

[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  | 3  | 4  | 5  | 6  |
|    | HC 8 | 10 | 10 | 10 | 10 |    |
| 7  | 8    | 9  | 10 | 11 | 12 | 13 |
|    | ---  | 10 | 10 | 10 | 10 |    |
| 14 | 15   | 16 | 17 | 18 | 19 | 20 |
|    | HC 8 | 10 | 10 | 10 | 10 |    |
| 21 | 22   | 23 | 24 | 25 | 26 | 27 |
|    | ---  | 10 | 10 | 10 | 10 |    |
| 28 | 29   | 30 |    |    |    |    |
|    | ---  | 10 |    |    |    |    |

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

**FEBRUARY** 22 Days/176 Hours

| S  | M    | Tu | W  | Th | F  | S  |
|----|------|----|----|----|----|----|
|    |      |    | 31 | 1  | 2  | 3  |
|    |      |    | 10 | 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 |
|    | HC 8 | 10 | 10 | 10 | 10 |    |
| 25 | 26   | 27 | 28 | 29 |    |    |
|    | ---  | 10 | 10 | 10 |    |    |

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

**MARCH** 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 |    |
| 31 |     |    |    |    |    |    |

Hours Scheduled: 170 LR 0 EH +2 HC 0

**APRIL** 22 Days/176 Hours

| S  | M    | Tu | W  | Th | F  | S  |
|----|------|----|----|----|----|----|
|    | 1    | 2  | 3  | 4  | 5  | 6  |
|    | HC 8 | 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 |    |    |    |    |
|    | ---  | 10 |    |    |    |    |

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

**MAY** 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 |    |    |
|    | HC 8 | 10 | 10 | 10 |    |    |

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

**JUNE** 21 Days/168 Hours

| S  | M   | Tu | W  | Th | F  | S  |
|----|-----|----|----|----|----|----|
|    |     |    |    |    | 31 | 1  |
|    |     |    |    |    | 10 |    |
| 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 |     |    |    |    |    |    |

Hours Scheduled: 170 LR 0 EH +2 HC 0

**JULY** 22 Days/176 Hours

| S  | M   | Tu | W  | Th    | F  | S  |
|----|-----|----|----|-------|----|----|
|    |     |    |    |       |    |    |
|    | 1   | 2  | 3  | 4 LR2 | 5  | 6  |
|    | --- | 10 | 10 | HOL-8 | 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 |    |       |    |    |
|    | --- | 10 |    |       |    |    |

Hours Scheduled: 170 LR -8 EH 0 HC 0

**AUGUST** 22 Days/176 Hours

| S  | M   | Tu | W  | Th | F  | S  |
|----|-----|----|----|----|----|----|
|    |     |    | 31 | 1  | 2  | 3  |
|    |     |    | 10 | 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 |    |    |
|    | --- | 10 | 10 | 10 |    |    |

Hours Scheduled: 180 LR 0 EH +4 HC 0

**SEPTEMBER** 22 Days/176 Hours

| S  | M    | Tu | W  | Th | F  | S  |
|----|------|----|----|----|----|----|
|    |      |    |    |    | 30 | 31 |
|    |      |    |    |    | 10 |    |
| 1  | 2    | 3  | 4  | 5  | 6  | 7  |
|    | HC 8 | 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   |    |    |    |    |    |
|    | ---  |    |    |    |    |    |

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

**OCTOBER** 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 | 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 |    |    |    |
|    | --- | 10 | 10 |    |    |    |

Hours Scheduled: 180 LR 0 EH +4 HC 0

**NOVEMBER** 22 Days/176 Hours

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

Hours Scheduled: 180 LR -4 EH +4 HC +8

**DECEMBER** 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    | 11     | 12 |
|    | --- | 10 | 10 | 10    | 10     |    |
| 13 | 14  | 15 | 16 | 17    | 18     | 19 |
|    | --- | 10 | 10 | 10    | 10     |    |
| 20 | 21  | 22 | 23 | 24    | 25 LR2 | 26 |
|    | --- | 10 | 10 | HOL-8 | 10     |    |
| 27 | 28  | 29 | 30 |       |        |    |
|    | --- | 10 | 10 |       |        |    |

