

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 HOL 8	3 9	4 9	5 9	6 9	7
8	9 --	10 9	11 9	12 9	13 9	14
15	16 HOL 8	17 9	18 9	19 9	20 9	21
22	23 --	24 9	25 9	26 9	27 9	28
29	30 4/4*	31 9	02/02 is split 4/4* 02/16 is split 4/4*			

Hours Scheduled: 177      LR 0    EX +1    HC 0

**FEBRUARY** 21 Days/168 Hours

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

Hours Scheduled: 169      LR 0    EX +1    HC +8

**MARCH** 22 Days/176 Hours

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

Hours Scheduled: 178      LR -1    EX +2    HC 0

**APRIL** 21 Days/168 Hours

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

Hours Scheduled: 160      LR -8    EX 0    HC 0

**MAY** 22 Days/176 Hours

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

Hours Scheduled: 178      LR 0    EX +2    HC +8

**JUNE** 22 Days/176 Hours

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

Hours Scheduled: 178      LR 0    EX +2    HC 0

**JULY** 22 Days/176 Hours

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

Hours Scheduled: 177      LR -1    EX +1    HC 0

**AUGUST** 22 Days/176 Hours

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

Hours Scheduled: 178      LR 0    EX +2    HC 0

**SEPTEMBER** 21 Days/168 Hours

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

Hours Scheduled: 169      LR 0    EX +1    HC +8

**OCTOBER** 22 Days/176 Hours

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

Hours Scheduled: 169      LR -7    EX 0    HC 0

**NOVEMBER** 22 Days/176 Hours

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

Hours Scheduled: 178      LR -3    EX +2    HC 0

**DECEMBER** 21 Days/168 Hours

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

Hours Scheduled: 169      LR 0    EX +1    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 HC 8	3 9	4 9	5 9	6 9	7
8	9 4/4*	10 9	11 9	12 9	13 9	14
15	16 HC 8	17 9	18 9	19 9	20 9	21
22	23 4/4*	24 9	25 9	26 9	27 9	28
29	30 -	31 9				

Hours Scheduled: 169      LR -7    EX 0    HC +16

**FEBRUARY** 21 Days/168 Hours

S	M	Tu	W	Th	F	S
			1 9	2 9	3 9	4
5	6 4/4*	7 9	8 9	9 9	10 9	11
12	13 -	14 9	15 9	16 9	17 9	18
19	20 HOL 8	21 9	22 9	23 9	24 9	25
26	27 -	28 9	29 9	02/20 is split 4/4*		

Hours Scheduled: 169      LR 0    EX +1    HC 0

**MARCH** 22 Days/176 Hours

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

Hours Scheduled: 178      LR -1    EX +2    HC 0

**APRIL** 21 Days/168 Hours

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

Hours Scheduled: 168      LR 0    EX 0    HC 0

**MAY** 22 Days/176 Hours

S	M	Tu	W	Th	F	S
		2 9	3 9	4 9	5 9	6
7	8 -	9 9	10 9	11 9	12 9	13
14	15 4/4*	16 9	17 9	18 9	19 9	20
21	22 -	23 9	24 9	25 9	26 9	27
28	29 HOL 8	30 9	31 9	05/29 is split 4/4*		

Hours Scheduled: 178      LR 0    EX +2    HC 0

**JUNE** 22 Days/176 Hours

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

Hours Scheduled: 178      LR 0    EX +2    HC 0

**JULY** 22 Days/176 Hours

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

Hours Scheduled: 169      LR -8    EX 0    HC 0

**AUGUST** 22 Days/176 Hours

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

Hours Scheduled: 178      LR 0    EX +2    HC 0

**SEPTEMBER** 21 Days/168 Hours

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

09/04 is split 4/4\*

Hours Scheduled: 169      LR 0    EX +1    HC 0

**OCTOBER** 22 Days/176 Hours

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

Hours Scheduled: 177      LR 0    EX +1    HC 0

**NOVEMBER** 22 Days/176 Hours

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

Hours Scheduled: 178      LR -3    EX +2    HC 0

**DECEMBER** 21 Days/168 Hours

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

Hours Scheduled: 169      LR 0    EX +1    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 LR1 HOL 8	3 4/4*	4 9	5 9	6 9	7
8	9 9	10 --	11 9	12 9	13 9	14
15	16 LR1 HOL 8	17 4/4*	18 9	19 9	20 9	21
22	23 9	24 --	25 9	26 9	27 9	28
29	30 9	31 4/4*				

