



## Memorandum

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TO: LSC, Virgo and KAGRA

FROM: David Reitze, Executive Director

DATE: May 18, 2024

SUBJECT: LIGO Lab 9/80 Alternative Work Schedule

Refer to DCC#: LIGO-M2400166

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The LIGO Laboratory has selected an Alternative Work Schedule (AWS) to offer Lab staff on a voluntary basis. This AWS will enhance the Lab's ability to offer work-life balance to our staff and provide another work schedule option to attract candidates in a challenging hiring climate.

### Description of 9/80 Option for Full-Time Staff:

An Alternative Work Schedule is defined as any regularly scheduled workweek requiring an employee to work more than eight hours in a 24-hour period but no more than 10 hours of work per day or more than 40 hours of work in a workweek.

The option selected by LIGO Lab is known as a 9/80 workweek schedule and consists of 80 hours of work in 9 days every fortnight with every other Friday off. The initial implementation started May 6th, 2024 with more than half of eligible staff opting in for May 17, 2024 as their first Regular Day Off (RDO). For the LVK, in practice this means that every other week has a 3-day weekend for a significant fraction of the Lab staff.

The 9/80 work schedule is available to all full-time Caltech employees of LIGO Lab with a few exceptions, and staff can change their opt-in or opt-out status in the future with two weeks' advanced notice.