MEMORIAL   HOLIDAY   WORKSHEET - 2017

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

Step 2:   See chart for eligibility.

Step 3:   **Holiday hours = the greater of:**

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

$$\text{OR}$$

Number of hours scheduled for the week divided by 5: $\dfrac{\underline{\hspace{2cm}}}{5}$ = _____

Step 4:   What hours are you working **during the Memorial 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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	SUN	MON	TUE	WED	THUR	FRI	SAT
	5/28/17	**5/29/17**	5/30/17	5/31/17	6/1/17	6/2/17	6/3/17
Scheduled Hours		**HOL**					
Report As							