



EMPLOYMENT &  
HUMAN SERVICES

M E M O R A N D U M

Kathy Gallagher, Director

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To: All Staff, Code 2A

Date: September 30, 2020

From: Debora Boutté, Personnel Services Officer

Subject: EHSD Schedules for Fiscal Year 2020-2021

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For your reference, please find listed below and on the following pages the department schedules for the current fiscal year, 2020-2021.

- Regular
- 9/80 Monday A
- 9/80 Monday B
- 9/80 Wednesday A
- 9/80 Wednesday B
- 9/80 Friday A
- 9/80 Friday B
- 4/10 Monday
- 4/10 Wednesday
- 4/10 Friday

As a reminder of County policies and procedures for those on 9/80 work schedules, please refer to [Administrative Bulletin 435](#), “9/80 Work Schedules.” A 9/80 work schedule is a privilege and not guaranteed. It may be discontinued based on operational needs of the department or work performance. Note for employees on limited and/or modified duty, a 9/80 work schedule is suspended during that time.

Resources

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- For examples and descriptions of EHSD work schedules, click [here](#).
- To change your work schedule, complete the [Work Schedule Request Form](#).
- For Supervisors who need to change an employee’s work schedule due to disciplinary action, leave of absence, department need, or probationary status, complete the [Supervisor Work Schedule Change Form](#).

If you have any questions, please contact your Payroll Clerk.

**REGULAR  
SCHEDULE**

CCC EHSD ADM 35 (rev 06/05/2019)

Fiscal Year 2020 - 2021

MWH	MO	Day of Month																														
	July	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
176	July		*																													
168	Aug																															
168	Sept							*																								
176	Oct																															
144	Nov										*																					
176	Dec																															
152	Jan																		*													
152	Feb																*															
184	Mar																															
176	Apr																															
160	May																															*
176	June																															
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

Holiday  
 Weekend  
 Cycle Start Day

# MONDAY A SCHEDULE

CCC EHSD ADM 35 (rev 06/05/2019)

Fiscal Year 2020 - 2021

MWH	MO	Day of Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
	July				*										8	9	9	9																		
179			9	9	-1			off	9	9	9	9			8	9	9	9	9			off	9	9	9					8	9	9	9			
160	Aug																									8	9	9	9						off	
170	Sept		9	9	9	9			*		9	9	9			off	9	9	9	9											off	9	9	9		
178	Oct		9	9										off	9	9	9	9				8	9	9	9						9	9	9			
144	Nov												*																		*					
179	Dec		9	9	9	9										8	9	9	9	9			off	9	9	9										
	Jan		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
161			*																	*																
160	Feb		-1											8	9	9	9				off	9	9	9					8	9	9	9				
178	Mar		off	9	9	9	9																													
178	Apr		off	9	9	9	9																													
160	May		9	9										off	9	9	9	9				8	9	9	9						off	9	9	9		
178	June																																			
			9	9	9	9																		off	9	9	9									
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			

- Holiday
- Weekend
- Cycle Start Day

**MONDAY B  
SCHEDULE**

CCC EHSD ADM 35 (rev 06/05/2019)

Fiscal Year 2020 - 2021

MWH	MO	Day of Month																														
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
179	July			*			8	9	9	9			off	9	9	9	9				8	9	9	9				off	9	9	9	
168	Aug				8	9	9	9		off		9	9	9				8	9	9	9		off		9	9	9					8
178	Sept						*		off		9	9	9		8	9	9	9				off		9	9	9				8	9	9
178	Oct							off		9	9	9	8	9	9	9	9		off			9	9	9								
136	Nov										*		8	9	9	9	9									*	8	9	9	9	9	
179	Dec								8	9	9	9			off	9	9	9								*	9	9	9	9	9	9
153	Jan	*																	*													
152	Feb															*																
186	Mar																															
178	Apr																															
160	May																															
178	June																															
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

Holiday  
 Weekend  
 Cycle Start Day

# WEDNESDAY A SCHEDULE

CCC EHSD ADM 35 (rev 06/05/2019)

Fiscal Year 2020 - 2021

MWH	MO	Day of Month																															
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
	July			*										9	9	8	9	9															
178		8	9	-1			9	9	off	9	9			9	9	8	9	9				off	9	9									
	Aug																																
169					9	9	off	9	9		9	9	8	9	9				9	9	off	9	9										
	Sept							*																									
161		9	off	9	9			-1	9	8	9	9					off	9	9													off	
	Oct																																
178		9	9				9	9	8	9	9	9	9	off	9	9																	
	Nov																																
153			9	9	8	9	9				*		9	9	9		9	9	8	9	9						*						
	Dec																																
178		9	8	9	9				9	9	off	9	9																				
	Jan	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
153		*																	*														
	Feb		-1				9	9	off	9	9											off	9	9									
152		9	9	off	9	9																											
	Mar																																
178		9	9	off	9	9																											
	Apr																																
178		9	9						9	9	8	9	9																				
	May																																
161																																	
177		9	8	9	9																												
	June	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
177																																	

