

THANKSGIVING 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)

OR

Number of hours scheduled for the week divided by 5: _____ =

5

Step 4: What hours are you working **during the Thanksgiving 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
	11/19/17	11/20/17	11/21/17	11/22/17	11/23/17	11/24/17	11/25/17
Scheduled Hours					HOL	HOL	
Report As							