## Work Pattern Guide Minute to Decimal Conversion

## Introduction

When submitting an online Voluntary Flexible Work Arrangement request, the requestor will be asked to complete a new work pattern. Hours and minutes for the new work pattern must be entered in decimal format. This Work Pattern Guide is a tool to assist you when converting to decimal format.

## Converting to Decimal Format

When converting your working hours and minutes to decimal format you will always need to divide the minutes by 60 . The hour's value will remain the same.

The standard work day is 7 hours and 21 minutes $=7.35$

## Quick Reference Guide - Minutes to Decimal Conversions

| Minutes |  | Decimal |
| :---: | :---: | :---: |
| 1 $=$ 0.02 <br> 2 $=$ 0.03 <br> 3 $=$ 0.05 <br> 4 $=$ 0.07 <br> 5 $=$ 0.08 <br> 6 $=$ 0.1 <br> 7 $=$ 0.12 <br> 8 $=$ 0.13 <br> 9 $=$ 0.15 <br> 10 $=$ 0.17 <br> 11 $=$ 0.18 <br> 12 $=$ 0.2 <br> 13 $=$ 0.22 <br> 14 $=$ 0.23 <br> 15 $=$ 0.25 <br> 16 $=$ 0.27 <br> 17 $=$ 0.28 <br> 18 $=$ 0.3 <br> 19 $=$ 0.32 <br> 20 $=$ 0.33 |  |  |
|  |  |  |
| 19 |  |  |


| Minutes |  | Decimal |
| :---: | :---: | :---: |
| 21 | $=$ | 0.35 |
| 22 | $=$ | 0.37 |
| 23 | $=$ | 0.38 |
| 24 | $=$ | 0.4 |
| 25 | $=$ | 0.42 |
| 26 | $=$ | 0.43 |
| 27 | $=$ | 0.45 |
| 28 | $=$ | 0.47 |
| 29 | $=$ | 0.48 |
| 30 | $=$ | 0.5 |
| 31 | $=$ | 0.52 |
| 32 | $=$ | 0.53 |
| 33 | $=$ | 0.55 |
| 34 | $=$ | 0.57 |
| 35 | $=$ | 0.58 |
| 36 | $=$ | 0.6 |
| 37 | $=$ | 0.62 |
| 38 | $=$ | 0.63 |
| 39 | $=$ | 0.65 |
| 40 | $=$ | 0.67 |


| Minutes |  | Decimal |
| :---: | :---: | :---: |
| 41 $=$ 0.68 <br> 42 $=$ 0.7 <br> 43 $=$ 0.72 <br> 44 $=$ 0.73 <br> 45 $=$ 0.75 <br> 46 $=$ 0.77 <br> 47 $=$ 0.78 <br> 48 $=$ 0.8 <br> 49 $=$ 0.82 <br> 50 $=$ 0.83 <br> 51 $=$ 0.85 <br> 52 $=$ 0.87 <br> 53 $=$ 0.88 <br> 54 $=$ 0.9 <br> 55 $=$ 0.92 <br> 56 $=$ 0.93 <br> 57 $=$ 0.95 <br> 58 $=$ 0.97 <br> 59 $=$ 0.98 <br> 60 $=$ 1 |  |  |

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