

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 TUESDAY B	WORK WEEK BEGINS TUESDAY 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
	9	4/4*	9	9	9	
12	13	14	15	16	17	18
	9	-	9	9	9	
19	20 LR1 HOL 8	21	22	23	24	25
	9	4/4*	9	9	9	
26	27	28	29	30		
	9	-	9	9		

Hours Scheduled: 178 LR -2 EX 2 HC 0

**FEBRUARY** 21 Days/168 Hours

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

Hours Scheduled: 169 LR -1 EX 1 HC 0

**MARCH** 21 Days/168 Hours

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

Hours Scheduled: 177 LR 0 EX 1 HC 0

**MAY** 22 Days/176 Hours

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

Hours Scheduled: 178 LR -1 EX 2 HC 0

**JUNE** 21 Days/168 Hours

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

Hours Scheduled: 169 LR -8 EX 0 HC 0

**AUGUST** 22 Days/176 Hours

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

Hours Scheduled: 178 LR 0 EX 2 HC 0

**SEPTEMBER** 22 Days/176 Hours

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

Hours Scheduled: 177 LR -1 EX 1 HC 0

**OCTOBER** 22 Days/176 Hours

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

Hours Scheduled: 178 LR 0 EX 2 HC 0

**NOVEMBER** 22 Days/176 Hours

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

Hours Scheduled: 178 LR -2 EX 2 HC 0

**DECEMBER** 22 Days/176 Hours

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

Hours Scheduled: 169 LR -8 EX 0 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