

BECHT 2019 OFFICE CLOSURES

January 01: New Year's Day (Tue)	May 27: Memorial Day (Mon.)	July 04: Independence Day (Thu.)
September 02: Labor Day (Mon.)	November 28: Thanksgiving Day (Thur.) 29: Thanksgiving Day Ext. (Fri.)	December 25: Christmas Day (Tue.)
Floating Holiday: <i>One Floating Holiday may be used on a day of your choice with the approval of your manager.</i>		

9-80's CALENDAR FOR 2019

January						
Su	Mo	Tu	We	Th	Fr	Sa
		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		

February						
Su	Mo	Tu	We	Th	Fr	Sa
					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		

March						
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24	25	26	27	28	29	30
31						

April						
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28	29	30				

May						
Su	Mo	Tu	We	Th	Fr	Sa
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June						
Su	Mo	Tu	We	Th	Fr	Sa
						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

July						
Su	Mo	Tu	We	Th	Fr	Sa
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August						
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September						
Su	Mo	Tu	We	Th	Fr	Sa
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29	30					

October						
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27	28	29	30	31		

November						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
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17	18	19	20	21	22	23
24	25	26	27	28	29	30

December						
Su	Mo	Tu	We	Th	Fr	Sa
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

TEAM MEMBERS	
Blue Team	Green Team
Liberty Corner	
Chuck V Eric Ye Derek Becht Elena Niemi Ellah Morvay Greg Epremian Jay Lefkowitz John Hackett Libby West Liz Jones	Alex Buchheim Barbara Bunting Eileen Chant Enrique Fino Kevin Baquero Matt Wiseman Yaofeng Chen
Note: Accounting works ½ day Fridays	
Humble, TX	
Marga Briggs Dominique Thompson Victoria Gobe	Evelyn Boatswain Glinda Hawthorne Tracie Keeth Nohemi Ortiz
Houston, TX	
Nathan Wilcoxson	
Medina, OH	
Zumao Chen Dave Dewees John Buccilli Nik Hilmoe	Dan Sack Bob Brown Mike Cooch



The 9-80 and 4-9s Program

The Program Schedule: Teams have been selected to balance skills for off Fridays and ½ day Fridays in Accounting.

- **9-80s Schedule** - Each employee will work 80 hours over a 2-week period.
 - In week 1, employees will work 9 hours each day (Monday through Thursday) and 8 hours on Friday.
 - In week 2, employees will work 9 hours each day (Monday through Thursday) and take Friday off.
- **4-9s +4 Schedule** – The Accounting Department will work 4-9 hours days and ½ day on Friday.
 - Each employee in accounting will work 40 hours in a 1-week period - 9 hours each day (Monday through Thursday) and 4 hours on Friday.

Please note:

- Lunch adds another 30 minutes to each day.
- Core hours - All employees should be at work during 9AM – 5PM
- **Deltek Recording:**
 - **Regular work day** - Record your time in Deltek per the number of hours worked (9 hours, 8 hours or 0 hours for off Fridays).
 - **Vacation and sick time** – These are taken in quarter-hour increments. An entire day of vacation or sick is recorded as 9 hours (9 hour days), 8 hours (8 hour days) or 0 hours (off Fridays).
 - **Holidays** - Holidays are recorded as 8 hour days. If the holiday falls on a 9-hour day, the extra hour needs to be made up in order to meet the 80-hour bi-week cycle. For example, working 9 hours on a Friday that would normally be an 8-hour day.
 - When possible, if a Holiday falls on a Monday, the off-day on a holiday week is shifted to Tuesday to allow for both teams to have a 4-day Holiday Weekend.

Any rescheduling of an off-day for any reason requires manager approval.

Please direct other questions regarding this program to your manager.