

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

**JANUARY** 21 Days/168 Hours

| S                | M    | Tu  | W  | Th | F  | S  |
|------------------|------|-----|----|----|----|----|
|                  |      |     |    |    |    | 1  |
| 2                | 3    | 4   | 5  | 6  | 7  | 8  |
|                  | ---  | 10  | 10 | 10 | 10 |    |
| 9                | 10   | 11  | 12 | 13 | 14 | 15 |
|                  | ---  | 10  | 10 | 10 | 10 |    |
| 16               | 17   | 18  | 19 | 20 | 21 | 22 |
|                  | HC-8 | 10  | 10 | 10 | 10 |    |
| 23               | 24   | 25  | 26 | 27 | 28 | 29 |
|                  | ---  | 10  | 10 | 10 | 10 |    |
| 30               | 31   |     |    |    |    |    |
| Hours Scheduled: |      |     |    | LR | EH | HC |
|                  |      | 160 |    | -8 | 0  | +8 |

**FEBRUARY** 21 Days/168 Hours

| S                | M    | Tu  | W  | Th | F  | S  |
|------------------|------|-----|----|----|----|----|
|                  |      | 1   | 2  | 3  | 4  | 5  |
|                  |      | 10  | 10 | 10 | 10 |    |
| 6                | 7    | 8   | 9  | 10 | 11 | 12 |
|                  | ---  | 10  | 10 | 10 | 10 |    |
| 13               | 14   | 15  | 16 | 17 | 18 | 19 |
|                  | HC-8 | 10  | 10 | 10 | 10 |    |
| 20               | 21   | 22  | 23 | 24 | 25 | 26 |
|                  | ---  | 10  | 10 | 10 | 10 |    |
| 27               | 28   | 1   |    |    |    |    |
|                  | ---  | 10  |    |    |    |    |
| Hours Scheduled: |      |     |    | LR | EH | HC |
|                  |      | 170 |    | 0  | +2 | +8 |

**MARCH** 22 Days/176 Hours

| S                | M   | Tu  | W  | Th    | F  | S  |
|------------------|-----|-----|----|-------|----|----|
|                  |     |     | 2  | 3     | 4  | 5  |
|                  |     |     | 10 | 10    | 10 |    |
| 6                | 7   | 8   | 9  | 10    | 11 | 12 |
|                  | --- | 10  | 10 | 10    | 10 |    |
| 13               | 14  | 15  | 16 | 17    | 18 | 19 |
|                  | --- | 10  | 10 | 10    | 10 |    |
| 20               | 21  | 22  | 23 | 24    | 25 | 26 |
|                  | --- | 10  | 10 | 10    | 10 |    |
| 27               | 28  | 29  | 30 | 31LR2 |    |    |
|                  | --- | 10  | 10 | HOL-8 |    |    |
| Hours Scheduled: |     |     |    | LR    | EH | HC |
|                  |     | 180 |    | -2    | +4 | 0  |

**APRIL** 21 Days/168 Hours

| S                | M   | Tu  | W  | Th | F  | S  |
|------------------|-----|-----|----|----|----|----|
|                  |     |     |    |    | 1  | 2  |
|                  |     |     |    |    | 10 |    |
| 3                | 4   | 5   | 6  | 7  | 8  | 9  |
|                  | --- | 10  | 10 | 10 | 10 |    |
| 10               | 11  | 12  | 13 | 14 | 15 | 16 |
|                  | --- | 10  | 10 | 10 | 10 |    |
| 17               | 18  | 19  | 20 | 21 | 22 | 23 |
|                  | --- | 10  | 10 | 10 | 10 |    |
| 24               | 25  | 26  | 27 | 28 | 29 | 30 |
|                  | --- | 10  | 10 | 10 | 10 |    |
| Hours Scheduled: |     |     |    | LR | EH | HC |
|                  |     | 170 |    | 0  | +2 | 0  |

**MAY** 22 Days/176 Hours

| S                | M    | Tu  | W  | Th | F  | S  |
|------------------|------|-----|----|----|----|----|
| 1                | 2    | 3   | 4  | 5  | 6  | 7  |
|                  | ---  | 10  | 10 | 10 | 10 |    |
| 8                | 9    | 10  | 11 | 12 | 13 | 14 |
|                  | ---  | 10  | 10 | 10 | 10 |    |
| 15               | 16   | 17  | 18 | 19 | 20 | 21 |
|                  | ---  | 10  | 10 | 10 | 10 |    |
| 22               | 23   | 24  | 25 | 26 | 27 | 28 |
|                  | ---  | 10  | 10 | 10 | 10 |    |
| 29               | 30   | 31  |    |    |    |    |
|                  | HC-8 | 10  |    |    |    |    |
| Hours Scheduled: |      |     |    | LR | EH | HC |
|                  |      | 170 |    | -6 | 0  | +8 |

**JUNE** 22 Days/176 Hours

| S                | M   | Tu  | W  | Th | F  | S  |
|------------------|-----|-----|----|----|----|----|
|                  |     |     | 1  | 2  | 3  | 4  |
|                  |     |     | 10 | 10 | 10 |    |
| 5                | 6   | 7   | 8  | 9  | 10 | 11 |
|                  | --- | 10  | 10 | 10 | 10 |    |
| 12               | 13  | 14  | 15 | 16 | 17 | 18 |
|                  | --- | 10  | 10 | 10 | 10 |    |
| 19               | 20  | 21  | 22 | 23 | 24 | 25 |
|                  | --- | 10  | 10 | 10 | 10 |    |
| 26               | 27  | 28  | 29 | 30 |    |    |
|                  | --- | 10  | 10 | 10 |    |    |
| Hours Scheduled: |     |     |    | LR | EH | HC |
|                  |     | 180 |    | 0  | +4 | 0  |

**JULY** 22 Days/176 Hours

| S                | M    | Tu  | W  | Th | F  | S  |
|------------------|------|-----|----|----|----|----|
|                  |      |     |    |    | 1  | 2  |
|                  |      |     |    |    | 10 |    |
| 3                | 4    | 5   | 6  | 7  | 8  | 9  |
|                  | HC-8 | 10  | 10 | 10 | 10 |    |
| 10               | 11   | 12  | 13 | 14 | 15 | 16 |
|                  | ---  | 10  | 10 | 10 | 10 |    |
| 17               | 18   | 19  | 20 | 21 | 22 | 23 |
|                  | ---  | 10  | 10 | 10 | 10 |    |
| 24               | 25   | 26  | 27 | 28 | 29 | 30 |
|                  | ---  | 10  | 10 | 10 | 10 |    |
| 31               | 1    |     |    |    |    |    |
|                  | ---  |     |    |    |    |    |
| Hours Scheduled: |      |     |    | LR | EH | HC |
|                  |      | 170 |    | -6 | 0  | +8 |

**AUGUST** 22 Days/176 Hours

| S                | M   | Tu  | W  | Th | F  | S  |
|------------------|-----|-----|----|----|----|----|
|                  |     | 2   | 3  | 4  | 5  | 6  |
|                  |     | 10  | 10 | 10 | 10 |    |
| 7                | 8   | 9   | 10 | 11 | 12 | 13 |
|                  | --- | 10  | 10 | 10 | 10 |    |
| 14               | 15  | 16  | 17 | 18 | 19 | 20 |
|                  | --- | 10  | 10 | 10 | 10 |    |
| 21               | 22  | 23  | 24 | 25 | 26 | 27 |
|                  | --- | 10  | 10 | 10 | 10 |    |
| 28               | 29  | 30  | 31 |    |    |    |
|                  | --- | 10  | 10 |    |    |    |
| Hours Scheduled: |     |     |    | LR | EH | HC |
|                  |     | 180 |    | 0  | +4 | 0  |