Hours Scheduled: 177      LR    EX    HC  
 -2    +1    0

**FEBRUARY**

21 Days/168 Hours

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

Hours Scheduled: 169      LR    EX    HC  
 -1    +1    0

**MARCH**

22 Days/176 Hours

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

Hours Scheduled: 178      LR    EX    HC  
 -1    +2    0

**APRIL**

21 Days/168 Hours

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

Hours Scheduled: 169      LR    EX    HC  
 0    +1    0

**MAY**

22 Days/176 Hours

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

Hours Scheduled: 169      LR    EX    HC  
 -8    0    0

**JUNE**

22 Days/176 Hours

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

Hours Scheduled: 178      LR    EX    HC  
 0    +2    0

**JULY**

22 Days/176 Hours

S	M	Tu	W	Th	F	S
						1
2	3 9	4 HOL 8	5 9	6 9	7 9	8
9	10 9	11 --	12 9	13 9	14 9	15
16	17 9	18 4/4*	19 9	20 9	21 9	22
23	24 9	25 --	26 9	27 9	28 9	29
30	31 9	1 4/4*	07/04 is split 4/4*			

Hours Scheduled: 177      LR    EX    HC  
 0    +1    0

**AUGUST**

22 Days/176 Hours

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

Hours Scheduled: 178      LR    EX    HC  
 0    +2    0

**SEPTEMBER**

21 Days/168 Hours

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

Hours Scheduled: 169      LR    EX    HC  
 -1    +1    0

**OCTOBER**

22 Days/176 Hours

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

Hours Scheduled: 169      LR    EX    HC  
 -7    0    0

**NOVEMBER**

22 Days/176 Hours

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

Hours Scheduled: 178      LR    EX    HC  
 -3    +2    0

**DECEMBER**

21 Days/168 Hours

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

Hours Scheduled: 169      LR    EX    HC  
 -1    +1    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 LR1 HOL 8	3	4	5	6	7
8	9	10 4/4*	11	12	13	14
15	16 LR1 HOL 8	17	18	19	20	21
22	23	24 4/4*	25	26	27	28
29	30	31				

Hours Scheduled: 169 LR -9 EX 0 HC 0

**FEBRUARY** 21 Days/168 Hours

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

Hours Scheduled: 169 LR -1 EX +1 HC 0

**MARCH** 22 Days/176 Hours

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

Hours Scheduled: 178 LR -1 EX +2 HC 0

**APRIL** 21 Days/168 Hours

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

Hours Scheduled: 169 LR 0 EX +1 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 4/4*	17	18	19	20
21	22	23	24	25	26	27
28	29 LR1 HOL 8	30 4/4*	31			

Hours Scheduled: 177 LR -1 EX +1 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 4/4*	14	15	16	17
18	19	20	21	22	23	24
25	26	27 4/4*	28	29	30	

Hours Scheduled: 178 LR 0 EX +2 HC 0

**JULY** 22 Days/176 Hours

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

Hours Scheduled: 169 LR -7 EX 0 HC +8

**AUGUST** 22 Days/176 Hours

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

Hours Scheduled: 178 LR 0 EX +2 HC 0

**SEPTEMBER** 21 Days/168 Hours

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

Hours Scheduled: 169 LR -1 EX +1 HC 0

**OCTOBER** 22 Days/176 Hours

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

Hours Scheduled: 177 LR 0 EX +1 HC 0

**NOVEMBER** 22 Days/176 Hours

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

Hours Scheduled: 178 LR -3 EX +2 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 4/4*	13	14	15	16
17	18	19	20	21	22	23
24	25 LR1 HOL 8	26 4/4*	27	28	29	30
31						

Hours Scheduled: 169 LR -1 EX +1 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 LR1 HOL 8	3	4	5	6	7
8	9	10	11 4/4*	12	13	14
15	16 LR1 HOL 8	17	18	19	20	21
22	23	24	25 4/4*	26	27	28
29	30	31				

Hours Scheduled: 178 LR -2 EX +2 HC 0

**FEBRUARY** 21 Days/168 Hours

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

Hours Scheduled: 160 LR -9 EX 0 HC 0

**MARCH** 22 Days/176 Hours

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

Hours Scheduled: 178 LR -1 EX +2 HC 0

**APRIL** 21 Days/168 Hours

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

Hours Scheduled: 169 LR 0 EX +1 HC 0

**MAY** 22 Days/176 Hours

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

Hours Scheduled: 177 LR -1 EX +1 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 4/4*	15	16	17
18	19	20	21	22	23	24
25	26	27	28 4/4*	29	30	