Hours Scheduled: 170 LR -8 EH 0 HC 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** 22 Days/176 Hours

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

Hours Scheduled: 170 LR -10 EH 0 HC 0

**FEBRUARY** 22 Days/176 Hours

| S  | M               | Tu  | W  | Th | F  | S  |
|----|-----------------|-----|----|----|----|----|
|    |                 |     | 31 | 1  | 2  | 3  |
|    |                 |     | 10 | 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 LR2<br>HOL-8 | 20  | 21 | 22 | 23 | 24 |
|    | 10              | --- | 10 | 10 | 10 |    |
| 25 | 26              | 27  | 28 | 29 |    |    |
|    | 10              | --- | 10 | 10 |    |    |

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

**MARCH** 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 |    |
| 31 |    |     |    |    |    |    |

Hours Scheduled: 170 LR 0 EH +2 HC 0

**APRIL** 22 Days/176 Hours

| S  | M              | Tu  | W  | Th | F  | S  |
|----|----------------|-----|----|----|----|----|
|    | 1 LR2<br>HOL-8 | 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  |    |    |    |    |
|    | 10             | --- |    |    |    |    |

Hours Scheduled: 170 LR -8 EH 0 HC 0

**MAY** 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 LR2<br>HOL-8 | 28  | 29 | 30 |    |    |
|    | 10              | --- | 10 | 10 |    |    |

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

**JUNE** 21 Days/168 Hours

| S  | M  | Tu  | W  | Th | F  | S  |
|----|----|-----|----|----|----|----|
|    |    |     |    |    | 31 | 1  |
|    |    |     |    |    | 10 |    |
| 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 |    |     |    |    |    |    |

Hours Scheduled: 170 LR 0 EH +2 HC 0

**JULY** 22 Days/176 Hours

| S  | M  | Tu  | W  | Th             | F  | S  |
|----|----|-----|----|----------------|----|----|
|    |    |     |    |                |    |    |
|    | 1  | 2   | 3  | 4 LR2<br>HOL-8 | 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  |    |                |    |    |
|    | 10 | --- |    |                |    |    |

Hours Scheduled: 170 LR -8 EH 0 HC 0

**AUGUST** 22 Days/176 Hours

| S  | M  | Tu  | W  | Th | F  | S  |
|----|----|-----|----|----|----|----|
|    |    |     | 31 | 1  | 2  | 3  |
|    |    |     | 10 | 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 |    |    |
|    | 10 | --- | 10 | 10 |    |    |

Hours Scheduled: 180 LR 0 EH +4 HC 0

**SEPTEMBER** 22 Days/176 Hours

| S  | M              | Tu  | W  | Th | F  | S  |
|----|----------------|-----|----|----|----|----|
|    |                |     |    |    | 30 | 31 |
|    |                |     |    |    | 10 |    |
| 1  | 2 LR2<br>HOL-8 | 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             |     |    |    |    |    |
|    | 10             | --- |    |    |    |    |

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

**OCTOBER** 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 |    |
| 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 |    |    |    |
|    | 10 | --- | 10 |    |    |    |

Hours Scheduled: 170 LR -6 EH 0 HC 0

**NOVEMBER** 22 Days/176 Hours

| S  | M               | Tu  | W  | Th              | F               | S  |
|----|-----------------|-----|----|-----------------|-----------------|----|
|    |                 |     |    | 31              | 1               | 2  |
|    |                 |     |    | 10              | 10              |    |
| 3  | 4               | 5   | 6  | 7               | 8               | 9  |
|    | 10              | --- | 10 | 10              | 10              |    |
| 10 | 11 LR2<br>HOL-8 | 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 LR2<br>HOL-8 | 29 LR2<br>HOL-8 | 30 |
|    | 10              | --- | 10 | 10              | 10              |    |