**SEPTEMBER** 22 Days/176 Hours

| S                | M    | Tu  | W  | Th | F  | S  |
|------------------|------|-----|----|----|----|----|
|                  |      |     |    | 1  | 2  | 3  |
|                  |      |     |    | 10 | 10 |    |
| 4                | 5    | 6   | 7  | 8  | 9  | 10 |
|                  | HC-8 | 10  | 10 | 10 | 10 |    |
| 11               | 12   | 13  | 14 | 15 | 16 | 17 |
|                  | ---  | 10  | 10 | 10 | 10 |    |
| 18               | 19   | 20  | 21 | 22 | 23 | 24 |
|                  | ---  | 10  | 10 | 10 | 10 |    |
| 25               | 26   | 27  | 28 | 29 | 30 |    |
|                  | ---  | 10  | 10 | 10 | 10 |    |
| Hours Scheduled: |      |     |    | LR | EH | HC |
|                  |      | 180 |    | 0  | +4 | +8 |

**OCTOBER** 21 Days/168 Hours

| S                | M   | Tu  | W  | Th | F  | S  |
|------------------|-----|-----|----|----|----|----|
|                  |     |     |    |    |    | 1  |
| 2                | 3   | 4   | 5  | 6  | 7  | 8  |
|                  | --- | 10  | 10 | 10 | 10 |    |
| 9                | 10  | 11  | 12 | 13 | 14 | 15 |
|                  | --- | 10  | 10 | 10 | 10 |    |
| 16               | 17  | 18  | 19 | 20 | 21 | 22 |
|                  | --- | 10  | 10 | 10 | 10 |    |
| 23               | 24  | 25  | 26 | 27 | 28 | 29 |
|                  | --- | 10  | 10 | 10 | 10 |    |
| 30               | 31  |     |    |    |    |    |
|                  | --- |     |    |    |    |    |
| Hours Scheduled: |     |     |    | LR | EH | HC |
|                  |     | 160 |    | -8 | 0  | 0  |

**NOVEMBER** 22 Days/176 Hours

| S                | M   | Tu  | W  | Th    | F     | S  |
|------------------|-----|-----|----|-------|-------|----|
|                  |     | 1   | 2  | 3     | 4     | 5  |
|                  |     | 10  | 10 | 10    | 10    |    |
| 6                | 7   | 8   | 9  | 10    | 11LR2 | 12 |
|                  | --- | 10  | 10 | 10    | HOL-8 |    |
| 13               | 14  | 15  | 16 | 17    | 18    | 19 |
|                  | --- | 10  | 10 | 10    | 10    |    |
| 20               | 21  | 22  | 23 | 24LR2 | 25LR2 | 26 |
|                  | --- | 10  | 10 | HOL-8 | HOL-8 |    |
| 27               | 28  | 29  | 30 |       |       |    |
|                  | --- | 10  | 10 |       |       |    |
| Hours Scheduled: |     |     |    | LR    | EH    | HC |
|                  |     | 180 |    | -6    | +4    | 0  |

**DECEMBER** 22 Days/176 Hours

| S                | M    | Tu  | W  | Th | F  | S  |
|------------------|------|-----|----|----|----|----|
|                  |      |     |    | 1  | 2  | 3  |
|                  |      |     |    | 10 | 10 |    |
| 4                | 5    | 6   | 7  | 8  | 9  | 10 |
|                  | ---  | 10  | 10 | 10 | 10 |    |
| 11               | 12   | 13  | 14 | 15 | 16 | 17 |
|                  | ---  | 10  | 10 | 10 | 10 |    |
| 18               | 19   | 20  | 21 | 22 | 23 | 24 |
|                  | ---  | 10  | 10 | 10 | 10 |    |
| 25               | 26   | 27  | 28 | 29 | 30 | 31 |
|                  | HC-8 | 10  | 10 | 10 | 10 |    |
| Hours Scheduled: |      |     |    | LR | EH | HC |
|                  |      | 180 |    | 0  | +4 | +8 |

**LEGEND**

**LR = LEAVE REQUIRED EH = EXCESS HOURS EARNED HC = HOLIDAY CREDIT EARNED**

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

**JANUARY** 21 Days/168 Hours

| S                | M              | Tu        | W        | Th       | F        | S  |
|------------------|----------------|-----------|----------|----------|----------|----|
|                  |                |           |          |          |          | 1  |
| 2                | 3<br>10        | 4<br>---  | 5<br>10  | 6<br>10  | 7<br>10  | 8  |
| 9                | 10<br>10       | 11<br>--- | 12<br>10 | 13<br>10 | 14<br>10 | 15 |
| 16               | 17LR2<br>HOL-8 | 18<br>--- | 19<br>10 | 20<br>10 | 21<br>10 | 22 |
| 23               | 24<br>10       | 25<br>--- | 26<br>10 | 27<br>10 | 28<br>10 | 29 |
| 30               | 31<br>10       |           |          |          |          |    |
| Hours Scheduled: |                |           |          | LR       | EH       | HC |
|                  |                | 170       |          | -2       | +2       | 0  |

**FEBRUARY** 21 Days/168 Hours

| S                | M              | Tu        | W        | Th       | F        | S  |
|------------------|----------------|-----------|----------|----------|----------|----|
|                  |                | 1         | 2        | 3        | 4        | 5  |
| 6                | 7<br>10        | 8<br>---  | 9<br>10  | 10<br>10 | 11<br>10 | 12 |
| 13               | 14<br>10       | 15<br>--- | 16<br>10 | 17<br>10 | 18<br>10 | 19 |
| 20               | 21LR2<br>HOL-8 | 22<br>--- | 23<br>10 | 24<br>10 | 25<br>10 | 26 |
| 27               | 28<br>10       | 1<br>---  |          |          |          |    |
| Hours Scheduled: |                |           |          | LR       | EH       | HC |
|                  |                | 160       |          | -10      | 0        | 0  |

**MARCH** 22 Days/176 Hours

| S                | M        | Tu        | W        | Th             | F        | S  |
|------------------|----------|-----------|----------|----------------|----------|----|
|                  |          |           | 2        | 3              | 4        | 5  |
| 6                | 7<br>10  | 8<br>---  | 9<br>10  | 10<br>10       | 11<br>10 | 12 |
| 13               | 14<br>10 | 15<br>--- | 16<br>10 | 17<br>10       | 18<br>10 | 19 |
| 20               | 21<br>10 | 22<br>--- | 23<br>10 | 24<br>10       | 25<br>10 | 26 |
| 27               | 28<br>10 | 29<br>--- | 30<br>10 | 31LR2<br>HOL-8 |          |    |
| Hours Scheduled: |          |           |          | LR             | EH       | HC |
|                  |          | 180       |          | -2             | +4       | 0  |

**APRIL** 21 Days/168 Hours

| S                | M        | Tu        | W        | Th       | F        | S  |
|------------------|----------|-----------|----------|----------|----------|----|
|                  |          |           |          |          | 1        | 2  |
| 3                | 4<br>10  | 5<br>---  | 6<br>10  | 7<br>10  | 8<br>10  | 9  |
| 10               | 11<br>10 | 12<br>--- | 13<br>10 | 14<br>10 | 15<br>10 | 16 |
| 17               | 18<br>10 | 19<br>--- | 20<br>10 | 21<br>10 | 22<br>10 | 23 |
| 24               | 25<br>10 | 26<br>--- | 27<br>10 | 28<br>10 | 29<br>10 | 30 |
| Hours Scheduled: |          |           |          | LR       | EH       | HC |
|                  |          | 170       |          | 0        | +2       | 0  |

