

Appendix D: 800-004-04-A\_Example of a Completed Part-Time Employee Calendar

July 2015

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>EXAMPLE</b>			<b>1</b> 830am - 12:00pm 12:30pm - 1:00pm (lunch) 1:00pm - 3:00pm (5.5 Hours)	<b>2</b> 830am - 12:00pm 12:30pm - 1:00pm (lunch) 1:00pm - 3:00pm (5.5 Hours)	<b>3</b> Off	<b>4</b> Independence Day
	<b>5</b>	<b>6</b> 830am - 12:00pm 12:30pm - 1:00pm (lunch) 1:00pm - 3:00pm (5.5 Hours)	<b>7</b> 830am - 12:00pm 12:30pm - 1:00pm (lunch) 1:00pm - 3:00pm (5.5 Hours)	<b>8</b> 830am - 12:00pm 12:30pm - 1:00pm (lunch) 1:00pm - 3:00pm (5.5 Hours)	<b>9</b> 830am - 12:00pm 12:30pm - 1:00pm (lunch) 1:00pm - 3:00pm (5.5 Hours)	<b>10</b> CTU 5.5 Hours
	<b>12</b>	<b>13</b> 800am - 12:00pm 12:30pm - 1:00pm (lunch) 1:00pm - 3:00pm (6 Hours)	<b>14</b> Request Off	<b>15</b> 800am - 12:00pm 12:30pm - 1:00pm (lunch) 1:00pm - 3:00pm (6 Hours)	<b>16</b> 800am - 12:00pm 12:30pm - 1:00pm (lunch) 1:00pm - 3:00pm (6 Hours)	<b>17</b> 800am - 12:00pm 12:30pm - 1:00pm (lunch) 1:00pm - 3:00pm (6 Hours)
	<b>19</b>	<b>20</b> 830am - 12:00pm 12:30pm - 1:00pm (lunch) 1:00pm - 3:00pm (5.5 Hours)	<b>21</b> 830am - 12:00pm 12:30pm - 1:00pm (lunch) 1:00pm - 3:00pm (5.5 Hours)	<b>22</b> 830am - 12:00pm 12:30pm - 1:00pm (lunch) 1:00pm - 3:00pm (5.5 Hours)	<b>23</b> 830am - 12:00pm 12:30pm - 1:00pm (lunch) 1:00pm - 3:00pm (5.5 Hours)	<b>24</b> 830am - 12:00pm 12:30pm - 1:00pm (lunch) 1:00pm - 3:00pm (5.5 Hours)
	<b>26</b>	<b>27</b> 830am - 12:00pm 12:30pm - 1:00pm (lunch) 1:00pm - 3:00pm (5.5 Hours)	<b>28</b> 830am - 12:00pm 12:30pm - 1:00pm (lunch) 1:00pm - 3:00pm (5.5 Hours)	<b>29</b> 830am - 12:00pm 12:30pm - 1:00pm (lunch) 1:00pm - 3:00pm (5.5 Hours)	<b>30</b> 830am - 12:00pm 12:30pm - 1:00pm (lunch) 1:00pm - 3:00pm (5.5 Hours)	<b>31</b> 830am - 12:00pm 12:30pm - 1:00pm (lunch) 1:00pm - 3:00pm (5.5 Hours)
		<b>Clara Oswald</b> <b>6/23/2015</b>				