

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 MONDAY B	WORK WEEK BEGINS MONDAY MIDDAY*	OFFICE NAME		

**JANUARY** 22 Days/176 Hours

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

Hours Scheduled: 178 LR -1 EX 2 HC 0

**FEBRUARY** 21 Days/168 Hours

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

2/17 is split 4/4\*

Hours Scheduled: 169 LR 0 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	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31 HOL 8	3/31 is split 4/4*				

Hours Scheduled: 168 LR 0 EX 0 HC 0

**APRIL** 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: 178 LR 0 EX 2 HC 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 HOL 8	27	28	29	30	31

5/26 is split 4/4\*

Hours Scheduled: 178 LR 0 EX 2 HC 0

**JUNE** 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: 160 LR -8 EX 0 HC 0

**JULY** 22 Days/176 Hours

S	M	Tu	W	Th	F	S
		1	2	3	4 LR1 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			

Hours Scheduled: 178 LR -1 EX 2 HC 0

**AUGUST** 22 Days/176 Hours

S	M	Tu	W	Th	F	S
				31	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: 178 LR 0 EX 2 HC 0

**SEPTEMBER** 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	9/1 is split 4/4*			

Hours Scheduled: 177 LR 0 EX 1 HC 0

**OCTOBER** 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: 178 LR 0 EX 2 HC 0

**NOVEMBER** 22 Days/176 Hours

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

Hours Scheduled: 169 LR -10 EX 0 HC 0

**DECEMBER** 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 LR1 HOL 8	26	27
28	29	30	31			

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