

STATE OF CALIFORNIA – DEPARTMENT OF GENERAL SERVICES
ALTERNATE WORKWEEK CALENDAR 4/10/40

OFFICE OF HUMAN RESOURCES
MONDAYS OFF SCHEDULE 2023

[Prior to beginning an Alternate Workweek Schedule, a DGS OHR 64 must be completed and approved.](#)

JANUARY 22 Days/176 Hours

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

Hours Scheduled: 170 LR -6 EX 0 HC +16

FEBRUARY 21 Days/168 Hours

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

Hours Scheduled: 170 LR 0 EX +2 HC +8

MARCH 22 Days/176 Hours

S	M	Tu	W	Th	F	S
				2 10	3 10	4
5	6 --	7 10	8 10	9 10	10 10	11
12	13 --	14 10	15 10	16 10	17 10	18
19	20 --	21 10	22 10	23 10	24 10	25
26	27 --	28 10	29 10	30 10	31 LR2 HOL 8	

Hours Scheduled: 180 LR -2 EX +4 HC 0

APRIL 21 Days/168 Hours

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

Hours Scheduled: 160 LR -8 EX 0 HC 0

MAY 22 Days/176 Hours

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

Hours Scheduled: 180 LR 0 EX +4 HC +8

JUNE 22 Days/176 Hours

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

Hours Scheduled: 180 LR 0 EX +4 HC 0

JULY 22 Days/176 Hours

S	M	Tu	W	Th	F	S
						1
2	3 --	4 LR2 HOL 8	5 10	6 10	7 10	8
9	10 --	11 10	12 10	13 10	14 10	15
16	17 --	18 10	19 10	20 10	21 10	22
23	24 --	25 10	26 10	27 10	28 10	29
30	31 --	1 10				

Hours Scheduled: 170 LR -8 EX 0 HC 0

AUGUST 22 Days/176 Hours

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

Hours Scheduled: 180 LR 0 EX +4 HC 0

SEPTEMBER 21 Days/168 Hours

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

Hours Scheduled: 170 LR 0 EX +2 HC +8

OCTOBER 22 Days/176 Hours

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

Hours Scheduled: 170 LR -6 EX 0 HC 0

NOVEMBER 22 Days/176 Hours

S	M	Tu	W	Th	F	S
			1 10	2 10	3 10	4
5	6 --	7 10	8 10	9 10	10 LR2 HOL 8	11
12	13 --	14 10	15 10	16 10	17 10	18
19	20 --	21 10	22 10	23 LR2 HOL 8	24 LR2 HOL 8	25
26	27 --	28 10	29 10	30 10		

Hours Scheduled: 180 LR -6 EX +4 HC 0

DECEMBER 21 Days/168 Hours

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

Hours Scheduled: 170 LR 0 EX +2 HC +8

EMPLOYEE SIGNATURE	DATE
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LEGEND LR = LEAVE REQUIRED EX = EXCESS HOURS EARNED HC = HOLIDAY CREDIT EARNED

Prior to beginning an Alternate Workweek Schedule, a DGS OHR 64 must be completed and approved.

JANUARY

22 Days/176 Hours

S	M	Tu	W	Th	F	S
1	2 LR2 HOL 8	3 --	4 10	5 10	6 10	7
8	9 10	10 --	11 10	12 10	13 10	14
15	16 LR2 HOL 8	17 --	18 10	19 10	20 10	21
22	23 10	24 --	25 10	26 10	27 10	28
29	30 10	31 --				

Hours Scheduled: 170 LR EX HC
 -10 0 0

FEBRUARY

21 Days/168 Hours

S	M	Tu	W	Th	F	S
			1 10	2 10	3 10	4
5	6 10	7 --	8 10	9 10	10 10	11
12	13 10	14 --	15 10	16 10	17 10	18
19	20 LR2 HOL 8	21 --	22 10	23 10	24 10	25
26	27 10	28 --	29 10			

