INDEPENDENCE DAY HOLIDAY WORKSHEET - 2020

Step 1: What is your job family?  
- Exempt  - Non-Exempt  - AFSCME  - POAM  - COAM  - Trades  - IUOE  - Nurses

Step 2: See Holiday/Season Days Posting Guidelines chart for eligibility.

Step 3: Holiday hours = the greater of:

- Normally scheduled hours for that day:  
- (DOES NOT APPLY TO UNION EMPLOYEES)

OR

- Number of hours scheduled for the week divided by 5:  

\[
\text{\underline{\text{\_\_\_\_\_\_\_}}} = \frac{\text{\underline{\text{\_\_\_\_\_\_\_}}}}{5}
\]

Step 4: What hours are you working during the Independence Day Week?

Step 5: Using the charts below, plot the employee’s schedule by applying the appropriate holiday hours and hours working.

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<th>SUN</th>
<th>MON</th>
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<th>WED</th>
<th>THUR</th>
<th>FRI</th>
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<tbody>
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<td>Scheduled Hours</td>
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