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

**DECEMBER** 22 Days/176 Hours

| S  | M  | Tu  | W               | Th | F  | S  |
|----|----|-----|-----------------|----|----|----|
|    |    |     |                 |    |    |    |
|    |    | 1   | 2               | 3  | 4  | 5  |
|    |    | --- | 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 LR2<br>HOL-8 | 26 | 27 | 28 |
|    | 10 | --- | 10              | 10 | 10 |    |
| 29 | 30 | 31  |                 |    |    |    |
|    | 10 | --- |                 |    |    |    |

Hours Scheduled: 170 LR -8 EH 0 HC 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 2024**

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

**FEBRUARY** 22 Days/176 Hours

| S                | M               | Tu | W   | Th  | F  | S  |
|------------------|-----------------|----|-----|-----|----|----|
|                  |                 |    | 31  | 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 LR2<br>HOL-8 | 20 | 21  | 22  | 23 | 24 |
| 25               | 26              | 27 | 28  | 29  |    |    |
|                  | 10              | 10 | --- | 10  |    |    |
| Hours Scheduled: |                 |    |     | LR  | EH | HC |
|                  |                 |    |     | 170 | -8 | 0  |
|                  |                 |    |     |     | 0  | 0  |

**MARCH** 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 |    |
| 31               |    |    |     |     |    |    |
| Hours Scheduled: |    |    |     | LR  | EH | HC |
|                  |    |    |     | 170 | 0  | +2 |
|                  |    |    |     |     | 0  | 0  |

**APRIL** 22 Days/176 Hours

| S                | M              | Tu | W   | Th  | F  | S  |
|------------------|----------------|----|-----|-----|----|----|
|                  | 1 LR2<br>HOL-8 | 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 |     |     |    |    |
|                  | 10             | 10 |     |     |    |    |
| Hours Scheduled: |                |    |     | LR  | EH | HC |
|                  |                |    |     | 180 | -2 | +4 |
|                  |                |    |     |     | 0  | 0  |

**MAY** 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 LR2<br>HOL-8 | 28  | 29  | 30  |    |    |
|                  | 10              | --- | 10  |     |    |    |
| Hours Scheduled: |                 |     |     | LR  | EH | HC |
|                  |                 |     |     | 170 | -8 | 0  |
|                  |                 |     |     |     | 0  | 0  |

**JUNE** 21 Days/168 Hours

| S                | M  | Tu | W   | Th  | F  | S  |
|------------------|----|----|-----|-----|----|----|
|                  |    |    |     |     | 31 | 1  |
|                  |    |    |     |     | 10 |    |
| 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               |    |    |     |     |    |    |
| Hours Scheduled: |    |    |     | LR  | EH | HC |
|                  |    |    |     | 170 | 0  | +2 |
|                  |    |    |     |     | 0  | 0  |

**JULY** 22 Days/176 Hours

| S                | M  | Tu | W   | Th             | F  | S  |
|------------------|----|----|-----|----------------|----|----|
|                  |    |    |     |                |    |    |
|                  | 1  | 2  | 3   | 4 LR2<br>HOL-8 | 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 |     |                |    |    |
|                  | 10 | 10 |     |                |    |    |
| Hours Scheduled: |    |    |     | LR             | EH | HC |
|                  |    |    |     | 180            | -2 | +4 |
|                  |    |    |     |                | 0  | 0  |

**AUGUST** 22 Days/176 Hours

| S                | M  | Tu | W   | Th  | F  | S  |
|------------------|----|----|-----|-----|----|----|
|                  |    |    | 31  | 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  |    |    |
|                  | 10 | 10 | --- | 10  |    |    |
| Hours Scheduled: |    |    |     | LR  | EH | HC |
|                  |    |    |     | 170 | -6 | 0  |
|                  |    |    |     |     | 0  | 0  |

**SEPTEMBER** 22 Days/176 Hours

| S                | M              | Tu | W   | Th  | F  | S  |
|------------------|----------------|----|-----|-----|----|----|
|                  |                |    |     |     | 30 | 31 |
|                  |                |    |     |     | 10 |    |
| 1                | 2 LR2<br>HOL-8 | 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             |    |     |     |    |    |
|                  | 10             |    |     |     |    |    |
| Hours Scheduled: |                |    |     | LR  | EH | HC |
|                  |                |    |     | 180 | -2 | +4 |
|                  |                |    |     |     | 0  | 0  |

