

The sample schedule charts below are designed to demonstrate how different schedule options are impacted by holiday and annual leave. The 4-10 and 9-80 schedules require supplemental annual leave for holidays and admin days to maintain parity with the other scheduling options. For the purposes of the 4-10 and 9-80 schedules, if the scheduled day off is a holiday, generally the next day is taken off.

For exempt employees, these examples are not meant to imply that you should count your hours worked, or that you may not work more than 40 hours per week. These schedules should be treated just like your previous five-day Monday through Friday schedule, where you are expected to be available during scheduled working hours during the days you are scheduled to work, unless you are taking leave.

ANNUAL LEAVE USAGE COMPARISON

Labor Day Holiday (H) Week - Annual Leave Hours for Entire Week Off w/ Supplemental Annual Leave						
4-10 Schedule Annual Leave	Monday	Tuesday (H)	Wednesday	Thursday	Friday	Total Annual Leave Hours Used 32
	0	2	10	10	10	
5-8 Schedule Annual Leave	Monday (H)	Tuesday	Wednesday	Thursday	Friday	Total Annual Leave Hours Used 32
	0	8	8	8	8	
9-80 Schedule (Mon. Flex) Annual Leave	Monday (H)	Tuesday (F)	Wednesday	Thursday	Friday	Total Annual Leave Hours Used 28
	1	0	9	9	9	
9-80 Schedule (Mon. Non-Flex) Annual Leave	Monday (H)	Tuesday	Wednesday	Thursday	Friday	Total Annual Leave Hours Used 36
	0	9	9	9	9	

Labor Day Holiday (H) Week - Annual Leave Hours for Entire Week Off + Admin Day (A) w/ Supplemental Annual Leave						
4-10 Schedule Annual Leave	Monday	Tuesday (H)	Wednesday (A)	Thursday	Friday	Total Annual Leave Hours Used 24
	0	2	2	10	10	

5-8 Schedule Annual Leave	Monday (H)	Tuesday (A)	Wednesday	Thursday	Friday	Total Annual Leave Hours Used 24
	0	0	8	8	8	
9-80 Schedule (Mon. Flex) Annual Leave	Monday (H)	Tuesday (F)	Wednesday (A)	Thursday	Friday	Total Annual Leave Hours Used 20
	1	0	1	9	9	
9-80 Schedule (Mon. Non-Flex) Annual Leave	Monday (H)	Tuesday (A)	Wednesday	Thursday	Friday	Total Annual Leave Hours Used 28
	0	1	9	9	9	

Christmas Holiday (H) Week- Annual Leave Hours for Entire Week Off w/ Supplemental Annual Leave						
4-10 Schedule Annual Leave	Monday	Tuesday	Wednesday	Thursday (H)	Friday (H)	Total Annual Leave Hours Used 24
	0	10	10	2	2	
5-8 Schedule Annual Leave	Monday	Tuesday	Wednesday	Thursday (H)	Friday (H)	Total Annual Leave Hours Used 24
	8	8	8	0	0	
9-80 Schedule (Mon. Flex) Annual Leave	Monday	Tuesday	Wednesday	Thursday (H)	Friday (H)	Total Annual Leave Hours Used 20
	0	9	9	1	1	
9-80 Schedule (Mon. Non-Flex) Annual Leave	Monday	Tuesday	Wednesday	Thursday (H)	Friday (H)	Total Annual Leave Hours Used 28
	8	9	9	1	1	