

THANKSGIVING HOLIDAY WORKSHEET 2020 - Eligible for 11/25/20 Season Day

It is strongly recommended that employees who work a flex schedule convert back to straight time the week of a holiday by evenly dividing their standard hours for the week by 5 (Monday – Friday).

Season Day

Employees who work 8 or more hours per week (20% effort) are entitled to season time on 11/25/20. Full time employees who work 40 hours per week are entitled to a maximum of 8 hours of season time. If a full time employee works a flex schedule and is unable to convert their schedule back to straight time the week of Thanksgiving, they are still only entitled to 8 hours of season time.

Employees who work less than 40 hours per week will receive a prorated amount for the Season Day:

Season hours: **Percentage of effort** _____ x 8.0 hours = _____

Holidays

If an employee who works a flex schedule is not able to convert back to straight time the week of Thanksgiving, determine holiday hours due using the following calculation:

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

Using the chart below, plot the employee's schedule by applying the appropriate season time, holiday hours and hours working:

	SUN	MON	TUE	WED	THUR	FRI	SAT
	11/22/2020	11/23/2020	11/24/2020	11/25/2020	11/26/2020	11/27/2020	11/28/2020
Scheduled Hours				SEA	HOL	HOL	
Report As							

1. **40 Hour Appointment – Five 8 Hour Shifts**

	SUN	MON	TUE	WED	THUR	FRI	SAT
	11/22/20	11/23/20	11/24/20	11/25/20	11/26/20	11/27/20	11/28/20
Scheduled Hours		8.0	8.0	8.0	8.0	8.0	
Hours Worked		8.0	8.0	Off	Off	Off	
Report As:		8.0 REG	8.0 REG	8.0 SEA	8.0 HOL	8.0 HOL	

2. **40 Hour Appointment – Four 10 Hour Shifts, convert back to straight schedule if possible**

	SUN	MON	TUE	WED	THUR	FRI	SAT
	11/22/20	11/23/20	11/24/20	11/25/20	11/26/20	11/27/20	11/28/20
Scheduled Hours		10.0	10.0	10.0	10.0		
Hours Worked		8.0	8.0	Off	Off	Off	
Report As:		8.0 REG	8.0 REG	8.0 SEA	8.0 HOL	8.0 HOL	

3. **40 Hour Appointment – Four 10 Hour Shifts, unable to convert back to straight schedule**

	SUN	MON	TUE	WED	THUR	FRI	SAT
	11/22/20	11/23/20	11/24/20	11/25/20	11/26/20	11/27/20	11/28/20
Scheduled Hours		10.0	10.0	10.0	10.0		
Hours Worked		10.0	10.0	Off	Off		
Report As:		10.0 REG	10.0 REG	8.0 SEA 2 VAC/ETW	10.0 HOL	8.0 HOM/HOV	

4. **24 Hour Appointment – Three 8 Hour Shifts, unable to convert back to straight schedule**

	SUN	MON	TUE	WED	THUR	FRI	SAT
	11/22/20	11/23/20	11/24/20	11/25/20	11/26/20	11/27/20	11/28/20
Scheduled Hours		8.0		8.0		8.0	
Hours Worked		8.0		Off		Off	
Report As:		8 REG		4.8 SEA 3.2 VAC/ETW	4.8 HOM/HOV	8.0 HOL	

Christmas/New Years Holidays & Season Days Worksheet 2020 – Eligible for 12/23/20 & 12/24/20 Season Days

It is strongly recommended that employees who work a flex schedule convert back to straight time the week of a holiday by evenly dividing their standard hours for the week by 5 (Monday – Friday).

Season Days

Employees who work 8 or more hours per week (20% effort) are entitled to season time on 12/23/20, 12/24/20 and 12/28/20 – 12/31/20. Full time employees who work 40 hours per week are entitled to a maximum of 16 hours of season time from 12/23/20 - 12/24/20. If a full time employee works a flex schedule and is unable to convert their schedule back to straight time the week of Christmas, they are still only entitled to 16 hours of season time from 12/23/20 – 12/24/20.

Employees who work less than 40 hours per week will receive a prorated amount for the Season Days:

<u>Season hours 12/23/20 – 12/24/20:</u>	Percentage of effort _____	x	16.0 hours =	_____
<u>Season hours 12/28/20 – 12/31/20:</u>	Percentage of effort _____	x	32.0 hours =	_____

Holidays

If an employee who works a flex schedule is not able to convert back to straight time the week of Christmas, determine holiday hours due using the following calculation:

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

Using the chart below, plot the employee's schedule by applying the appropriate season time, holiday hours and hours working:

WEEK 1	SUN	MON	TUE	WED	THUR	FRI	SAT
	12/20/20	12/21/20	12/22/20	12/23/20	12/24/20	12/25/20	12/26/20
Scheduled Hours				SEA	SEA	HOL	
Plot Hours Worked							

WEEK 2	SUN	MON	TUE	WED	THUR	FRI	SAT
	12/27/20	12/28/20	12/29/20	12/30/20	12/31/20	1/1/21	1/2/21
Scheduled Hours		SEA	SEA	SEA	SEA	HOL	
Plot Hours Worked							

Christmas/New Years Holidays & Season Days Examples - Eligible for 12/23/20 & 12/24/20 Season Days