**OCTOBER** 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 |    |
| 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  |     |    |    |
|                  | 10 | 10 | --- |     |    |    |
| Hours Scheduled: |    |    |     | LR  | EH | HC |
|                  |    |    |     | 170 | -6 | 0  |
|                  |    |    |     |     | 0  | 0  |

**NOVEMBER** 22 Days/176 Hours

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

**DECEMBER** 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 | HC 8 | 10  | 10 |    |
| 29               | 30 | 31 |      |     |    |    |
|                  | 10 | 10 |      |     |    |    |
| Hours Scheduled: |    |    |      | LR  | EH | HC |
|                  |    |    |      | 180 | 0  | +4 |
|                  |    |    |      |     | 0  | +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** 22 Days/176 Hours

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

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

**FEBRUARY** 22 Days/176 Hours

| S  | M               | Tu | W   | Th  | F  | S  |
|----|-----------------|----|-----|-----|----|----|
|    |                 |    | 31  | 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 LR2<br>HOL-8 | 20 | 21  | 22  | 23 | 24 |
|    | 10              | 10 | --- | 10  |    |    |
| 25 | 26              | 27 | 28  | 29  |    |    |
|    | 10              | 10 | 10  | --- |    |    |

Hours Scheduled: 170 LR -8 EH 0 HC 0

**MARCH** 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 |    |
| 31 |    |    |    |     |    |    |

Hours Scheduled: 170 LR 0 EH +2 HC 0

**APRIL** 22 Days/176 Hours

| S  | M              | Tu | W   | Th  | F  | S  |
|----|----------------|----|-----|-----|----|----|
|    | 1 LR2<br>HOL-8 | 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 |     |     |    |    |
|    | 10             | 10 |     |     |    |    |

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

**MAY** 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 LR2<br>HOL-8 | 28 | 29  | 30  |    |    |
|    | 10              | 10 | --- |     |    |    |

Hours Scheduled: 170 LR -8 EH 0 HC 0

**JUNE** 21 Days/168 Hours

| S  | M  | Tu | W  | Th  | F  | S  |
|----|----|----|----|-----|----|----|
|    |    |    |    |     | 31 | 1  |
|    |    |    |    |     | 10 |    |
| 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 |    |    |    |     |    |    |

Hours Scheduled: 170 LR 0 EH +2 HC 0

**JULY** 22 Days/176 Hours

| S  | M  | Tu | W  | Th   | F  | S  |
|----|----|----|----|------|----|----|
|    |    |    |    |      |    |    |
|    | 1  | 2  | 3  | 4    | 5  | 6  |
|    | 10 | 10 | 10 | HC 8 | 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 |    |      |    |    |
|    | 10 | 10 |    |      |    |    |

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

**AUGUST** 22 Days/176 Hours

| S  | M  | Tu | W  | Th  | F  | S  |
|----|----|----|----|-----|----|----|
|    |    |    | 31 | 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  |    |    |
|    | 10 | 10 | 10 | --- |    |    |

Hours Scheduled: 170 LR -6 EH 0 HC 0

**SEPTEMBER** 22 Days/176 Hours

| S  | M              | Tu | W  | Th  | F  | S  |
|----|----------------|----|----|-----|----|----|
|    |                |    |    |     | 30 | 31 |
|    |                |    |    |     | 10 |    |
| 1  | 2 LR2<br>HOL-8 | 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             |    |    |     |    |    |
|    | 10             |    |    |     |    |    |

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

**OCTOBER** 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 |    |
| 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 |     |    |    |
|    | 10 | 10 | 10 |     |    |    |

Hours Scheduled: 180 LR 0 EH +4 HC 0

**NOVEMBER** 22 Days/176 Hours

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

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

**DECEMBER** 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 LR2<br>HOL-8 | 26  | 27 | 28 |
|    | 10 | 10 | ---             | 10  |    |    |
| 29 | 30 | 31 |                 |     |    |    |
|    | 10 | 10 |                 |     |    |    |

