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: ________ = ________  
  
Step 4: What hours are you working during the Memorial 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>
<tr>
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<th>SUN</th>
<th>MON</th>
<th>TUE</th>
<th>WED</th>
<th>THUR</th>
<th>FRI</th>
<th>SAT</th>
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<tbody>
<tr>
<td>Scheduled Hours</td>
<td>HOL</td>
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<td>Report As</td>
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