1. 40 Hour Appointment – Five 8 Hour Shifts

	SUN	MON	TUE	WED	THUR	FRI	SAT
	12/20/20	12/21/20	12/22/20	12/23/20	12/24/20	12/25/20	12/26/20
	12/27/20	12/28/20	12/29/20	12/30/20	12/31/20	1/1/21	1/2/21
Scheduled Hours		8.0	8.0	8.0	8.0	8.0	
		8.0	8.0	8.0	8.0	8.0	
Hours Worked		8.0	8.0	Off	Off	Off	
		Off	Off	Off	Off	Off	
Report As:		8.0 REG	8.0 REG	8.0 SEA	8.0 SEA	8.0 HOL	
		8.0 SEA	8.0 SEA	8.0 SEA	8.0 SEA	8.0 HOL	

2. 40 Hour Appointment – Four 10 Hour Shifts, convert back to straight schedule if possible

	SUN	MON	TUE	WED	THUR	FRI	SAT
	12/20/20	12/21/20	12/22/20	12/23/20	12/24/20	12/25/20	12/26/20
	12/27/20	12/28/20	12/29/20	12/30/20	12/31/20	1/1/21	1/2/21
Scheduled Hours		10.0	10.0	10.0	10.0		
		10.0	10.0	10.0	10.0		
Hours Worked		8.0	8.0	Off	Off	Off	
		Off	Off	Off	Off	Off	
Report As:		8.0 REG	8.0 REG	8.0 SEA	8.0 SEA	8.0 HOL	
		8.0 SEA	8.0 SEA	8.0 SEA	8.0 SEA	8.0 HOL	

3. 40 Hour Appointment – Four 10 Hour Shifts, unable to convert back to straight schedule, working 12/23/20

	SUN	MON	TUE	WED	THUR	FRI	SAT
	12/20/20	12/21/20	12/22/20	12/23/20	12/24/20	12/25/20	12/26/20
	12/27/20	12/28/20	12/29/20	12/30/20	12/31/20	1/1/21	1/2/21
Scheduled Hours		10.0	10.0	10.0	10.0		
		10.0	10.0	10.0	10.0		
Hours Worked		10.0	10.0	10.0	Off	Off	
		Off	Off	Off	Off	Off	
Report As:		10.0 REG	10.0 REG	8.0 SEW 2.0 REG	8.0 SEA 2 VAC/ETW	8.0 HOM/HOV	
		10.0 SEA	10.0 SEA	10.0 SEA	2.0 SEA 8.0 VAC/ETW	8.0 HOM/HOV	

4. 40 Hour Appointment – Working on the Holidays and Season Days

	SUN	MON	TUE	WED	THUR	FRI	SAT
	12/20/20	12/21/20	12/22/20	12/23/20	12/24/20	12/25/20	12/26/20
	12/27/20	12/28/20	12/29/20	12/30/20	12/31/20	1/1/21	1/2/21
Scheduled Hours		8.0	8.0	8.0	8.0	8.0	
		8.0	8.0	8.0	8.0	8.0	
Hours Worked		8.0	8.0	8.0	8.0	8.0	
		8.0	8.0	8.0	8.0	8.0	
Report As:		8.0 REG	8.0 REG	8.0 SEW	8.0 SEW	8.0 HOL 8.0 HWT/HWR	
		8.0 SEW	8.0 SEW	8.0 SEW	8.0 SEW	8.0 HOL 8.0 HWT/HWR	

5. 24 Hour Appointment – Three 8 Hour Shifts, unable to convert back to straight schedule

	SUN	MON	TUE	WED	THUR	FRI	SAT
	12/20/20	12/21/20	12/22/20	12/23/20	12/24/20	12/25/20	12/26/20
	12/27/20	12/28/20	12/29/20	12/30/20	12/31/20	1/1/21	1/2/21
Scheduled Hours		8.0		8.0		8.0	
		8.0		8.0		8.0	
Hours Worked		8.0		Off		Off	
		Off		Off		Off	
Report As:		3.2 REG 4.8 SEW		8 SEA		8.0 HOL	
		8.0 SEA		8.0 SEA		8.0 HOL	

6. 32 Hour appointment – Three 8 Hour Shifts, Two 4 Hour Shifts, on Maternity Leave – convert back to straight schedule

	SUN	MON	TUE	WED	THUR	FRI	SAT
	12/20/20	12/21/20	12/22/20	12/23/20	12/24/20	12/25/20	12/26/20
	12/27/20	12/28/20	12/29/20	12/30/20	12/31/20	1/1/21	1/2/21
Scheduled Hours		8.0	4.0	8.0	4.0	8.0	
		8.0	4.0	8.0	4.0	8.0	
Hours Worked		Off	Off	Off	Off	Off	
		Off	Off	Off	Off	Off	
Report As:		6.4 MRL	6.4 MRL	6.4 SEA	6.4 SEA	6.4 HOL	
		6.4 SEA	6.4 SEA	6.4 SEA	6.4 SEA	6.4 HOL	

7. Temporary Employee – Working on the Holidays and Season Days

	SUN	MON	TUE	WED	THUR	FRI	SAT
	12/20/20	12/21/20	12/22/20	12/23/20	12/24/20	12/25/20	12/26/20
	12/27/20	12/28/20	12/29/20	12/30/20	12/31/20	1/1/21	1/2/21
Scheduled Hours		8.0	8.0	8.0	8.0	8.0	
		8.0	8.0	8.0	8.0	8.0	
Hours Worked		8.0	8.0	8.0	8.0	8.0	
		8.0	8.0	8.0	8.0	8.0	
Report As:		8.0 REG	8.0 REG	8.0 REG	8.0 REG	8.0 HWT	
		8.0 REG	8.0 REG	8.0 REG	8.0 REG	8.0 HWT	