Hours Scheduled: 170 LR EX HC
 -2 +2 0

MARCH

22 Days/176 Hours

S	M	Tu	W	Th	F	S
				2 10	3 10	4
5	6 10	7 --	8 10	9 10	10 10	11
12	13 10	14 --	15 10	16 10	17 10	18
19	20 10	21 --	22 10	23 10	24 10	25
26	27 10	28 --	29 10	30 10	31 LR2 HOL 8	

Hours Scheduled: 180 LR EX HC
 -2 +4 0

APRIL

21 Days/168 Hours

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

Hours Scheduled: 170 LR EX HC
 0 +2 0

MAY

22 Days/176 Hours

S	M	Tu	W	Th	F	S
	2 --	3 10	4 10	5 10	6	
7	8 10	9 --	10 10	11 10	12 10	13
14	15 10	16 --	17 10	18 10	19 10	20
21	22 10	23 --	24 10	25 10	26 10	27
28	29 LR2 HOL 8	30 --	31 10			

Hours Scheduled: 170 LR EX HC
 -8 0 0

JUNE

22 Days/176 Hours

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

Hours Scheduled: 180 LR EX HC
 0 +4 0

JULY

22 Days/176 Hours

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

Hours Scheduled: 170 LR EX HC
 -6 0 +8

AUGUST

22 Days/176 Hours

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

Hours Scheduled: 180 LR EX HC
 0 +4 0

SEPTEMBER

21 Days/168 Hours

S	M	Tu	W	Th	F	S
					1 10	2
3	4 LR2 HOL 8	5 --	6 10	7 10	8 10	9
10	11 10	12 --	13 10	14 10	15 10	16
17	18 10	19 --	20 10	21 10	22 10	23
24	25 10	26 --	27 10	28 10	29 10	30

Hours Scheduled: 170 LR EX HC
 -2 +2 0

OCTOBER

22 Days/176 Hours

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

Hours Scheduled: 170 LR EX HC
 -6 0 0

NOVEMBER

22 Days/176 Hours

S	M	Tu	W	Th	F	S
			1 10	2 10	3 10	4
5	6 10	7 --	8 10	9 10	10 LR2 HOL 8	11
12	13 10	14 --	15 10	16 10	17 10	18
19	20 10	21 --	22 10	23 LR2 HOL 8	24 LR2 HOL 8	25
26	27 10	28 --	29 10	30 10		

Hours Scheduled: 180 LR EX HC
 -6 +4 0

DECEMBER

21 Days/168 Hours

S	M	Tu	W	Th	F	S
					1 10	2
3	4 10	5 --	6 10	7 10	8 10	9
10	11 10	12 --	13 10	14 10	15 10	16
17	18 10	19 --	20 10	21 10	22 10	23
24	25 LR2 HOL 8	26 --	27 10	28 10	29 10	30
31						

Hours Scheduled: 170 LR EX HC
 -2 +2 0

EMPLOYEE SIGNATURE	DATE
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LEGEND LR = LEAVE REQUIRED EX = EXCESS HOURS EARNED HC = HOLIDAY CREDIT EARNED

Prior to beginning an Alternate Workweek Schedule, a DGS OHR 64 must be completed and approved.

JANUARY 22 Days/176 Hours

S	M	Tu	W	Th	F	S
1	2 LR2 HOL 8	3	4	5	6	7
8	9	10	11	12	13	14
15	16 LR2 HOL 8	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Hours Scheduled: 180 LR -4 EX +4 HC 0

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 LR2 HOL 8	21	22	23	24	25
26	27	28	1			

Hours Scheduled: 160 LR -10 EX 0 HC 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 LR2 HOL 8	

Hours Scheduled: 180 LR -2 EX +4 HC 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	1					

Hours Scheduled: 170 LR 0 EX +2 HC 0

MAY 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 LR2 HOL 8	30	31			

Hours Scheduled: 170 LR -8 EX 0 HC 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: 180 LR 0 EX +4 HC 0

