

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 WEDNESDAY B	WORK WEEK BEGINS WEDNESDAY 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: LR EX HC  
 178 -2 +2 0

**FEBRUARY** 21 Days/168 Hours

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

Hours Scheduled: LR EX HC  
 160 -9 0 0

**MARCH** 22 Days/176 Hours

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

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

**APRIL** 21 Days/168 Hours

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

Hours Scheduled: LR EX HC  
 169 0 +1 0

**MAY** 22 Days/176 Hours

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

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

**JUNE** 22 Days/176 Hours

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

Hours Scheduled: LR EX HC  
 178 0 +2 0

**JULY** 22 Days/176 Hours

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

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

**AUGUST** 22 Days/176 Hours

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

Hours Scheduled: LR EX HC  
 169 -7 0 0

**SEPTEMBER** 21 Days/168 Hours

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

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

**OCTOBER** 22 Days/176 Hours

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

Hours Scheduled: LR EX HC  
 178 0 +2 0

**NOVEMBER** 22 Days/176 Hours

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

Hours Scheduled: LR EX HC  
 177 -3 +1 0

**DECEMBER** 22 Days/176 Hours

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

Hours Scheduled: LR EX HC  
 178 -1 +2 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