

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

**2022 MONTHLY CALENDAR**

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

**JANUARY** 21 Days/168 Hours

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

Hours Scheduled: LR EX HC  
 169 -1 +1 +8

**FEBRUARY** 21 Days/168 Hours

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

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

**MARCH** 22 Days/176 Hours

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

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

**APRIL** 21 Days/168 Hours

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

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

**JUNE** 22 Days/176 Hours

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

Hours Scheduled: LR EX HC  
 169 -7 0 0

**JULY** 22 Days/176 Hours

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

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

**AUGUST** 22 Days/176 Hours

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

Hours Scheduled: LR EX HC  
 177 0 +1 0

**SEPTEMBER** 22 Days/176 Hours

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

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

**OCTOBER** 21 Days/168 Hours

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

Hours Scheduled: LR EX HC  
 169 0 +1 0

**NOVEMBER** 22 Days/176 Hours

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

Hours Scheduled: LR EX HC  
 169 -10 0 0

**DECEMBER** 22 Days/176 Hours

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

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

|                    |      |
|--------------------|------|
| EMPLOYEE SIGNATURE | DATE |
|--------------------|------|

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