JULY 22 Days/176 Hours

S	M	Tu	W	Th	F	S
						1
2	3	4 LR2 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: 180 LR -2 EX +4 HC 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: 170 LR -6 EX 0 HC 0

SEPTEMBER 21 Days/168 Hours

S	M	Tu	W	Th	F	S
					1	2
3	4 LR2 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: 170 LR -2 EX +2 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	31				

Hours Scheduled: 180 LR 0 EX +4 HC 0

NOVEMBER 22 Days/176 Hours

S	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10 LR2 HOL 8	11
12	13	14	15	16	17	18
19	20	21	22	23 LR2 HOL 8	24 LR2 HOL 8	25
26	27	28	29	30		

Hours Scheduled: 170 LR -12 EX 0 HC 0

DECEMBER 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 LR2 HOL 8	26	27	28	29	30
31						

Hours Scheduled: 170 LR -2 EX +2 HC 0

EMPLOYEE SIGNATURE	DATE
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LEGEND LR = LEAVE REQUIRED EX = EXCESS HOURS EARNED HC = HOLIDAY CREDIT EARNED

Prior to beginning an Alternate Workweek Schedule, a DGS OHR 64 must be completed and approved.

JANUARY 22 Days/176 Hours

S	M	Tu	W	Th	F	S
1	2 LR2 HOL 8	3 10	4 10	5 --	6 10	7
8	9 10	10 10	11 10	12 --	13 10	14
15	16 LR2 HOL 8	17 10	18 10	19 --	20 10	21
22	23 10	24 10	25 10	26 --	27 10	28
29	30 10	31 10				

Hours Scheduled: 180
 LR -4 EX +4 HC 0

FEBRUARY 21 Days/168 Hours

S	M	Tu	W	Th	F	S
			1 10	2 --	3 10	4
5	6 10	7 10	8 10	9 --	10 10	11
12	13 10	14 10	15 10	16 --	17 10	18
19	20 LR2 HOL 8	21 10	22 10	23 --	24 10	25
26	27 10	28 10	1 10			

Hours Scheduled: 170
 LR -2 EX +2 HC 0

MARCH 22 Days/176 Hours

S	M	Tu	W	Th	F	S
				2 --	3 10	4
5	6 10	7 10	8 10	9 --	10 10	11
12	13 10	14 10	15 10	16 --	17 10	18
19	20 10	21 10	22 10	23 --	24 10	25
26	27 10	28 10	29 10	30 --	31 LR2 HOL 8	

Hours Scheduled: 170
 LR -8 EX 0 HC 0

APRIL 21 Days/168 Hours

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

Hours Scheduled: 170
 LR 0 EX +2 HC 0

MAY 22 Days/176 Hours

S	M	Tu	W	Th	F	S
		2 10	3 10	4 --	5 10	6
7	8 10	9 10	10 10	11 --	12 10	13
14	15 10	16 10	17 10	18 --	19 10	20
21	22 10	23 10	24 10	25 --	26 10	27
28	29 LR2 HOL 8	30 10	31 10			

Hours Scheduled: 180
 LR -2 EX +4 HC 0

JUNE 22 Days/176 Hours

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

Hours Scheduled: 170
 LR -6 EX 0 HC 0

JULY 22 Days/176 Hours

S	M	Tu	W	Th	F	S
						1
2	3 10	4 LR2 HOL 8	5 10	6 --	7 10	8
9	10 10	11 10	12 10	13 --	14 10	15
16	17 10	18 10	19 10	20 --	21 10	22
23	24 10	25 10	26 10	27 --	28 10	29
30	31 10	1 10				

Hours Scheduled: 180
 LR -2 EX +4 HC 0

AUGUST 22 Days/176 Hours

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

Hours Scheduled: 170
 LR -6 EX 0 HC 0

SEPTEMBER 21 Days/168 Hours

S	M	Tu	W	Th	F	S
					1 10	2
3	4 LR2 HOL 8	5 10	6 10	7 --	8 10	9
10	11 10	12 10	13 10	14 --	15 10	16
17	18 10	19 10	20 10	21 --	22 10	23
24	25 10	26 10	27 10	28 --	29 10	30

