JANUARY** 22 Days/176 Hours

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

Hours Scheduled: 169      LR    EX    HC  
 -7                      0    +16

**FEBRUARY** 21 Days/168 Hours

S	M	Tu	W	Th	F	S
			31 9	1 9	2 9	3 9
4	5 4/4*	6 9	7 9	8 9	9 9	10
11	12 --	13 9	14 9	15 9	16 9	17
18	19 HOL 8	20 9	21 9	22 9	23 9	24
25	26 --	27 9	28 9	02/19 is split 4/4*		

Hours Scheduled: 169      LR    EX    HC  
 0                      +1    0

**MARCH** 22 Days/176 Hours

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

Hours Scheduled: 178      LR    EX    HC  
 0                      +2    +8

**APRIL** 21 Days/168 Hours

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

Hours Scheduled: 168      LR    EX    HC  
 0                      0    0

**MAY** 22 Days/176 Hours

S	M	Tu	W	Th	F	S
		1 9	2 9	3 9	4 9	5
6	7 --	8 9	9 9	10 9	11 9	12
13	14 4/4*	15 9	16 9	17 9	18 9	19
20	21 --	22 9	23 9	24 9	25 9	26
27	28 HOL 8	29 9	30 9	05/28 is split 4/4*		

Hours Scheduled: 178      LR    EX    HC  
 0                      +2    0

**JUNE** 22 Days/176 Hours

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

Hours Scheduled: 178      LR    EX    HC  
 0                      +2    0

**JULY** 22 Days/176 Hours

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

Hours Scheduled: 169      LR    EX    HC  
 -8                      0    0

**AUGUST** 22 Days/176 Hours

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

Hours Scheduled: 178      LR    EX    HC  
 0                      +2    0

**SEPTEMBER** 21 Days/168 Hours

S	M	Tu	W	Th	F	S
					31 9	1
2	3 HOL 8	4 9	5 9	6 9	7 9	8
9	10 --	11 9	12 9	13 9	14 9	15
16	17 4/4*	18 9	19 9	20 9	21 9	22
23	24 --	25 9	26 9	27 9	28 9	29
30	09/03 is split 4/4*					

Hours Scheduled: 169      LR    EX    HC  
 0                      +1    0

**OCTOBER** 22 Days/176 Hours

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

Hours Scheduled: 177      LR    EX    HC  
 0                      +1    0

**NOVEMBER** 22 Days/176 Hours

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

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

**DECEMBER** 22 Days/176 Hours

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

Hours Scheduled: 169      LR    EX    HC  
 -7                      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