Alternate Workweek and Leave: (Alternate Workweek General Overview)
♦ An alternate workweek is any schedule other than 5 days a week at the job appointment %, Monday through Friday.
♦ An alternate workweek should equal the number of hours required for your job appointment %.
♦ When leave is taken on an alternate work day, it must be for the number of hours scheduled to work.
♦ HR system automatically pays for Regular and Holiday hours. It does not recognize alternate work schedules so care should be given to insure all appointment % hours are accounted for each week.

Workweek:
Western’s workweek is 12:01 a.m. Monday through Sunday midnight. Any change to this schedule must be approved by Human Resources.

Holiday information:
♦ Full-time employees will receive 8 hours of pay for a holiday.
♦ Part-time employees will receive holiday pay on a prorated basis based upon their appointment %.

If a holiday falls on a regularly scheduled day of work:
♦ Report leave for alternate work hours that are above normal appointment % for that day.
♦ Report either paid Leave (VAC, COMP, PER,) or unpaid Leave (LNN) on the holiday.

If a holiday falls on a normally scheduled day off, Holiday Comp hours are earned to take off another day.
♦ Report Holiday Comp Earned (HCP) hours on the holiday for appt % only.
♦ Report Holiday Comp Taken (HCT) when time off is taken.

Hours worked on a holiday qualify for time and a half - either paid or as compensatory time earned.
♦ To be paid for hours worked on a holiday, report Holiday Premium Paid (HPP).
♦ To earn comp time for hours worked on a holiday:
  Report Comp Time Overtime (CTO) if holiday on usual work day.
  Report Holiday Comp Worked (HCW) if holiday on usual day off.

Cyclic Leave / Alternate Workweek Information:
Cyclic leave is calculated based on the number of hours of the appointment %.
Example: 22 days is required for each month of cyclic leave for a regular work schedule.
♦ An alternate work schedule is based on hours to arrive at the correct time to take off.
Example: 11 month appointment = 22 days off.
50% appointment = 4 hours/day x 22 days = 88 hours cyclic off needed per fiscal year

Your personal alternate workweek:

<table>
<thead>
<tr>
<th>Employee Name: __________________________</th>
<th>Date: ________________</th>
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<tbody>
<tr>
<td>Employee ID # W _________________________</td>
<td>Department: __________</td>
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<tr>
<td>Enter your job appointment %: __________</td>
<td>% ____________________</td>
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<tr>
<td>Multiply by 40 x ________________________</td>
<td>40 ____________________</td>
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<tr>
<td>Total hours needed to work each week: __________</td>
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<table>
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<tr>
<th>Monday</th>
<th>Tuesday</th>
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Timesheet: Enter leave code and # of hours scheduled to work on a day you are off work

Enter job appointment % ___________
Multiply by 8 ____________________
Total hours paid on a Holiday ___________

Timesheet: Enter a leave code and the # of hours above your Holiday hours.

______________________________
Employee Signature

______________________________
Supervisor Signature

Employee and Supervisor retain copy
Send original to Human Resources, MS 5221

Rev 10/11