## DEPARTMENT OF HUMAN RESOURCES
### ALTERNATE WORK SCHEDULE CALENDAR 2021

<table>
<thead>
<tr>
<th>MONTH</th>
<th>SCHEDULED DAY</th>
<th>WORK WEEK BEGINS</th>
</tr>
</thead>
<tbody>
<tr>
<td>JANUARY</td>
<td>WEDNESDAY B</td>
<td>WEDNESDAY MIDDAY*</td>
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<tr>
<td>FEBRUARY</td>
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<td>MARCH</td>
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<td>APRIL</td>
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<td>MAY</td>
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<td>JUNE</td>
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<td>JULY</td>
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<td>AUGUST</td>
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<td>SEPTEMBER</td>
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<tr>
<td>OCTOBER</td>
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<td>NOVEMBER</td>
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<tr>
<td>DECEMBER</td>
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</table>

### Table: Monthly Calendar

#### January
- **21 Days/168 Hours**

#### February
- **21 Days/168 Hours**

#### March
- **22 Days/176 Hours**

#### April
- **22 Days/176 Hours**

#### May
- **21 Days/168 Hours**

#### June
- **22 Days/176 Hours**

#### July
- **22 Days/176 Hours**

#### August
- **22 Days/176 Hours**

#### September
- **22 Days/176 Hours**

#### October
- **22 Days/176 Hours**

#### November
- **22 Days/176 Hours**

#### December
- **22 Days/176 Hours**

### Calendar Notes

- **Holidays:**
  - December 31 is split 4/4*

### Legend

- **LR = LEAVE REQUIRED**
- **EX = EXCESS HOURS EARNED**
- **HC = HOLIDAY CREDIT EARNED**

### Employee Signatures

#### January
- **EMPLOYEE SIGNATURE DATE**

#### February
- **EMPLOYEE SIGNATURE DATE**

#### March
- **EMPLOYEE SIGNATURE DATE**

#### April
- **EMPLOYEE SIGNATURE DATE**

#### May
- **EMPLOYEE SIGNATURE DATE**

#### June
- **EMPLOYEE SIGNATURE DATE**

#### July
- **EMPLOYEE SIGNATURE DATE**

#### August
- **EMPLOYEE SIGNATURE DATE**

#### September
- **EMPLOYEE SIGNATURE DATE**

#### October
- **EMPLOYEE SIGNATURE DATE**

#### November
- **EMPLOYEE SIGNATURE DATE**

#### December
- **EMPLOYEE SIGNATURE DATE**

### Notes on Deficit and Holiday Credit

- For pay period deficit and/or on a holiday.