

Alternative Work Schedule Examples

**9 Hour/4 Day Alternate Fridays Off With a 30 Minute Lunch Period:
(Workweek starts at noon on Friday)**

Workweek	Day	Begin Time	End Time	Hours Worked	Total Hrs Worked
#1	Friday (on)	12:00	4:00	4 hours	
	Monday	7:30	5:00	9 hours	
	Tuesday	7:30	5:00	9 hours	
	Wednesday	7:30	5:00	9 hours	
	Thursday	7:30	5:00	9 hours	
	Friday (off)			0 hours	40 hours
#2	Friday (off)			0 hours	
	Monday	7:30	5:00	9 hours	
	Tuesday	7:30	5:00	9 hours	
	Wednesday	7:30	5:00	9 hours	
	Thursday	7:30	5:00	9 hours	
	Friday (on)	7:30	11:30	4 hours	40 hours
#3	Friday (on)	12:00	4:00	4 hours	
	Monday	7:30	5:00	9 hours	
	Tuesday	7:30	5:00	9 hours	
	Wednesday	7:30	5:00	9 hours	
	Thursday	7:30	5:00	9 hours	
	Friday (off)			0 hours	40 hours
#4	Friday (off)			0 hours	
	Monday	7:30	5:00	9 hours	
	Tuesday	7:30	5:00	9 hours	
	Wednesday	7:30	5:00	9 hours	
	Thursday	7:30	5:00	9 hours	
	Friday (on)	7:30	11:30	4 hours	40 hours

SAMPLE CALENDAR: 9 HOUR/4 DAY SCHEDULE, ALTERNATE FRIDAYS OFF
May 2000

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
REGULAR SCHEDULE	WORK 8 HOURS					
14	15	16	17	18	19	20
BEGIN ALTERNATE SCHEDULE	WORK 9 HOURS	WORK 9 HOURS	WORK 9 HOURS	WORK 9 HOURS	OFF ALL DAY <i>(But must take 4 hours of Annual or Personal Leave or Compensatory time in order to have 40 hours in pay status for this work week)</i>	
21	22	23	24	25	26	27
	WORK 9 HOURS	WORK 9 HOURS	WORK 9 HOURS	WORK 9 HOURS	WORK 8 HOURS <i>(4 Hours are counted in each workweek)</i>	
28	29	30	31	JUNE 1	JUNE 2	
	WORK 9 HOURS	WORK 9 HOURS	WORK 9 HOURS	WORK 9 HOURS	OFF	

**9 Hour/4 Day, Alternate Mondays Off with a 30 Minute Lunch Period:
(Workweek starts at noon on Monday)**

Workweek	Day	Begin Time	End Time	Hours Worked	Total Hrs Worked
#1	Monday (off)			0 hours	
	Tuesday	7:30	5:00	9 hours	
	Wednesday	7:30	5:00	9 hours	
	Thursday	7:30	5:00	9 hours	
	Friday	7:30	5:00	9 hours	
	Monday (on)	7:30	11:30	4 hours	40 hours
#2	Monday (on)	12:00	4:00	4 hours	
	Tuesday	7:30	5:00	9 hours	
	Wednesday	7:30	5:00	9 hours	
	Thursday	7:30	5:00	9 hours	
	Friday	7:30	5:00	9 hours	
	Monday (off)			0 hours	40 hours
#3	Monday (off)			0 hours	
	Tuesday	7:30	5:00	9 hours	
	Wednesday	7:30	5:00	9 hours	
	Thursday	7:30	5:00	9 hours	
	Friday	7:30	5:00	9 hours	
	Monday (on)	7:30	11:30	4 hours	40 hours
#4	Monday (on)	12:00	4:00	4 hours	
	Tuesday	7:30	5:00	9 hours	
	Wednesday	7:30	5:00	9 hours	
	Thursday	7:30	5:00	9 hours	
	Friday	7:30	5:00	9 hours	
	Monday (off)	7:30	11:30	0 hours	40 hours

SAMPLE CALENDAR: 9 HOUR/4 DAY SCHEDULE, ALTERNATE MONDAYS OFF
May 2000

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
REGULAR SCHEDULE	WORK 8 HOURS	WORK 8 HOURS	WORK 8 HOURS	WORK 8 HOURS	WORK 8 HOURS	
14	15	16	17	18	19	20
BEGIN ALTERNATE SCHEDULE	OFF ALL DAY <i>(But must take 4 hours of Annual or Personal Leave or Compensatory time in order to have 40 hours in pay status for this work week)</i>	WORK 9 HOURS	WORK 9 HOURS	WORK 9 HOURS	WORK 9 HOURS	
21	22	23	24	25	26	27
	WORK 8 HOURS <i>(4 Hours are counted in each workweek)</i>	WORK 9 HOURS	WORK 9 HOURS	WORK 9 HOURS	WORK 9 HOURS	
28	29	30	31	JUNE 1	JUNE 2	
	OFF	WORK 9 HOURS	WORK 9 HOURS	WORK 9 HOURS	WORK 9 HOURS	