**MAY** 22 Days/176 Hours

| S                | M              | Tu        | W        | Th       | F        | S  |
|------------------|----------------|-----------|----------|----------|----------|----|
| 1                | 2              | 3         | 4        | 5        | 6        | 7  |
| 8                | 9<br>10        | 10<br>--- | 11<br>10 | 12<br>10 | 13<br>10 | 14 |
| 15               | 16<br>10       | 17<br>--- | 18<br>10 | 19<br>10 | 20<br>10 | 21 |
| 22               | 23<br>10       | 24<br>--- | 25<br>10 | 26<br>10 | 27<br>10 | 28 |
| 29               | 30LR2<br>HOL-8 | 31<br>--- |          |          |          |    |
| Hours Scheduled: |                |           |          | LR       | EH       | HC |
|                  |                | 170       |          | -8       | 0        | 0  |

**JUNE** 22 Days/176 Hours

| S                | M        | Tu        | W        | Th       | F        | S  |
|------------------|----------|-----------|----------|----------|----------|----|
|                  |          |           | 1        | 2        | 3        | 4  |
| 5                | 6<br>10  | 7<br>---  | 8<br>10  | 9<br>10  | 10<br>10 | 11 |
| 12               | 13<br>10 | 14<br>--- | 15<br>10 | 16<br>10 | 17<br>10 | 18 |
| 19               | 20<br>10 | 21<br>--- | 22<br>10 | 23<br>10 | 24<br>10 | 25 |
| 26               | 27<br>10 | 28<br>--- | 29<br>10 | 30<br>10 |          |    |
| Hours Scheduled: |          |           |          | LR       | EH       | HC |
|                  |          | 180       |          | 0        | +4       | 0  |

**JULY** 22 Days/176 Hours

| S                | M             | Tu        | W        | Th       | F        | S  |
|------------------|---------------|-----------|----------|----------|----------|----|
|                  |               |           |          |          | 1        | 2  |
| 3                | 4LR2<br>HOL-8 | 5<br>---  | 6<br>10  | 7<br>10  | 8<br>10  | 9  |
| 10               | 11<br>10      | 12<br>--- | 13<br>10 | 14<br>10 | 15<br>10 | 16 |
| 17               | 18<br>10      | 19<br>--- | 20<br>10 | 21<br>10 | 22<br>10 | 23 |
| 24               | 25<br>10      | 26<br>--- | 27<br>10 | 28<br>10 | 29<br>10 | 30 |
| 31               | 1<br>10       |           |          |          |          |    |
| Hours Scheduled: |               |           |          | LR       | EH       | HC |
|                  |               | 180       |          | -2       | +4       | 0  |

**AUGUST** 22 Days/176 Hours

| S                | M        | Tu        | W        | Th       | F        | S  |
|------------------|----------|-----------|----------|----------|----------|----|
|                  |          | 2         | 3        | 4        | 5        | 6  |
| 7                | 8<br>10  | 9<br>---  | 10<br>10 | 11<br>10 | 12<br>10 | 13 |
| 14               | 15<br>10 | 16<br>--- | 17<br>10 | 18<br>10 | 19<br>10 | 20 |
| 21               | 22<br>10 | 23<br>--- | 24<br>10 | 25<br>10 | 26<br>10 | 27 |
| 28               | 29<br>10 | 30<br>--- | 31<br>10 |          |          |    |
| Hours Scheduled: |          |           |          | LR       | EH       | HC |
|                  |          | 170       |          | -6       | 0        | 0  |

**SEPTEMBER** 22 Days/176 Hours

| S                | M             | Tu        | W        | Th       | F        | S  |
|------------------|---------------|-----------|----------|----------|----------|----|
|                  |               |           |          | 1        | 2        | 3  |
| 4                | 5LR2<br>HOL-8 | 6<br>---  | 7<br>10  | 8<br>10  | 9<br>10  | 10 |
| 11               | 12<br>10      | 13<br>--- | 14<br>10 | 15<br>10 | 16<br>10 | 17 |
| 18               | 19<br>10      | 20<br>--- | 21<br>10 | 22<br>10 | 23<br>10 | 24 |
| 25               | 26<br>10      | 27<br>--- | 28<br>10 | 29<br>10 | 30<br>10 |    |
| Hours Scheduled: |               |           |          | LR       | EH       | HC |
|                  |               | 180       |          | -2       | +4       | 0  |

**OCTOBER** 21 Days/168 Hours

| S                | M        | Tu        | W        | Th       | F        | S  |
|------------------|----------|-----------|----------|----------|----------|----|
|                  |          |           |          |          |          | 1  |
| 2                | 3<br>10  | 4<br>---  | 5<br>10  | 6<br>10  | 7<br>10  | 8  |
| 9                | 10<br>10 | 11<br>--- | 12<br>10 | 13<br>10 | 14<br>10 | 15 |
| 16               | 17<br>10 | 18<br>--- | 19<br>10 | 20<br>10 | 21<br>10 | 22 |
| 23               | 24<br>10 | 25<br>--- | 26<br>10 | 27<br>10 | 28<br>10 | 29 |
| 30               | 31<br>10 |           |          |          |          |    |
| Hours Scheduled: |          |           |          | LR       | EH       | HC |
|                  |          | 170       |          | 0        | +2       | 0  |

**NOVEMBER** 22 Days/176 Hours

| S                | M        | Tu        | W        | Th             | F              | S  |
|------------------|----------|-----------|----------|----------------|----------------|----|
|                  |          | 1         | 2        | 3              | 4              | 5  |
| 6                | 7<br>10  | 8<br>---  | 9<br>10  | 10<br>10       | 11LR2<br>HOL-8 | 12 |
| 13               | 14<br>10 | 15<br>--- | 16<br>10 | 17<br>10       | 18<br>10       | 19 |
| 20               | 21<br>10 | 22<br>--- | 23<br>10 | 24LR2<br>HOL-8 | 25LR2<br>HOL-8 | 26 |
| 27               | 28<br>10 | 29<br>--- | 30<br>10 |                |                |    |
| Hours Scheduled: |          |           |          | LR             | EH             | HC |
|                  |          | 170       |          | -12            | 0              | 0  |

**DECEMBER** 22 Days/176 Hours

| S                | M              | Tu        | W        | Th       | F        | S  |
|------------------|----------------|-----------|----------|----------|----------|----|
|                  |                |           |          | 1        | 2        | 3  |
| 4                | 5<br>10        | 6<br>---  | 7<br>10  | 8<br>10  | 9<br>10  | 10 |
| 11               | 12<br>10       | 13<br>--- | 14<br>10 | 15<br>10 | 16<br>10 | 17 |
| 18               | 19<br>10       | 20<br>--- | 21<br>10 | 22<br>10 | 23<br>10 | 24 |
| 25               | 26LR2<br>HOL-8 | 27<br>--- | 28<br>10 | 29<br>10 | 30<br>10 | 31 |
| Hours Scheduled: |                |           |          | LR       | EH       | HC |
|                  |                | 180       |          | -2       | +4       | 0  |

