

# 9/80 Schedule Information Excess/Minus

## Option 1: *First Friday off – May 31<sup>st</sup>*

❖ Dates (May 27<sup>th</sup> to August 2<sup>th</sup>) Work week is shown as Sunday through Saturday. Work week begins mid-way through with 8 hr. & 9 hr. work days.

22 days      MAY      176 hours

S	M	T	W	TH	F	S
			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		

Carry Forward balance = 0  
180 (hrs worked) - 176 (hrs possible) = +4 hr pay out

21 days      JUNE      168 hours

S	M	T	W	TH	F	S
					5/31 OFF	1
2	3	4	5	6	7	8
9	10	11	12	13	14 OFF	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30					OFF	

Carry Forward balance = 0  
160 (hrs worked) - 168 (hrs possible) = -8 hr (minus rollover)

22 days      JULY      176 hours

S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12 OFF	13
14	15	16	17	18	19	20
21	22	23	24	25	26 OFF	27
28	29	30				

Carry Forward balance = -8 hrs from previous month  
178 (hrs worked) - 176 (hrs possible) = +2 hr + (-8 hrs) = -6 hrs (minus rollover)

22 days      AUGUST      176 hours

S	M	T	W	TH	F	S
			7/31	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		

Carry Forward balance = -6 hrs from previous month  
178 (hrs worked) - 176 (hrs possible) = +2 hrs + (-6 hrs) = -4 hrs (employee owes in December)

Excess/Deficit Hours - Reconciliation		
May	4 hr Excess	paid out June 14th
June	8 hr Deficit	rollover to next month
July	6 hr Deficit	rollover to next month
August	4 hr Deficit	Use CTO, Vacation, PH to offset Deficit in December 2024
<b>Total Deficit hours at the end of 9/80 = -4 hours</b>		
<b>*At the end of 9/80 schedule deficit hours are offset with leave credits or docking can be used to recoup deficit balance.</b>		
<b>Deficit will be owed at the end of the year (December 2024)</b>		

LEGEND
8 HOURS DAY
9 HOUR DAY
H - HOLIDAY
FRIDAY OFF
SAT/SUN

Key Dates/Information	
First 9 hr workday	May 27th
9 hour Holiday	May 27th, June 19th, July 4th
First Friday off	May 31st
# of Friday's off	5 days

## 9/80 Schedule Information Excess/Minus

### Option 2: *First Friday off – June 7<sup>th</sup>*

❖ Dates (May 27<sup>th</sup> to August 2<sup>th</sup>) Work week is shown as Sunday through Saturday. Work week begins mid-way through with 8 hr. & 9 hr. work days.

22 days      MAY      176 hours

S	M	T	W	TH	F	S
			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		

Carry Forward balance = 0  
**180 (hrs worked) - 176 (hrs possible) = +4 hr pay out**

21 days      JUNE      168 hours

S	M	T	W	TH	F	S
					5/31	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						

Carry Forward balance = 0  
**168 (hrs worked) - 168 (hrs possible) = 0 hrs**

22 days      JULY      176 hours

S	M	T	W	TH	F	S
	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				

Carry Forward balance = -8 hrs from previous month  
**178 (hrs worked) - 176 (hrs possible) = +2 hr pay out**

22 days      AUGUST      176 hours

S	M	T	W	TH	F	S
			7/31	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		

Carry Forward balance = -6 hrs from previous month  
**170 (hrs worked) - 176 (hrs possible) = -6 hrs (employee owes in December)**

Excess/Deficit Hours - Reconciliation		
<b>May</b>	4 hr Excess	paid out June 14th
<b>June</b>	0 hr	N/A
<b>July</b>	2 hr Excess	paid out August 15th
<b>August</b>	6 hr Deficit	Use CTO, Vacation, PH to offset Deficit in December 2024
<b>Total Deficit hours at the end of 9/80 = -6 hours</b>		
<i>*At the end of 9/80 schedule deficit hours are offset with leave credits or docking can be used to recoup deficit balance.</i>		
<b>Deficit will be owed at the end of the year (December 2024)</b>		

LEGEND
8 HOURS DAY
9 HOUR DAY
H - HOLIDAY
FRIDAY OFF
SAT/SUN

Key Dates/Information	
<b>First 9 hr workday</b>	May 27th
<b>9 hour Holiday</b>	May 27th, June 19th, July 4th
<b>First Friday off</b>	June 7th
<b># of Friday's off</b>	5 days