

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

**2021 MONTHLY CALENDAR**

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

**JANUARY** 21 Days/168 Hours

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

Hours Scheduled: 169 LR -2 EX +1 HC 0

**FEBRUARY** 21 Days/168 Hours

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

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

**MARCH** 22 Days/176 Hours

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

Hours Scheduled: 169 LR 0 EX -7 HC +8

**APRIL** 22 Days/176 Hours

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

Hours Scheduled: 178 LR 0 EX +2 HC 0

**MAY** 21 Days/168 Hours

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

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

**JUNE** 22 Days/176 Hours

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

Hours Scheduled: 177 LR 0 EX +1 HC 0

**JULY** 22 Days/176 Hours

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

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

**AUGUST** 22 Days/176 Hours

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

Hours Scheduled: 178 LR 0 EX +2 HC 0

**SEPTEMBER** 22 Days/176 Hours

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

Hours Scheduled: 169 LR -8 EX 0 HC 0

**OCTOBER** 22 Days/176 Hours

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

Hours Scheduled: 178 LR 0 EX +2 HC 0

**NOVEMBER** 22 Days/176 Hours

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

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

**DECEMBER** 22 Days/176 Hours

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

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

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