

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

**2025 MONTHLY CALENDAR**

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

**JANUARY** 22 Days 176 Hours

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

Hours Scheduled: 178 LR -2 EX 2 HC 0

**FEBRUARY** 21 Days 168 Hours

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

Hours Scheduled: 160 LR -9 EX 0 HC 0

**MARCH** 21 Days 168 Hours

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

Hours Scheduled: 169 LR -1 EX 1 HC 0

**APRIL** 22 Days 176 Hours

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

Hours Scheduled: 178 LR 0 EX 2 HC 0

**MAY** 22 Days 176 Hours

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

Hours Scheduled: 177 LR -1 EX 1 HC 0

**JUNE** 21 Days 168 Hours

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

Hours Scheduled: 169 LR 0 EX 1 HC 0

**JULY** 22 Days 176 Hours

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

Hours Scheduled: 178 LR 0 EX 2 HC 8

**AUGUST** 22 Days 176 Hours

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

Hours Scheduled: 169 LR -7 EX 0 HC 0

**SEPTEMBER** 22 Days 176 Hours

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

Hours Scheduled: 178 LR -1 EX 2 HC 0

**OCTOBER** 22 Days 176 Hours

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

Hours Scheduled: 178 LR 0 EX 2 HC 0

**NOVEMBER** 22 Days 176 Hours

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

Hours Scheduled: 177 LR -2 EX 1 HC 0

**DECEMBER** 22 Days 176 Hours

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

Hours Scheduled: 178 LR -1 EX 2 HC 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