

MEMORIAL DAY HOLIDAY WORKSHEET - 2023

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 Memorial Day Week?**

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

	SUN	MON	TUE	WED	THUR	FRI	SAT
	5/28/2023	5/29/2023	5/30/2023	5/31/2023	6/1/2023	6/2/2023	6/3/2023
Scheduled Hours		HOL					
Report As							