

## ALTERNATE WORK SCHEDULE CALENDAR

## 2025 MONTHLY CALENDAR

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

## JANUARY

22 Days 176 Hours

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

Hours Scheduled: 169 LR -8 EX 0 HC 8

## FEBRUARY

21 Days 168 Hours

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

Hours Scheduled: 169 LR -1 EX 1 HC 0

## APRIL

22 Days 176 Hours

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

Hours Scheduled: 177 LR 0 EX 1 HC 0

## MAY

22 Days 176 Hours

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

Hours Scheduled: 178 LR -1 EX 2 HC 0

## JUNE

21 Days 168 Hours

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

Hours Scheduled: 169 LR 0 EX 1 HC 0

## JULY

22 Days 176 Hours

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

Hours Scheduled: 169 LR -8 EX 0 HC 0

## AUGUST

22 Days 176 Hours

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

Hours Scheduled: 178 LR 0 EX 2 HC 0

## SEPTEMBER

22 Days 176 Hours

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

Hours Scheduled: 178 LR -1 EX 2 HC 0

## OCTOBER

22 Days 176 Hours

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

Hours Scheduled: 177 LR 0 EX 1 HC 0

## NOVEMBER

22 Days 176 Hours

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

Hours Scheduled: 178 LR -3 EX 2 HC 0

## DECEMBER

22 Days 176 Hours

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

Hours Scheduled: 169 LR -8 EX 0 HC 0

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

## LEGEND

LR = LEAVE REQUIRED  
FOR PAY PERIOD DEFICIT  
AND/OR ON A HOLIDAY

EX = EXCESS HOURS EARNED

HC = HOLIDAY CREDIT EARNED