Hours Scheduled: 180 LR -2 EH +4 HC 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  
FRIDAYS OFF SCHEDULE 2024**

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

**FEBRUARY** 22 Days/176 Hours

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

**MARCH** 21 Days/168 Hours

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

**APRIL** 22 Days/176 Hours

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

**MAY** 22 Days/176 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              | 21 | 22  | 23 | 24  | 25 |
| 26               | 27 LR2<br>HOL-8 | 28 | 29  | 30 |     |    |
|                  | 10              | 10 | 10  | 10 |     |    |
| Hours Scheduled: |                 |    | LR  | EH | HC  |    |
|                  |                 |    | 180 | -2 | +4  | 0  |

**JUNE** 21 Days/168 Hours

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

**JULY** 22 Days/176 Hours

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

**AUGUST** 22 Days/176 Hours

| S                | M  | Tu | W   | Th | F   | S  |
|------------------|----|----|-----|----|-----|----|
|                  |    |    | 31  | 1  | 2   | 3  |
|                  |    |    | 10  | 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 |     |    |
|                  | 10 | 10 | 10  | 10 |     |    |
| Hours Scheduled: |    |    | LR  | EH | HC  |    |
|                  |    |    | 180 | 0  | +4  | 0  |

**SEPTEMBER** 22 Days/176 Hours

| S                | M              | Tu | W   | Th | F   | S  |
|------------------|----------------|----|-----|----|-----|----|
|                  |                |    |     |    | 30  | 31 |
|                  |                |    |     |    | --- |    |
| 1                | 2 LR2<br>HOL-8 | 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             |    |     |    |     |    |
|                  | 10             |    |     |    |     |    |
| Hours Scheduled: |                |    | LR  | EH | HC  |    |
|                  |                |    | 170 | -8 | 0   | 0  |

**OCTOBER** 22 Days/176 Hours

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

**NOVEMBER** 22 Days/176 Hours

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

**DECEMBER** 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 LR2<br>HOL-8 | 26 | 27  | 28 |
|                  | 10 | 10 | 10              | 10 | --- |    |
| 29               | 30 | 31 |                 |    |     |    |
|                  | 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** 22 Days/176 Hours

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

Hours Scheduled: LR EH HC

**FEBRUARY** 22 Days/176 Hours

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

Hours Scheduled: LR EH HC

**MARCH** 21 Days/168 Hours

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

Hours Scheduled: LR EH HC

**APRIL** 22 Days/176 Hours

| S  | M   | Tu | W  | Th | F  | S  |
|----|-----|----|----|----|----|----|
|    | 1   | 2  | 3  | 4  | 5  | 6  |
|    | HOL |    |    |    |    |    |
| 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 |    |    |
|    | HOL |    |    |    |    |    |

Hours Scheduled: LR EH HC

**JUNE** 21 Days/168 Hours

| S  | M  | Tu | W  | Th | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    |    | 31 | 1  |
|    |    |    |    |    |    |    |
| 2  | 3  | 4  | 5  | 6  | 7  | 8  |
|    |    |    |    |    |    |    |
| 9  | 10 | 11 | 12 | 13 | 14 | 15 |
|    |    |    |    |    |    |    |
| 16 | 17 | 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   | 5  | 6  |
|    |    |    |    | HOL |    |    |
| 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

**AUGUST** 22 Days/176 Hours

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

Hours Scheduled: LR EH HC

**SEPTEMBER** 22 Days/176 Hours

| S  | M   | Tu | W  | Th | F  | S  |
|----|-----|----|----|----|----|----|
|    |     |    |    |    | 30 | 31 |
|    |     |    |    |    |    |    |
| 1  | 2   | 3  | 4  | 5  | 6  | 7  |
|    | HOL |    |    |    |    |    |
| 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** 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

**NOVEMBER** 22 Days/176 Hours

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

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 | 27 | 28 |
|    |    |    | HOL |    |    |    |
| 29 | 30 | 31 |     |    |    |    |

Hours Scheduled: LR EH HC

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