Hours Scheduled: 178 LR 0 EX +2 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 4/4*	13	14	15
16	17	18	19	20	21	22
23	24	25	26 4/4*	27	28	29
30	31					

Hours Scheduled: 178 LR -1 EX +2 HC 0

**AUGUST** 22 Days/176 Hours

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

Hours Scheduled: 169 LR -7 EX 0 HC 0

**SEPTEMBER** 21 Days/168 Hours

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

Hours Scheduled: 169 LR -1 EX +1 HC 0

**OCTOBER** 22 Days/176 Hours

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

Hours Scheduled: 178 LR 0 EX +2 HC 0

**NOVEMBER** 22 Days/176 Hours

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

Hours Scheduled: 177 LR -3 EX +1 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 4/4*	14	15	16
17	18	19	20	21	22	23
24	25 LR1 HOL 8	26	27 4/4*	28	29	30
31						

Hours Scheduled: 169 LR -1 EX +1 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 LR1 HOL 8	3	4 4/4*	5	6	7
8	9	10	11	12	13	14
15	16 LR1 HOL 8	17	18 4/4*	19	20	21
22	23	24	25	26	27	28
29	30	31				

Hours Scheduled: 178      LR    EX    HC  
 -2    +2    0

**FEBRUARY**

21 Days/168 Hours

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

Hours Scheduled: 168      LR    EX    HC  
 -1    0    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 4/4*	16	17	18
19	20	21	22	23	24	25
26	27	28	29 4/4*	30	31 LR1 HOL 8	

Hours Scheduled: 178      LR    EX    HC  
 -1    +2    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 4/4*	13	14	15
16	17	18	19	20	21	22
23	24	25	26 4/4*	27	28	29
30	1					

Hours Scheduled: 169      LR    EX    HC  
 0    +1    0

**MAY**

22 Days/176 Hours

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

Hours Scheduled: 169      LR    EX    HC  
 -8    0    0

**JUNE**

22 Days/176 Hours

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

Hours Scheduled: 178      LR    EX    HC  
 0    +2    0

**JULY**

22 Days/176 Hours

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

Hours Scheduled: 178      LR    EX    HC  
 -1    +2    0

**AUGUST**

22 Days/176 Hours

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

Hours Scheduled: 177      LR    EX    HC  
 0    +1    0

**SEPTEMBER**

21 Days/168 Hours

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

Hours Scheduled: 169      LR    EX    HC  
 -1    +1    0

**OCTOBER**

22 Days/176 Hours

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

Hours Scheduled: 178      LR    EX    HC  
 0    +2    0

**NOVEMBER**

22 Days/176 Hours

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

Hours Scheduled: 169      LR    EX    HC  
 -10    0    0

**DECEMBER**

21 Days/168 Hours

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

Hours Scheduled: 169      LR    EX    HC  
 -1    +1    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 LR1 HOL 8	3	4	5	6	7
8	9	10	11	12	13	14
15	16 LR1 HOL 8	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Hours Scheduled: 178      LR    EX    HC  
 -2    +2    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 LR1 HOL 8	21	22	23	24	25
26	27	28	29	30	31	

Hours Scheduled: 169      LR    EX    HC  
 -1    +1    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 LR1 HOL 8	

Hours Scheduled: 169      LR    EX    HC  
 -8    0    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: 169      LR    EX    HC  
 0    +1    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 LR1 HOL 8	30	31			

Hours Scheduled: 178      LR    EX    HC  
 -1    +2    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: 177      LR    EX    HC  
 0    +1    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	31	1				

Hours Scheduled: 178      LR    EX    HC  
 -1    +2    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: 169      LR    EX    HC  
 -7    0    0

**SEPTEMBER**

21 Days/168 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: 169      LR    EX    HC  
 -1    +1    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: 178      LR    EX    HC  
 0    +2    0

**NOVEMBER**

22 Days/176 Hours

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

Hours Scheduled: 177      LR    EX    HC  
 -2    1    +8

**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 LR1 HOL 8	26	27	28	29	30
31						

Hours Scheduled: 169      LR    EX    HC  
 -1    +1    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 LR1 HOL 8	3 9	4 9	5 4/4*	6 9	7
8	9 9	10 9	11 9	12 --	13 9	14
15	16 LR1 HOL 8	17 9	18 9	19 4/4*	20 9	21
22	23 9	24 9	25 9	26 --	27 9	28
29	30 9	31 9				

