LABOR 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: __________ = __________

5

Step 4: What hours are you working during the Labor 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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<thead>
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<th>SUN</th>
<th>MON</th>
<th>TUE</th>
<th>WED</th>
<th>THUR</th>
<th>FRI</th>
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Scheduled Hours  HOL

Report As