**LEGEND**

**LR = LEAVE REQUIRED    EH = EXCESS HOURS EARNED    HC = HOLIDAY CREDIT EARNED**

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

**OFFICE OF HUMAN RESOURCES  
WEDNESDAYS OFF SCHEDULE 2022**

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

**JANUARY** 21 Days/168 Hours

| S                         | M     | Tu | W   | Th | F  | S  |
|---------------------------|-------|----|-----|----|----|----|
|                           |       |    |     |    |    | 1  |
| 2                         | 3     | 4  | 5   | 6  | 7  | 8  |
|                           | 10    | 10 | --- | 10 | 10 |    |
| 9                         | 10    | 11 | 12  | 13 | 14 | 15 |
|                           | 10    | 10 | --- | 10 | 10 |    |
| 16                        | 17LR2 | 18 | 19  | 20 | 21 | 22 |
|                           | HOL-8 | 10 | --- | 10 | 10 |    |
| 23                        | 24    | 25 | 26  | 27 | 28 | 29 |
|                           | 10    | 10 | --- | 10 | 10 |    |
| 30                        | 31    |    |     |    |    |    |
|                           | 10    |    |     |    |    |    |
| Hours Scheduled: LR EH HC |       |    |     |    |    |    |
| 170 -2 +2 0               |       |    |     |    |    |    |

**FEBRUARY** 21 Days/168 Hours

| S                         | M     | Tu | W   | Th | F  | S  |
|---------------------------|-------|----|-----|----|----|----|
|                           |       | 1  | 2   | 3  | 4  | 5  |
|                           |       | 10 | --- | 10 | 10 |    |
| 6                         | 7     | 8  | 9   | 10 | 11 | 12 |
|                           | 10    | 10 | --- | 10 | 10 |    |
| 13                        | 14    | 15 | 16  | 17 | 18 | 19 |
|                           | 10    | 10 | --- | 10 | 10 |    |
| 20                        | 21LR2 | 22 | 23  | 24 | 25 | 26 |
|                           | HOL-8 | 10 | --- | 10 | 10 |    |
| 27                        | 28    | 1  |     |    |    |    |
|                           | 10    | 10 |     |    |    |    |
| Hours Scheduled: LR EH HC |       |    |     |    |    |    |
| 170 -2 +2 0               |       |    |     |    |    |    |

**MARCH** 22 Days/176 Hours

| S                         | M  | Tu | W   | Th    | F  | S  |
|---------------------------|----|----|-----|-------|----|----|
|                           |    |    | 2   | 3     | 4  | 5  |
|                           |    |    | --- | 10    | 10 |    |
| 6                         | 7  | 8  | 9   | 10    | 11 | 12 |
|                           | 10 | 10 | --- | 10    | 10 |    |
| 13                        | 14 | 15 | 16  | 17    | 18 | 19 |
|                           | 10 | 10 | --- | 10    | 10 |    |
| 20                        | 21 | 22 | 23  | 24    | 25 | 26 |
|                           | 10 | 10 | --- | 10    | 10 |    |
| 27                        | 28 | 29 | 30  | 31LR2 |    |    |
|                           | 10 | 10 | --- | HOL-8 |    |    |
| Hours Scheduled: LR EH HC |    |    |     |       |    |    |
| 170 -8 0 0                |    |    |     |       |    |    |

**APRIL** 21 Days/168 Hours

| S                         | M  | Tu | W   | Th | F  | S  |
|---------------------------|----|----|-----|----|----|----|
|                           |    |    |     |    | 1  | 2  |
|                           |    |    |     |    | 10 |    |
| 3                         | 4  | 5  | 6   | 7  | 8  | 9  |
|                           | 10 | 10 | --- | 10 | 10 |    |
| 10                        | 11 | 12 | 13  | 14 | 15 | 16 |
|                           | 10 | 10 | --- | 10 | 10 |    |
| 17                        | 18 | 19 | 20  | 21 | 22 | 23 |
|                           | 10 | 10 | --- | 10 | 10 |    |
| 24                        | 25 | 26 | 27  | 28 | 29 | 30 |
|                           | 10 | 10 | --- | 10 | 10 |    |
| Hours Scheduled: LR EH HC |    |    |     |    |    |    |
| 170 0 +2 0                |    |    |     |    |    |    |

**MAY** 22 Days/176 Hours

| S                         | M     | Tu | W   | Th | F  | S  |
|---------------------------|-------|----|-----|----|----|----|
| 1                         | 2     | 3  | 4   | 5  | 6  | 7  |
|                           | 10    | 10 | --- | 10 | 10 |    |
| 8                         | 9     | 10 | 11  | 12 | 13 | 14 |
|                           | 10    | 10 | --- | 10 | 10 |    |
| 15                        | 16    | 17 | 18  | 19 | 20 | 21 |
|                           | 10    | 10 | --- | 10 | 10 |    |
| 22                        | 23    | 24 | 25  | 26 | 27 | 28 |
|                           | 10    | 10 | --- | 10 | 10 |    |
| 29                        | 30LR2 | 31 |     |    |    |    |
|                           | HOL-8 | 10 |     |    |    |    |
| Hours Scheduled: LR EH HC |       |    |     |    |    |    |
| 180 -2 +4 0               |       |    |     |    |    |    |

**JUNE** 22 Days/176 Hours

| S                         | M  | Tu | W   | Th | F  | S  |
|---------------------------|----|----|-----|----|----|----|
|                           |    |    | 1   | 2  | 3  | 4  |
|                           |    |    | --- | 10 | 10 |    |
| 5                         | 6  | 7  | 8   | 9  | 10 | 11 |
|                           | 10 | 10 | --- | 10 | 10 |    |
| 12                        | 13 | 14 | 15  | 16 | 17 | 18 |
|                           | 10 | 10 | --- | 10 | 10 |    |
| 19                        | 20 | 21 | 22  | 23 | 24 | 25 |
|                           | 10 | 10 | --- | 10 | 10 |    |
| 26                        | 27 | 28 | 29  | 30 |    |    |
|                           | 10 | 10 | --- | 10 |    |    |
| Hours Scheduled: LR EH HC |    |    |     |    |    |    |
| 170 -6 0 0                |    |    |     |    |    |    |

**JULY** 22 Days/176 Hours

| S                         | M     | Tu | W   | Th | F  | S  |
|---------------------------|-------|----|-----|----|----|----|
|                           |       |    |     |    | 1  | 2  |
|                           |       |    |     |    | 10 |    |
| 3                         | 4LR2  | 5  | 6   | 7  | 8  | 9  |
|                           | HOL-8 | 10 | --- | 10 | 10 |    |
| 10                        | 11    | 12 | 13  | 14 | 15 | 16 |
|                           | 10    | 10 | --- | 10 | 10 |    |
| 17                        | 18    | 19 | 20  | 21 | 22 | 23 |
|                           | 10    | 10 | --- | 10 | 10 |    |
| 24                        | 25    | 26 | 27  | 28 | 29 | 30 |
|                           | 10    | 10 | --- | 10 | 10 |    |
| 31                        | 1     |    |     |    |    |    |
|                           | 10    |    |     |    |    |    |
| Hours Scheduled: LR EH HC |       |    |     |    |    |    |
| 180 -2 +4 0               |       |    |     |    |    |    |

**AUGUST** 22 Days/176 Hours

| S                         | M  | Tu | W   | Th | F  | S  |
|---------------------------|----|----|-----|----|----|----|
|                           |    | 2  | 3   | 4  | 5  | 6  |
|                           |    | 10 | --- | 10 | 10 |    |
| 7                         | 8  | 9  | 10  | 11 | 12 | 13 |
|                           | 10 | 10 | --- | 10 | 10 |    |
| 14                        | 15 | 16 | 17  | 18 | 19 | 20 |
|                           | 10 | 10 | --- | 10 | 10 |    |
| 21                        | 22 | 23 | 24  | 25 | 26 | 27 |
|                           | 10 | 10 | --- | 10 | 10 |    |
| 28                        | 29 | 30 | 31  |    |    |    |
|                           | 10 | 10 | --- |    |    |    |
| Hours Scheduled: LR EH HC |    |    |     |    |    |    |
| 170 -6 0 0                |    |    |     |    |    |    |

