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| HUMAN RESOURCES MEMORANDUM 26-007 | |
| SUBJECT: Alternate Work Week Schedule (AWWS) | DATE ISSUED: 3/2/26 |
| TO: All Department of General Services Employees | REFERENCE: CalHR Manual 1503 Personnel Operations Manual - AWWS |
| | SUPERCEDES: HR Memo 98-022 |

PLEASE ENSURE THIS INFORMATION IS SHARED WITH YOUR EMPLOYEES

Purpose

The purpose of this Human Resources Memorandum is to advise Department of General Services (DGS) employees that submission of their Alternate Work Week Schedule (AWWS) agreements must be renewed at the beginning of each calendar year.

Enrollment Considerations

It is the policy of DGS to permit AWWS for full time employees when it is in the best interest to the State. When operational needs are not compromised, the 4/40 or 9/80 AWWS may be considered. Participation in AWWS is voluntary and subject to the manager/supervisor approval.

To participate and remain eligible for the AWWS program, an employee must maintain a sufficient cumulative balance of vacation/annual leave, compensating time off, and excess hours to cover any excess hour deficit in a given month.

The AWWS may be terminated at any time by the Office Human Resources for failure to maintain acceptable leave balances. The AWWS must always be effective at the beginning of the pay period.

Process

Employees will complete the [Alternate Work Week Schedule Agreement \(OHR 64\)](#) and [Calendar for Alternate Work Week Schedule \(Calendar\)](#). The OHR 64 and Calendar will be provided to the employees' manager/supervisor for review and approval/signature, and the office chief for signature.

Managers/supervisors should evaluate the feasibility of their employee(s) continuing the AWWS before the renewal of the agreement(s). Approval of AWWS requests is based on the operational or business needs of the office. More information about AWWS can be found [here for Work Week Group 2](#) and [here for Work Week Group E/SE](#).

Attendance Clerk

- If AWWs request is approved, the manager/supervisor and employee must sign the DGS OHR 64 and provide a copy to the office's attendance clerk. The manager/supervisor and employee should retain a copy of the request and calendar.
- If AWWs request is disapproved, the manager/supervisor **shall** notify the employee in writing of the reasons for the denial.
 - The office's attendance clerk will submit a copy of the AWWs request and calendar to the Personnel Transactions Unit to be filed in the employee's Official Personnel Folder.

Please forward your approved [OHR 64](#) and [Calendar](#) to DGSHumanResources@dgs.ca.gov by April 3, 2026.

If you do not submit an approved AWWs Agreement for 2026, we will consider your AWWs schedule canceled effective April 3, 2026.

Resources

- [OHR 64 Alternate Work Week Schedule Agreement](#)
- [Calendar](#)
- [Personnel Operations Manual](#)
- [Project Accounting & Leave \(PAL\) User Guide](#)
- [CalHR Manual 1503](#)

Questions

If employees have questions not addressed in this memorandum, employees are encouraged to contact their attendance clerk.

Rachel Grant Kiley, Acting Deputy Director,
Administration Division