Hours Scheduled: 178 LR -2 EX +2 HC 0

**FEBRUARY** 21 Days/168 Hours

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

Hours Scheduled: 169 LR -1 EX +1 HC 0

**MARCH** 22 Days/176 Hours

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

Hours Scheduled: 177 LR -1 EX +1 HC 0

**APRIL** 21 Days/168 Hours

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

Hours Scheduled: 169 LR 0 EX +1 HC 0

**MAY** 22 Days/176 Hours

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

Hours Scheduled: 178 LR -1 EX +2 HC 0

**JUNE** 22 Days/176 Hours

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

Hours Scheduled: 169 LR -7 EX 0 HC 0

**JULY** 22 Days/176 Hours

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

Hours Scheduled: 178 LR -1 EX +2 HC 0

**AUGUST** 22 Days/176 Hours

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

Hours Scheduled: 177 LR 0 EX +1 HC 0

**SEPTEMBER** 21 Days/168 Hours

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

Hours Scheduled: 169 LR -1 EX +1 HC 0

**OCTOBER** 22 Days/176 Hours

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

Hours Scheduled: 178 LR 0 EX +2 HC 0

**NOVEMBER** 22 Days/176 Hours

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

Hours Scheduled: 169 LR -9 EX 0 HC 0

**DECEMBER** 21 Days/168 Hours

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

Hours Scheduled: 169 LR -1 EX +1 HC 0

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

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

Hours Scheduled: 178      LR    EX    HC  
 -2    +2    0

**FEBRUARY**

21 Days/168 Hours

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

Hours Scheduled: 169      LR    EX    HC  
 -1    +1    0

**MARCH**

22 Days/176 Hours

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

Hours Scheduled: 169      LR    EX    HC  
 -7    0    +8

**APRIL**

21 Days/168 Hours

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

Hours Scheduled: 169      LR    EX    HC  
 0    +1    0

**MAY**

22 Days/176 Hours

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

Hours Scheduled: 178      LR    EX    HC  
 -1    +2    0

**JUNE**

22 Days/176 Hours

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

Hours Scheduled: 177      LR    EX    HC  
 0    +1    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 4/4*	15
16	17	18	19	20	21	22
23	24	25	26	27	28 4/4*	29
30	31	1				

Hours Scheduled: 178      LR    EX    HC  
 -1    +2    0

**AUGUST**

22 Days/176 Hours

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

Hours Scheduled: 178      LR    EX    HC  
 0    +2    0

**SEPTEMBER**

21 Days/168 Hours

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

Hours Scheduled: 160      LR    EX    HC  
 -9    0    0

**OCTOBER**

22 Days/176 Hours

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

Hours Scheduled: 178      LR    EX    HC  
 0    +2    0

**NOVEMBER**

22 Days/176 Hours

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

Hours Scheduled: 178      LR    EX    HC  
 -1    +2    +16

**DECEMBER**

21 Days/168 Hours

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

Hours Scheduled: 168      LR    EX    HC  
 -1    0    0

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

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

Hours Scheduled: 178      LR    EX    HC  
 -2    +2    0

**FEBRUARY** 21 Days/168 Hours

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

Hours Scheduled: 169      LR    EX    HC  
 -1    +1    0

**MARCH** 22 Days/176 Hours

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

03/31 is split 4/4\*

Hours Scheduled: 177      LR    EX    HC  
 0    +1    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 4/4*	15
16	17	18	19	20	21	22
23	24	25	26	27	28 4/4*	29
30	1					

Hours Scheduled: 169      LR    EX    HC  
 0    +1    0

**MAY** 22 Days/176 Hours

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

Hours Scheduled: 178      LR    EX    HC  
 -1    +2    0

**JUNE** 22 Days/176 Hours

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

Hours Scheduled: 169      LR    EX    HC  
 -7    0    0

**JULY** 22 Days/176 Hours

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

Hours Scheduled: 178      LR    EX    HC  
 -1    +2    0

**AUGUST** 22 Days/176 Hours

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

Hours Scheduled: 178      LR    EX    HC  
 0    +2    0

**SEPTEMBER** 21 Days/168 Hours

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

Hours Scheduled: 168      LR    EX    HC  
 -1    0    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 4/4*	14
15	16	17	18	19	20	21
22	23	24	25	26	27 4/4*	28
29	30	31				

Hours Scheduled: 178      LR    EX    HC  
 0    +2    0

**NOVEMBER** 22 Days/176 Hours

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

Hours Scheduled: 178      LR    EX    HC  
 -1    +2    0

**DECEMBER** 21 Days/168 Hours

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

Hours Scheduled: 160      LR    EX    HC  
 -9    0    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