

## Ambassador 9/80 Alternative Workweek Schedule Quick Reference Guide

In connection with your assignment, you elected to work a 9/80 Alternative Workweek Schedule. The 9/80 schedule consists of nine (9) hours per day every Monday through Thursday and eight hours on one Friday, of which 4 hours will be included in one workweek and 4 hours will be included in the following workweek, and you will enjoy having every other Friday off over a two-week period. Ambassadors are not paid overtime for the ninth hour worked on any workday but will be paid only on a straight-time basis in states which have a daily overtime requirement. In all states, the workweek shall be split in the middle of a Friday, so that everyone is working a 40-hour workweek.

### How the 9/80 Schedule Works:

The seven-day "workweek" used to compute overtime that is required by law shall commence each Friday and end on the following Friday. The 24-hour "workday" shall begin four hours after your scheduled start time on Friday. Friday is divided into 4 hours in Week A and 4 hours in Week B.

**Week A:** You work 9 hours each Monday – Thursday and 8 hours on Friday. The first 4 hours worked on Friday count towards the total calculation of this week since the workweek begins 4 hours after the start of your shift. This is a total of 40 hours for Week A.

**Week B:** The second 4 hours worked Friday afternoon of Week A count towards Week B. You then work 9 hours each Monday – Thursday and take Friday off.

### What you will put on your timecards:

#### Week A:

	<b>FRIDAY OFF</b> After 12:00 PM 1/5/2024	<b>SAT</b> 1/6/2024	<b>SUN</b> 1/7/2024	<b>MON</b> 1/8/2024	<b>TUE</b> 1/9/2024	<b>WED</b> 1/10/2024	<b>THU</b> 1/11/2024	<b>FRI</b> Before 12:00 PM 1/12/2024
Time In				8:00 AM	8:00 AM	8:00 AM	8:00 AM	8:00 AM
Time Out				12:00 PM	12:00 PM	12:00 PM	12:00 PM	12:00 PM
Time In				1:00 PM	1:00 PM	1:00 PM	1:00 PM	
Time Out				6:00 PM	6:00 PM	6:00 PM	6:00 PM	

#### Week B:

	<b>FRI</b> After 12:00 PM 1/12/2024	<b>SAT</b> 1/13/2024	<b>SUN</b> 1/14/2024	<b>MON</b> 1/15/2024	<b>TUE</b> 1/16/2024	<b>WED</b> 1/17/2024	<b>THU</b> 1/18/2024	<b>FRIDAY OFF</b> Before 12:00 PM 1/19/2024
Time In	1:00 PM			8:00 AM	8:00 AM	8:00 AM	8:00 AM	
Time Out	5:00 PM			12:00 PM	12:00 PM	12:00 PM	12:00 PM	
Time In				1:00 PM	1:00 PM	1:00 PM	1:00 PM	
Time Out				6:00 PM	6:00 PM	6:00 PM	6:00 PM	



**How the “workweek” and “workday” schedules are structured:**

Please note, depending on your actual schedule start time, your “workweek” starts 4 hours after you begin work on Friday. For example, if your schedule starts at 7:00 a.m., 7:30 a.m., or 8:00 a.m., your actual workweek commences at either 11:00 a.m., 11:30 a.m., or 12:00 p.m. on Friday, and will end at either 10:59 a.m., 11:29 a.m., or 11:59 a.m. the following Friday. Your “workday” commences at either 11:00 a.m., 11:30 a.m., or 12:00 p.m. on one calendar day and ends at either 10:59 a.m., 11:29 a.m., or 11:59 a.m. the following calendar day.

Thus, the 9/80 schedule total hours look like the following for each day on your submitted timecards for Week A and Week B:

	Week A								Week B							
Day:	Fri (pm)	Sa	Su	M	T	W	Th	F (am)	Fri (pm)	Sa	Su	M	T	W	Th	F (am)
Hours:	0	0	0	9	9	9	9	4	4	0	0	9	9	9	9	0

**Meal Periods:**

When taking a 30-minute meal period, the meal period must begin no earlier than 4 ½ hours after the start of your workday and begin no later than 5 hours after the start of your workday.

Examples:

- 7:00 a.m. start time, your 30-minute meal period must begin between 11:30 a.m. and 12:00 p.m.
- 8:00 a.m. start time, your 30-minute meal period must begin between 12:30 p.m. and 1:00 p.m.
- 8:30 a.m. start time, your 30-minute meal period must begin between 1:00 p.m. and 1:30 p.m.

When taking a one-hour meal period, the meal period must begin no earlier than 4 hours after the start of your workday and begin no later than 5 hours after the start of your workday.

Examples:

- 7:00 a.m. start time, your one-hour meal period must begin between 11:00 a.m. and 12:00 p.m.
- 8:00 a.m. start time, your one-hour meal period must begin between 12:00 p.m. and 1:00 p.m.
- 8:30 a.m. start time, your one-hour meal period must begin between 12:30 p.m. and 1:30 p.m.