**SEPTEMBER** 22 Days/176 Hours

| S                         | M     | Tu | W   | Th | F  | S  |
|---------------------------|-------|----|-----|----|----|----|
|                           |       |    |     | 1  | 2  | 3  |
|                           |       |    |     | 10 | 10 |    |
| 4                         | 5LR2  | 6  | 7   | 8  | 9  | 10 |
|                           | HOL-8 | 10 | --- | 10 | 10 |    |
| 11                        | 12    | 13 | 14  | 15 | 16 | 17 |
|                           | 10    | 10 | --- | 10 | 10 |    |
| 18                        | 19    | 20 | 21  | 22 | 23 | 24 |
|                           | 10    | 10 | --- | 10 | 10 |    |
| 25                        | 26    | 27 | 28  | 29 | 30 |    |
|                           | 10    | 10 | --- | 10 | 10 |    |
| Hours Scheduled: LR EH HC |       |    |     |    |    |    |
| 180 -2 +4 0               |       |    |     |    |    |    |

**OCTOBER** 21 Days/168 Hours

| S                         | M  | Tu | W   | Th | F  | S  |
|---------------------------|----|----|-----|----|----|----|
|                           |    |    |     |    |    | 1  |
| 2                         | 3  | 4  | 5   | 6  | 7  | 8  |
|                           | 10 | 10 | --- | 10 | 10 |    |
| 9                         | 10 | 11 | 12  | 13 | 14 | 15 |
|                           | 10 | 10 | --- | 10 | 10 |    |
| 16                        | 17 | 18 | 19  | 20 | 21 | 22 |
|                           | 10 | 10 | --- | 10 | 10 |    |
| 23                        | 24 | 25 | 26  | 27 | 28 | 29 |
|                           | 10 | 10 | --- | 10 | 10 |    |
| 30                        | 31 |    |     |    |    |    |
|                           | 10 |    |     |    |    |    |
| Hours Scheduled: LR EH HC |    |    |     |    |    |    |
| 170 0 +2 0                |    |    |     |    |    |    |

**NOVEMBER** 22 Days/176 Hours

| S                         | M  | Tu | W   | Th    | F     | S  |
|---------------------------|----|----|-----|-------|-------|----|
|                           |    | 1  | 2   | 3     | 4     | 5  |
|                           |    | 10 | --- | 10    | 10    |    |
| 6                         | 7  | 8  | 9   | 10    | 11LR2 | 12 |
|                           | 10 | 10 | --- | 10    | HOL-8 |    |
| 13                        | 14 | 15 | 16  | 17    | 18    | 19 |
|                           | 10 | 10 | --- | 10    | 10    |    |
| 20                        | 21 | 22 | 23  | 24LR2 | 25LR2 | 26 |
|                           | 10 | 10 | --- | HOL-8 | HOL-8 |    |
| 27                        | 28 | 29 | 30  |       |       |    |
|                           | 10 | 10 | --- |       |       |    |
| Hours Scheduled: LR EH HC |    |    |     |       |       |    |
| 170 -12 0 0               |    |    |     |       |       |    |

**DECEMBER** 22 Days/176 Hours

| S                         | M     | Tu | W   | Th | F  | S  |
|---------------------------|-------|----|-----|----|----|----|
|                           |       |    |     | 1  | 2  | 3  |
|                           |       |    |     | 10 | 10 |    |
| 4                         | 5     | 6  | 7   | 8  | 9  | 10 |
|                           | 10    | 10 | --- | 10 | 10 |    |
| 11                        | 12    | 13 | 14  | 15 | 16 | 17 |
|                           | 10    | 10 | --- | 10 | 10 |    |
| 18                        | 19    | 20 | 21  | 22 | 23 | 24 |
|                           | 10    | 10 | --- | 10 | 10 |    |
| 25                        | 26LR2 | 27 | 28  | 29 | 30 | 31 |
|                           | HOL-8 | 10 | --- | 10 | 10 |    |
| Hours Scheduled: LR EH HC |       |    |     |    |    |    |
| 180 -2 +4 0               |       |    |     |    |    |    |

**LEGEND LR = LEAVE REQUIRED EH = EXCESS HOURS EARNED HC = HOLIDAY CREDIT EARNED**

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

**JANUARY** 21 Days/168 Hours

| S                         | M              | Tu       | W        | Th        | F        | S  |
|---------------------------|----------------|----------|----------|-----------|----------|----|
|                           |                |          |          |           |          | 1  |
| 2                         | 3<br>10        | 4<br>10  | 5<br>10  | 6<br>---  | 7<br>10  | 8  |
| 9                         | 10<br>10       | 11<br>10 | 12<br>10 | 13<br>--- | 14<br>10 | 15 |
| 16                        | 17LR2<br>HOL-8 | 18<br>10 | 19<br>10 | 20<br>--- | 21<br>10 | 22 |
| 23                        | 24<br>10       | 25<br>10 | 26<br>10 | 27<br>--- | 28<br>10 | 29 |
| 30                        | 31<br>10       |          |          |           |          |    |
| Hours Scheduled: LR EH HC |                |          |          |           |          |    |
| 170 -2 +2 0               |                |          |          |           |          |    |

**FEBRUARY** 21 Days/168 Hours

| S                         | M              | Tu       | W        | Th        | F        | S  |
|---------------------------|----------------|----------|----------|-----------|----------|----|
|                           |                | 1<br>10  | 2<br>10  | 3<br>---  | 4<br>10  | 5  |
| 6                         | 7<br>10        | 8<br>10  | 9<br>10  | 10<br>--- | 11<br>10 | 12 |
| 13                        | 14<br>10       | 15<br>10 | 16<br>10 | 17<br>--- | 18<br>10 | 19 |
| 20                        | 21LR2<br>HOL-8 | 22<br>10 | 23<br>10 | 24<br>--- | 25<br>10 | 26 |
| 27                        | 28<br>10       | 1        |          |           |          |    |
| Hours Scheduled: LR EH HC |                |          |          |           |          |    |
| 170 -2 +2 0               |                |          |          |           |          |    |

**MARCH** 22 Days/176 Hours

| S                         | M        | Tu       | W        | Th         | F        | S  |
|---------------------------|----------|----------|----------|------------|----------|----|
|                           |          |          | 2<br>10  | 3<br>---   | 4<br>10  | 5  |
| 6                         | 7<br>10  | 8<br>10  | 9<br>10  | 10<br>---  | 11<br>10 | 12 |
| 13                        | 14<br>10 | 15<br>10 | 16<br>10 | 17<br>---  | 18<br>10 | 19 |
| 20                        | 21<br>10 | 22<br>10 | 23<br>10 | 24<br>---  | 25<br>10 | 26 |
| 27                        | 28<br>10 | 29<br>10 | 30<br>10 | 31<br>HC-8 |          |    |
| Hours Scheduled: LR EH HC |          |          |          |            |          |    |
| 170 -6 0 +8               |          |          |          |            |          |    |