Holiday  
 Weekend  
 Cycle Start Day

# WEDNESDAY B SCHEDULE

CCC EHSD ADM 35 (rev 06/05/2019)

Fiscal Year 2020 - 2021

MWH	MO	Day of Month																																		
	July	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
170		off	9	-1			9	9	8	9	9			9	9	off	9	9		9	8	9	9					9	9	off	9	9				
169	Aug				9	8	9	9			9	9	off	9	9			9	9	8	9	9			9	9	off	9	9			9				
169	Sept							*							9	9	8	9	9			9	9	off	9	9										
178	Oct														9	9	8	9	9			9	9	off	9	9										
145	Nov										*						9	9	off	9	9					*	9	8	-1	-1			9			
170	Dec																off	9	9			9	9	8	9	-1						9	9	off	9	
152	Jan																		*																	
160	Feb																		-1																	
186	Mar																																			
178	Apr																																			
161	May																																			*
169	June																																			-1
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				

- Holiday
- Weekend
- Cycle Start Day

**FRIDAY A  
SCHEDULE**

CCC EHSD ADM 35 (rev 06/05/2019)

Fiscal Year 2020 - 2021

MWH	MO	Day of Month																																	
178	July	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
169	Aug																																		
170	Sept																																		
169	Oct																																		
153	Nov																																		
187	Dec																																		
152	Jan																																		
152	Feb																																		
187	Mar																																		
169	Apr																																		
161	May																																		
178	June																																		

Holiday  
 Weekend  
 Cycle Start Day

**FRIDAY B  
SCHEDULE**

CCC EHSD ADM 35 (rev 06/05/2019)

Fiscal Year 2020 - 2021

MWH	MO	Day of Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
178	July																																	
169	Aug																																	
170	Sept																																	
177	Oct																																	
145	Nov																																	
179	Dec																																	
152	Jan																																	
151	Feb																																	
187	Mar																																	
177	Apr																																	
161	May																																	
178	June																																	

Holiday  
 Weekend  
 Cycle Start Day



**MONDAY 4/10  
SCHEDULE**

CCC EHSD ADM 35 (rev 06/05/2019)

Fiscal Year 2020 - 2021

MWH	MO	Day of Month																																	
	July	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
182		10	10	-2			off	10	10	10	10		off	10	10	10	10	10		off	10	10	10	10			off	10	10	10	10				
160	Aug										off	10	10	10			off	10	10	10	10	10		off	10	10	10	10			off				
180	Sept						*								off	10	10	10	10			off	10	10	10	10			off	10	10				
180	Oct														off	10	10	10	10			off	10	10	10										
136	Nov										*						off	10	10	10	10					*	off	10	10	10	10				
182	Dec																																		
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
162	Jan	*																*																	
160	Feb																																		
180	Mar																																		
180	Apr																																		
160	May																																		*
180	June																																		
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			

Holiday  
 Weekend  
 Cycle Start Day

**WEDNESDAY 4/10  
SCHEDULE**

CCC EHSD ADM 35 (rev 06/05/2019)

Fiscal Year 2020 - 2021

MWH	MO	Day of Month																															
	July	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
172		off	10	-2			10	10	off	10	10		10		off	10	10	10		10	10	off	10	10			10	10	off	10	10		
170	Aug										10	10	off	10	10			10	10	off	10	10			10	10	off	10	10		10		
162	Sept							*									off	10	10			10	10	off	10	10			10	10	off		
180	Oct																off	10	10			10	10	off	10	10			10	10	off		
154	Nov										*															*	10	10	off	10	10	10	
172	Dec																off	10	10			10	10	off	10	10			10	10	off		
	Jan																		*														
154	Feb																																
152	Mar																	off	10	10			10	10	off	10	10						
180	Apr																	off	10	10			10	10	off	10	10						
162	May																																*
170	June																																-2
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	

Holiday  
 Weekend  
 Cycle Start Day

FRIDAY 4/10  
SCHEDULE

ADM 35 (rev 06/05/2019)

Fiscal Year 2020 - 2021

CCC EHSD

MWH	MO	Day of Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					
	July				*																																	
180		10	10	10	10	10	10	10	10	10	10	off			10	10	10	10	10	off			10	10	10	off			10	10	10	10	10	off				
170	Aug																																					
170		10	10	10	10	10	10	10	off																													
172	Sept								*																													
170		10	10	10	10	10	10	10	-2																													
170	Oct																																					
170		10	off																																off			
154	Nov											*																										
154		10	10	10	10	10	10	10	off																											10		
190	Dec																																					
190		10	10	10	10	10	10	10	off																											10		
152	Jan																																					
152		10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	*																	
152	Feb																																					
152		10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10			
190	Mar																																					
190		10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10		
170	Apr																																					
170		10	off																																			
162	May																																					
162		10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10		
180	June																																					
180		10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10		
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						

Holiday  
 Weekend  
 Cycle Start Day