Hours Scheduled: 170
 LR -2 EX +2 HC 0

OCTOBER 22 Days/176 Hours

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

Hours Scheduled: 180
 LR 0 EX +4 HC 0

NOVEMBER 22 Days/176 Hours

S	M	Tu	W	Th	F	S
			1 10	2 --	3 10	4
5	6 10	7 10	8 10	9 --	10 LR2 HOL 8	11
12	13 10	14 10	15 10	16 --	17 10	18
19	20 10	21 10	22 10	23 HC 8	24 LR2 HOL 8	25
26	27 10	28 10	29 10	30 --		

Hours Scheduled: 170
 LR -10 EX 0 HC +8

DECEMBER 21 Days/168 Hours

S	M	Tu	W	Th	F	S
					1 10	2
3	4 10	5 10	6 10	7 --	8 10	9
10	11 10	12 10	13 10	14 --	15 10	16
17	18 10	19 10	20 10	21 --	22 10	23
24	25 LR2 HOL 8	26 10	27 10	28 --	29 10	30
31						

Hours Scheduled: 170
 LR -2 EX +2 HC 0

EMPLOYEE SIGNATURE	DATE
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Prior to beginning an Alternate Workweek Schedule, a DGS OHR 64 must be completed and approved.

JANUARY 22 Days/176 Hours

S	M	Tu	W	Th	F	S
1	2 LR2 HOL 8	3	4	5	6	7
8	9	10	11	12	13	14
15	16 LR2 HOL 8	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Hours Scheduled: 180 LR -4 EX +4 HC 0

FEBRUARY 21 Days/168 Hours

S	M	Tu	W	Th	F	S
			1	2	3	4
			10	10	--	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20 LR2 HOL 8	21	22	23	24	25
26	27	28	1	10		

Hours Scheduled: 170 LR -2 EX +2 HC 0

MARCH 22 Days/176 Hours

S	M	Tu	W	Th	F	S
				2	3	4
				10	--	
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 HC 8	

Hours Scheduled: 170 LR -6 EX 0 HC +8

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	1	10				

Hours Scheduled: 170 LR 0 EX +2 HC 0

MAY 22 Days/176 Hours

S	M	Tu	W	Th	F	S
		2	3	4	5	6
		10	10	--		
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29 LR2 HOL 8	30	31	10		

Hours Scheduled: 180 LR -2 EX +4 HC 0

JUNE 22 Days/176 Hours

S	M	Tu	W	Th	F	S
				1	2	3
				10	--	
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: 170 LR -6 EX 0 HC 0

JULY 22 Days/176 Hours

S	M	Tu	W	Th	F	S
						1
2	3	4 LR2 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	10			

Hours Scheduled: 180 LR -2 EX +4 HC 0

AUGUST 22 Days/176 Hours

S	M	Tu	W	Th	F	S
			2	3	4	5
			10	10	--	
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	10	

Hours Scheduled: 180 LR 0 EX +4 HC 0

SEPTEMBER 21 Days/168 Hours

S	M	Tu	W	Th	F	S
					1	2
					--	
3	4 LR2 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: 160 LR -10 EX 0 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	31				

Hours Scheduled: 180 LR 0 EX +4 HC 0

NOVEMBER 22 Days/176 Hours

S	M	Tu	W	Th	F	S
			1	2	3	4
			10	10	--	
5	6	7	8	9	10 HC 8	11
12	13	14	15	16	17	18
19	20	21	22	23 LR2 HOL 8	24 HC 8	25
26	27	28	29	30	10	

Hours Scheduled: 180 LR -2 EX +4 HC +16

DECEMBER 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 LR2 HOL 8	26	27	28	29	30
31						

Hours Scheduled: 160 LR -10 EX 0 HC 0

EMPLOYEE SIGNATURE	DATE
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LEGEND LR = LEAVE REQUIRED EX = EXCESS HOURS EARNED HC = HOLIDAY CREDIT EARNED