**APRIL** 21 Days/168 Hours

| S                         | M        | Tu       | W        | Th        | F        | S  |
|---------------------------|----------|----------|----------|-----------|----------|----|
|                           |          |          |          |           | 1<br>10  | 2  |
| 3                         | 4<br>10  | 5<br>10  | 6<br>10  | 7<br>---  | 8<br>10  | 9  |
| 10                        | 11<br>10 | 12<br>10 | 13<br>10 | 14<br>--- | 15<br>10 | 16 |
| 17                        | 18<br>10 | 19<br>10 | 20<br>10 | 21<br>--- | 22<br>10 | 23 |
| 24                        | 25<br>10 | 26<br>10 | 27<br>10 | 28<br>--- | 29<br>10 | 30 |
| Hours Scheduled: LR EH HC |          |          |          |           |          |    |
| 170 0 +2 0                |          |          |          |           |          |    |

**MAY** 22 Days/176 Hours

| S                         | M              | Tu       | W        | Th        | F        | S  |
|---------------------------|----------------|----------|----------|-----------|----------|----|
| 1                         | 2<br>10        | 3<br>10  | 4<br>10  | 5<br>---  | 6<br>10  | 7  |
| 8                         | 9<br>10        | 10<br>10 | 11<br>10 | 12<br>--- | 13<br>10 | 14 |
| 15                        | 16<br>10       | 17<br>10 | 18<br>10 | 19<br>--- | 20<br>10 | 21 |
| 22                        | 23<br>10       | 24<br>10 | 25<br>10 | 26<br>--- | 27<br>10 | 28 |
| 29                        | 30LR2<br>HOL-8 | 31<br>10 |          |           |          |    |
| Hours Scheduled: LR EH HC |                |          |          |           |          |    |
| 180 -2 +4 0               |                |          |          |           |          |    |

**JUNE** 22 Days/176 Hours

| S                         | M        | Tu       | W        | Th        | F        | S  |
|---------------------------|----------|----------|----------|-----------|----------|----|
|                           |          |          | 1<br>10  | 2<br>---  | 3<br>10  | 4  |
| 5                         | 6<br>10  | 7<br>10  | 8<br>10  | 9<br>---  | 10<br>10 | 11 |
| 12                        | 13<br>10 | 14<br>10 | 15<br>10 | 16<br>--- | 17<br>10 | 18 |
| 19                        | 20<br>10 | 21<br>10 | 22<br>10 | 23<br>--- | 24<br>10 | 25 |
| 26                        | 27<br>10 | 28<br>10 | 29<br>10 | 30<br>--- |          |    |
| Hours Scheduled: LR EH HC |          |          |          |           |          |    |
| 170 -6 0 0                |          |          |          |           |          |    |

**JULY** 22 Days/176 Hours

| S                         | M             | Tu       | W        | Th        | F        | S  |
|---------------------------|---------------|----------|----------|-----------|----------|----|
|                           |               |          |          |           | 1<br>10  | 2  |
| 3                         | 4LR2<br>HOL-8 | 5<br>10  | 6<br>10  | 7<br>---  | 8<br>10  | 9  |
| 10                        | 11<br>10      | 12<br>10 | 13<br>10 | 14<br>--- | 15<br>10 | 16 |
| 17                        | 18<br>10      | 19<br>10 | 20<br>10 | 21<br>--- | 22<br>10 | 23 |
| 24                        | 25<br>10      | 26<br>10 | 27<br>10 | 28<br>--- | 29<br>10 | 30 |
| 31                        | 1<br>10       |          |          |           |          |    |
| Hours Scheduled: LR EH HC |               |          |          |           |          |    |
| 180 -2 +4 0               |               |          |          |           |          |    |

**AUGUST** 22 Days/176 Hours

| S                         | M        | Tu       | W        | Th        | F        | S  |
|---------------------------|----------|----------|----------|-----------|----------|----|
|                           |          | 2<br>10  | 3<br>10  | 4<br>---  | 5<br>10  | 6  |
| 7                         | 8<br>10  | 9<br>10  | 10<br>10 | 11<br>--- | 12<br>10 | 13 |
| 14                        | 15<br>10 | 16<br>10 | 17<br>10 | 18<br>--- | 19<br>10 | 20 |
| 21                        | 22<br>10 | 23<br>10 | 24<br>10 | 25<br>--- | 26<br>10 | 27 |
| 28                        | 29<br>10 | 30<br>10 | 31<br>10 |           |          |    |
| Hours Scheduled: LR EH HC |          |          |          |           |          |    |
| 180 0 +4 0                |          |          |          |           |          |    |

**SEPTEMBER** 22 Days/176 Hours

| S                         | M             | Tu       | W        | Th        | F        | S  |
|---------------------------|---------------|----------|----------|-----------|----------|----|
|                           |               |          |          | 1<br>---  | 2<br>10  | 3  |
| 4                         | 5LR2<br>HOL-8 | 6<br>10  | 7<br>10  | 8<br>---  | 9<br>10  | 10 |
| 11                        | 12<br>10      | 13<br>10 | 14<br>10 | 15<br>--- | 16<br>10 | 17 |
| 18                        | 19<br>10      | 20<br>10 | 21<br>10 | 22<br>--- | 23<br>10 | 24 |
| 25                        | 26<br>10      | 27<br>10 | 28<br>10 | 29<br>--- | 30<br>10 |    |
| Hours Scheduled: LR EH HC |               |          |          |           |          |    |
| 170 -8 0 0                |               |          |          |           |          |    |

**OCTOBER** 21 Days/168 Hours

| S                         | M        | Tu       | W        | Th        | F        | S  |
|---------------------------|----------|----------|----------|-----------|----------|----|
|                           |          |          |          |           |          | 1  |
| 2                         | 3<br>10  | 4<br>10  | 5<br>10  | 6<br>---  | 7<br>10  | 8  |
| 9                         | 10<br>10 | 11<br>10 | 12<br>10 | 13<br>--- | 14<br>10 | 15 |
| 16                        | 17<br>10 | 18<br>10 | 19<br>10 | 20<br>--- | 21<br>10 | 22 |
| 23                        | 24<br>10 | 25<br>10 | 26<br>10 | 27<br>--- | 28<br>10 | 29 |
| 30                        | 31<br>10 |          |          |           |          |    |
| Hours Scheduled: LR EH HC |          |          |          |           |          |    |
| 170 0 +2 0                |          |          |          |           |          |    |

**NOVEMBER** 22 Days/176 Hours

| S                         | M        | Tu       | W        | Th         | F              | S  |
|---------------------------|----------|----------|----------|------------|----------------|----|
|                           |          | 1<br>10  | 2<br>10  | 3<br>---   | 4<br>10        | 5  |
| 6                         | 7<br>10  | 8<br>10  | 9<br>10  | 10<br>---  | 11LR2<br>HOL-8 | 12 |
| 13                        | 14<br>10 | 15<br>10 | 16<br>10 | 17<br>---  | 18<br>10       | 19 |
| 20                        | 21<br>10 | 22<br>10 | 23<br>10 | 24<br>HC-8 | 25LR2<br>HOL-8 | 26 |
| 27                        | 28<br>10 | 29<br>10 | 30<br>10 |            |                |    |
| Hours Scheduled: LR EH HC |          |          |          |            |                |    |
| 180 -4 +4 +8              |          |          |          |            |                |    |

