

## Utunama Twihuta twerekeye Umurengera w' Akazi hamwe n' Urubibe rw' Amasaha y' Akazi ko Mundwi k' Umuntu Afasha

### Akazi ko mundwi ni:

- Kuwamungu isaha 12:00 a.m (mwijoro) gushika Kuwagatandatu isaha 11:59 p.m.
- Akazi ko mundwi gashobora kwambuka ibihe vyo guhembwa.
- Akazi ko mundwi gashobora kwambuka amezi.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
15 <b>6</b>	<b>July</b> 16 <b>6</b>	17 <b>6</b>	18 <b>6</b>	19 <b>6</b>	20 <b>5</b>	21 <b>5</b>	40
THIS WEEK CROSSES 2 PAY PERIODS →							
22 <b>5</b>	23 <b>5</b>	24 <b>6</b>	25 <b>6</b>	26 <b>6</b>	27 <b>6</b>	28 <b>6</b>	40
THIS WEEK CROSSES 2 MONTHS AND 2 PAY PERIODS →							
<b>July</b> 29 <b>5</b>	30 <b>5</b>	31 <b>6</b>	<b>Aug</b> 1 <b>6</b>	2 <b>6</b>	3 <b>6</b>	4 <b>6</b>	40

**Ntuzohabwa ingingo zifatigwa amasezerano y' akazi kubera amasaha y' umurengera arenga urubibe rw' amasaha y' akazi kawe ko mundwi kuri:**

- Imyimenyerezo y' ubuhinga isabwa na DSHS
- Igihe c' Urugendo rw' Emejwe
- Igihe c' Ubuyobozi
- Akaruhuko Gahembegwa (PTO)

### Ni gute nshobora kwirinda ingingo zifatigwa amasezerano?

- Buri misi yose tegura gahunda zawe z' akazi imbere yo gutagura akazi ko mundwi kandi vyandike ahantu.
- Mugihe ibikenerwa vya databuja bihindutse hama ugasabwa gukora akazi muri gahunda itandukanye ikakuzanira ingaruka mbi ku kazi kawe ko mundwi, ganira vyihuta n' umuyobozi wa dosiye y' umukiriya.
- Andika amasaha yawe y' akazi k' urupapuro rwawe rwa gahunda y' akazi inyuma y' umusi wakoze, bishobora gufasha kandi mukwandika k' urupapuro rwa karendiriye. Raba neza kenshi ko uguma m' urubibe rw' amasaha y' akazi kawe ko mundwi.
- DSHS irafise amakuru nkenegwa yo kugufasha na databuja wawe kumenya kunkuru iramvuye ivyerekeye ukuyobora gahunda zanyu kugira ntumuyubeyube kandi mugume kumasezerano y' imbibe z' akazi ko mundwi kanyu. Aya makuru nkenegwa aboneka kuri [www.dshs.wa.gov/altsa/IPOT](http://www.dshs.wa.gov/altsa/IPOT).

### Nigihe kinganiki ingingo zifatigwa amasezerano zizoguma muri dosiye yanje y' amasezerano?

- Buri ngingo ifatigwa amasezerano iguma muri dosiye yawe mukiringo c' amezi 12 guhera kw' itariki iri hejuru kw' ibaruwa yo kumenyesha ingingo y' amasezerano. Inyuma y' amezi 12, ingingo ifatigwa amasezerano ica ihagarikwa

### Ukwezi kwanditswe mu ngingo zifatigwa amasezerano canke mw' ikete ryatanzwe n' ukwezi kwo guhembwa

- Mugihe ikete ryerekana "amasaha yarishwe mu kwezi kwa Ntwarante," amasaha yakoreweko akazi ashobora kuba arimwo amasaha yakozwe mukwezi kwaheze (Ruhuhuma).
- Ganira n' umuyobozi wa dosiye mugihe ufise ibibazo vyerekeye ukwezi uvuga ko wakoze umurengera.