Calculate work hours; CASAS Competency 4.2.1

Work Hours

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

full time employees at Summit Performance, Inc. may choose their own daily hours between 6 a.m. to 9 p.m., Monday to Friday, as long as it fits within the 8 hr, 10 hr., or 12 hr. workday plan chosen by their department. Employees often work through lunch, so lunch time is included in the work hours. The departments and their work hour plans are:

* Accounting Dept. and Legal Dept: Traditional Plan: 5 days a week, 8 hours a day.
* Contracts Dept. and Planning Dept: Progressive Plan: 4 days a week, 10 hours a day.
* Customer Service Dept: Extended Day Plan: 3 days a week, 12 hours a day

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1. How many hours a week does an employee work on the Traditional Plan? \_\_\_\_\_\_\_\_\_\_\_

 on the Progressive Plan? \_\_\_\_\_\_\_\_\_\_

1. Which plan requires less than 40 hrs. per week? \_\_\_\_\_\_\_\_\_\_\_\_\_\_How many hours a week? \_\_\_\_\_\_
2. John’s department is Accounting. He starts work at 9:00 a.m. What time will he leave work?

 \_\_\_\_\_\_\_\_\_\_\_Does he work Monday to Friday?\_\_\_\_\_\_\_\_\_\_\_

1. Lakeesha’s department uses the Progressive plan. She starts work at 8:00 a.m. When does she get

 off work? \_\_\_\_\_\_\_\_\_\_\_\_ Does she work Monday to Friday? \_\_\_\_\_\_\_\_\_\_

1. Holly works on the Extended Day Plan. If she leaves the job at 7:00 p.m., when does she start

 work? \_\_\_\_\_\_\_\_\_ Does she work Monday to Friday?\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Daniel cannot work on Fridays because of a medical treatment, and he cannot work longer than 10

 hr. a day. In which department (s) should he try to get a job? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 What is their plan? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 What days would he work? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Fred is in Contracts Dept. He is off every Wednesday. What days does he work?

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ How many hours a day? \_\_\_\_\_\_\_\_\_\_