**DECEMBER** 22 Days/176 Hours

| S                         | M              | Tu       | W        | Th        | F        | S  |
|---------------------------|----------------|----------|----------|-----------|----------|----|
|                           |                |          |          | 1<br>---  | 2<br>10  | 3  |
| 4                         | 5<br>10        | 6<br>10  | 7<br>10  | 8<br>---  | 9<br>10  | 10 |
| 11                        | 12<br>10       | 13<br>10 | 14<br>10 | 15<br>--- | 16<br>10 | 17 |
| 18                        | 19<br>10       | 20<br>10 | 21<br>10 | 22<br>--- | 23<br>10 | 24 |
| 25                        | 26LR2<br>HOL-8 | 27<br>10 | 28<br>10 | 29<br>--- | 30<br>10 | 31 |
| Hours Scheduled: LR EH HC |                |          |          |           |          |    |
| 170 -8 0 0                |                |          |          |           |          |    |

**LEGEND** LR = LEAVE REQUIRED EH = EXCESS HOURS EARNED HC = HOLIDAY CREDIT EARNED

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

**JANUARY** 21 Days/168 Hours

| S                         | M     | Tu | W  | Th | F   | S  |
|---------------------------|-------|----|----|----|-----|----|
|                           |       |    |    |    |     | 1  |
| 2                         | 3     | 4  | 5  | 6  | 7   | 8  |
|                           | 10    | 10 | 10 | 10 | --- |    |
| 9                         | 10    | 11 | 12 | 13 | 14  | 15 |
|                           | 10    | 10 | 10 | 10 | --- |    |
| 16                        | 17LR2 | 18 | 19 | 20 | 21  | 22 |
|                           | HOL-8 | 10 | 10 | 10 | --- |    |
| 23                        | 24    | 25 | 26 | 27 | 28  | 29 |
|                           | 10    | 10 | 10 | 10 | --- |    |
| 30                        | 31    |    |    |    |     |    |
|                           | 10    |    |    |    |     |    |
| Hours Scheduled: LR EH HC |       |    |    |    |     |    |
| 170 -2 +2 0               |       |    |    |    |     |    |

**FEBRUARY** 21 Days/168 Hours

| S                         | M     | Tu | W  | Th | F   | S  |
|---------------------------|-------|----|----|----|-----|----|
|                           |       | 1  | 2  | 3  | 4   | 5  |
|                           |       | 10 | 10 | 10 | --- |    |
| 6                         | 7     | 8  | 9  | 10 | 11  | 12 |
|                           | 10    | 10 | 10 | 10 | --- |    |
| 13                        | 14    | 15 | 16 | 17 | 18  | 19 |
|                           | 10    | 10 | 10 | 10 | --- |    |
| 20                        | 21LR2 | 22 | 23 | 24 | 25  | 26 |
|                           | HOL-8 | 10 | 10 | 10 | --- |    |
| 27                        | 28    | 1  |    |    |     |    |
|                           | 10    | 10 |    |    |     |    |
| Hours Scheduled: LR EH HC |       |    |    |    |     |    |
| 170 -2 +2 0               |       |    |    |    |     |    |

**MARCH** 22 Days/176 Hours

| S                         | M  | Tu | W  | Th    | F   | S  |
|---------------------------|----|----|----|-------|-----|----|
|                           |    |    | 2  | 3     | 4   | 5  |
|                           |    |    | 10 | 10    | --- |    |
| 6                         | 7  | 8  | 9  | 10    | 11  | 12 |
|                           | 10 | 10 | 10 | 10    | --- |    |
| 13                        | 14 | 15 | 16 | 17    | 18  | 19 |
|                           | 10 | 10 | 10 | 10    | --- |    |
| 20                        | 21 | 22 | 23 | 24    | 25  | 26 |
|                           | 10 | 10 | 10 | 10    | --- |    |
| 27                        | 28 | 29 | 30 | 31LR2 |     |    |
|                           | 10 | 10 | 10 | HOL-8 |     |    |
| Hours Scheduled: LR EH HC |    |    |    |       |     |    |
| 180 -2 +4 0               |    |    |    |       |     |    |

**APRIL** 21 Days/168 Hours

| S                         | M  | Tu | W  | Th | F   | S  |
|---------------------------|----|----|----|----|-----|----|
|                           |    |    |    |    | 1   | 2  |
|                           |    |    |    |    | --- |    |
| 3                         | 4  | 5  | 6  | 7  | 8   | 9  |
|                           | 10 | 10 | 10 | 10 | --- |    |
| 10                        | 11 | 12 | 13 | 14 | 15  | 16 |
|                           | 10 | 10 | 10 | 10 | --- |    |
| 17                        | 18 | 19 | 20 | 21 | 22  | 23 |
|                           | 10 | 10 | 10 | 10 | --- |    |
| 24                        | 25 | 26 | 27 | 28 | 29  | 30 |
|                           | 10 | 10 | 10 | 10 | --- |    |
| Hours Scheduled: LR EH HC |    |    |    |    |     |    |
| 160 -8 0 0                |    |    |    |    |     |    |

**MAY** 22 Days/176 Hours

| S                         | M     | Tu | W  | Th | F   | S  |
|---------------------------|-------|----|----|----|-----|----|
| 1                         | 2     | 3  | 4  | 5  | 6   | 7  |
|                           | 10    | 10 | 10 | 10 | --- |    |
| 8                         | 9     | 10 | 11 | 12 | 13  | 14 |
|                           | 10    | 10 | 10 | 10 | --- |    |
| 15                        | 16    | 17 | 18 | 19 | 20  | 21 |
|                           | 10    | 10 | 10 | 10 | --- |    |
| 22                        | 23    | 24 | 25 | 26 | 27  | 28 |
|                           | 10    | 10 | 10 | 10 | --- |    |
| 29                        | 30LR2 | 31 |    |    |     |    |
|                           | HOL-8 | 10 |    |    |     |    |
| Hours Scheduled: LR EH HC |       |    |    |    |     |    |
| 180 -2 +4 0               |       |    |    |    |     |    |

**JUNE** 22 Days/176 Hours

| S                         | M  | Tu | W  | Th | F   | S  |
|---------------------------|----|----|----|----|-----|----|
|                           |    |    | 1  | 2  | 3   | 4  |
|                           |    |    | 10 | 10 | --- |    |
| 5                         | 6  | 7  | 8  | 9  | 10  | 11 |
|                           | 10 | 10 | 10 | 10 | --- |    |
| 12                        | 13 | 14 | 15 | 16 | 17  | 18 |
|                           | 10 | 10 | 10 | 10 | --- |    |
| 19                        | 20 | 21 | 22 | 23 | 24  | 25 |
|                           | 10 | 10 | 10 | 10 | --- |    |
| 26                        | 27 | 28 | 29 | 30 |     |    |
|                           | 10 | 10 | 10 | 10 |     |    |
| Hours Scheduled: LR EH HC |    |    |    |    |     |    |
| 180 0 +4 0                |    |    |    |    |     |    |

**JULY** 22 Days/176 Hours

| S                         | M     | Tu | W  | Th | F   | S  |
|---------------------------|-------|----|----|----|-----|----|
|                           |       |    |    |    | 1   | 2  |
|                           |       |    |    |    | --- |    |
| 3                         | 4LR2  | 5  | 6  | 7  | 8   | 9  |
|                           | HOL-8 | 10 | 10 | 10 | --- |    |
| 10                        | 11    | 12 | 13 | 14 | 15  | 16 |
|                           | 10    | 10 | 10 | 10 | --- |    |
| 17                        | 18    | 19 | 20 | 21 | 22  | 23 |
|                           | 10    | 10 | 10 | 10 | --- |    |
| 24                        | 25    | 26 | 27 | 28 | 29  | 30 |
|                           | 10    | 10 | 10 | 10 | --- |    |
| 31                        | 1     |    |    |    |     |    |
|                           | 10    |    |    |    |     |    |
| Hours Scheduled: LR EH HC |       |    |    |    |     |    |
| 170 -8 0 0                |       |    |    |    |     |    |

**AUGUST** 22 Days/176 Hours

| S                         | M  | Tu | W  | Th | F   | S  |
|---------------------------|----|----|----|----|-----|----|
|                           |    | 2  | 3  | 4  | 5   | 6  |
|                           |    | 10 | 10 | 10 | --- |    |
| 7                         | 8  | 9  | 10 | 11 | 12  | 13 |
|                           | 10 | 10 | 10 | 10 | --- |    |
| 14                        | 15 | 16 | 17 | 18 | 19  | 20 |
|                           | 10 | 10 | 10 | 10 | --- |    |
| 21                        | 22 | 23 | 24 | 25 | 26  | 27 |
|                           | 10 | 10 | 10 | 10 | --- |    |
| 28                        | 29 | 30 | 31 |    |     |    |
|                           | 10 | 10 | 10 |    |     |    |
| Hours Scheduled: LR EH HC |    |    |    |    |     |    |
| 180 0 +4 0                |    |    |    |    |     |    |

**SEPTEMBER** 22 Days/176 Hours

| S                         | M     | Tu | W  | Th | F   | S  |
|---------------------------|-------|----|----|----|-----|----|
|                           |       |    |    | 1  | 2   | 3  |
|                           |       |    |    | 10 | --- |    |
| 4                         | 5LR2  | 6  | 7  | 8  | 9   | 10 |
|                           | HOL-8 | 10 | 10 | 10 | --- |    |
| 11                        | 12    | 13 | 14 | 15 | 16  | 17 |
|                           | 10    | 10 | 10 | 10 | --- |    |
| 18                        | 19    | 20 | 21 | 22 | 23  | 24 |
|                           | 10    | 10 | 10 | 10 | --- |    |
| 25                        | 26    | 27 | 28 | 29 | 30  |    |
|                           | 10    | 10 | 10 | 10 | --- |    |
| Hours Scheduled: LR EH HC |       |    |    |    |     |    |
| 170 -8 0 0                |       |    |    |    |     |    |

**OCTOBER** 21 Days/168 Hours

| S                         | M  | Tu | W  | Th | F   | S  |
|---------------------------|----|----|----|----|-----|----|
|                           |    |    |    |    |     | 1  |
| 2                         | 3  | 4  | 5  | 6  | 7   | 8  |
|                           | 10 | 10 | 10 | 10 | --- |    |
| 9                         | 10 | 11 | 12 | 13 | 14  | 15 |
|                           | 10 | 10 | 10 | 10 | --- |    |
| 16                        | 17 | 18 | 19 | 20 | 21  | 22 |
|                           | 10 | 10 | 10 | 10 | --- |    |
| 23                        | 24 | 25 | 26 | 27 | 28  | 29 |
|                           | 10 | 10 | 10 | 10 | --- |    |
| 30                        | 31 |    |    |    |     |    |
|                           | 10 |    |    |    |     |    |
| Hours Scheduled: LR EH HC |    |    |    |    |     |    |
| 170 0 +2 0                |    |    |    |    |     |    |

**NOVEMBER** 22 Days/176 Hours

| S                         | M  | Tu | W  | Th    | F    | S  |
|---------------------------|----|----|----|-------|------|----|
|                           |    | 1  | 2  | 3     | 4    | 5  |
|                           |    | 10 | 10 | 10    | ---  |    |
| 6                         | 7  | 8  | 9  | 10    | 11   | 12 |
|                           | 10 | 10 | 10 | 10    | HC-8 |    |
| 13                        | 14 | 15 | 16 | 17    | 18   | 19 |
|                           | 10 | 10 | 10 | 10    | ---  |    |
| 20                        | 21 | 22 | 23 | 24LR2 | 25   | 26 |
|                           | 10 | 10 | 10 | HOL-8 | HC-8 |    |
| 27                        | 28 | 29 | 30 |       |      |    |
|                           | 10 | 10 | 10 |       |      |    |
| Hours Scheduled: LR EH HC |    |    |    |       |      |    |
| 180 -2 +4 +16             |    |    |    |       |      |    |

**DECEMBER** 22 Days/176 Hours

| S                         | M     | Tu | W  | Th | F   | S  |
|---------------------------|-------|----|----|----|-----|----|
|                           |       |    |    | 1  | 2   | 3  |
|                           |       |    |    | 10 | --- |    |
| 4                         | 5     | 6  | 7  | 8  | 9   | 10 |
|                           | 10    | 10 | 10 | 10 | --- |    |
| 11                        | 12    | 13 | 14 | 15 | 16  | 17 |
|                           | 10    | 10 | 10 | 10 | --- |    |
| 18                        | 19    | 20 | 21 | 22 | 23  | 24 |
|                           | 10    | 10 | 10 | 10 | --- |    |
| 25                        | 26LR2 | 27 | 28 | 29 | 30  | 31 |
|                           | HOL-8 | 10 | 10 | 10 | --- |    |
| Hours Scheduled: LR EH HC |       |    |    |    |     |    |
| 170 -8 0 0                |       |    |    |    |     |    |

**LEGEND**

LR = LEAVE REQUIRED EH = EXCESS HOURS EARNED HC = HOLIDAY CREDIT EARNED

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

**JANUARY** 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<br>HOL | 18 | 19 | 20 | 21 | 22 |
| 23                        | 24        | 25 | 26 | 27 | 28 | 29 |
| 30                        | 31        |    |    |    |    |    |
| Hours Scheduled: LR EH HC |           |    |    |    |    |    |

**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                        | 21<br>HOL | 22 | 23 | 24 | 25 | 26 |
| 27                        | 28        | 1  |    |    |    |    |
|                           |           |    |    |    |    |    |
| Hours Scheduled: LR EH HC |           |    |    |    |    |    |

**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<br>HOL |    |    |
|                           |    |    |    |           |    |    |
| Hours Scheduled: LR EH HC |    |    |    |           |    |    |

**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 |
|                           |    |    |    |    |    |    |
| Hours Scheduled: LR EH HC |    |    |    |    |    |    |

**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 | 27 | 28 |
| 29                        | 30<br>HOL | 31 |    |    |    |    |
|                           |           |    |    |    |    |    |
| Hours Scheduled: LR EH HC |           |    |    |    |    |    |

**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: LR EH HC |    |    |    |    |    |    |

**JULY** 22 Days/176 Hours

| S                         | M        | Tu | W  | Th | F  | S  |
|---------------------------|----------|----|----|----|----|----|
|                           |          |    |    |    | 1  | 2  |
| 3                         | 4<br>HOL | 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: LR EH HC |          |    |    |    |    |    |

**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: LR EH HC |    |    |    |    |    |    |

**SEPTEMBER** 22 Days/176 Hours

| S                         | M        | Tu | W  | Th | F  | S  |
|---------------------------|----------|----|----|----|----|----|
|                           |          |    |    | 1  | 2  | 3  |
| 4                         | 5<br>HOL | 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: LR EH HC |          |    |    |    |    |    |

**OCTOBER** 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 |    |    |    |    |    |
| Hours Scheduled: LR EH HC |    |    |    |    |    |    |

**NOVEMBER** 22 Days/176 Hours

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

**DECEMBER** 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<br>HOL | 27 | 28 | 29 | 30 | 31 |
|                           |           |    |    |    |    |    |
| Hours Scheduled: LR EH HC |           |    |    |    |    |    |

**LEGEND** LR = LEAVE REQUIRED EH = EXCESS HOURS EARNED HC = HOLIDAY CREDIT EARNED