

# Christmas/New Years Holidays & Season Days 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 STAFF EXCEPT POAM/COAM)

**OR**

Number of hours scheduled for the week divided by 5:  =  (APPLIES TO UNION STAFF)

5

Season hours:   Percentage of effort  x 32.0 hours =  (DOES NOT APPLY TO IUOE)

**Step 4:** What hours are being worked for **Week 1** and **Week 2**?

**Step 5:** Using the charts below, plot the staff member's schedule by applying the appropriate holiday hours, season hours, and hours worked.

| <b>WEEK 1</b>     | SUN      | MON      | TUE      | WED      | THUR     | FRI      | SAT      |
|-------------------|----------|----------|----------|----------|----------|----------|----------|
|                   | 12/24/17 | 12/25/17 | 12/26/17 | 12/27/17 | 12/28/17 | 12/29/17 | 12/30/17 |
| Scheduled Hours   |          | HOL      | SEA      | SEA      | SEA      | SEA      |          |
| Plot Hours Worked |          |          |          |          |          |          |          |

| <b>WEEK 2</b>     | SUN      | MON     | TUE     | WED     | THUR    | FRI     | SAT     |
|-------------------|----------|---------|---------|---------|---------|---------|---------|
|                   | 12/31/17 | 1/01/18 | 1/02/18 | 1/03/18 | 1/04/18 | 1/05/18 | 1/06/18 |
| Scheduled Hours   |          | HOL     |         |         |         |         |         |
| Plot Hours Worked |          |         |         |         |         |         |         |

**Christmas/New Years Holidays & Season Days Examples**  
**Exempt, Non-Exempt, POAM and COAM (POAM and COAM not eligible for HOV)**

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

|                        | SUN      | MON             | TUE             | WED             | THUR            | FRI             | SAT      |
|------------------------|----------|-----------------|-----------------|-----------------|-----------------|-----------------|----------|
|                        | 12/24/17 | <b>12/25/17</b> | <b>12/26/17</b> | <b>12/27/17</b> | <b>12/28/17</b> | <b>12/29/17</b> | 12/30/17 |
|                        | 12/31/17 | <b>1/01/18</b>  | 1/02/18         | 1/03/18         | 1/04/18         | 1/05/18         | 1/06/18  |
| <b>Scheduled Hours</b> |          | 8.0             | 8.0             | 8.0             | 8.0             | 8.0             |          |
|                        |          | 8.0             | 8.0             | 8.0             | 8.0             | 8.0             |          |
| <b>Hours Worked</b>    |          | Off             | Off             | Off             | Off             | Off             |          |
|                        |          | Off             | 8.0             | 8.0             | 8.0             | 8.0             |          |
| <b>Report As:</b>      |          | 8.0 HOL         | 8.0 SEA         | 8.0 SEA         | 8.0 SEA         | 8.0 SEA         |          |
|                        |          | 8.0 HOL         | 8.0 REG         | 8.0 REG         | 8.0 REG         | 8.0 REG         |          |

**2. 40 Hour appointment – Four 9 Hour Shifts and one 4 hour shift**

|                        | SUN      | MON             | TUE                | WED             | THUR            | FRI             | SAT      |
|------------------------|----------|-----------------|--------------------|-----------------|-----------------|-----------------|----------|
|                        | 12/24/17 | <b>12/25/17</b> | <b>12/26/17</b>    | <b>12/27/17</b> | <b>12/28/17</b> | <b>12/29/17</b> | 12/30/17 |
|                        | 12/31/17 | <b>1/01/18</b>  | 1/02/18            | 1/03/18         | 1/04/18         | 1/05/18         | 1/06/18  |
| <b>Scheduled Hours</b> |          | 9.0             | 9.0                | 9.0             | 9.0             | 4.0             |          |
|                        |          | 9.0             | 9.0                | 9.0             | 9.0             | 4.0             |          |
| <b>Hours Worked</b>    |          | Off             | Off                | Off             | Off             | Off             |          |
|                        |          | Off             | 9.0                | 9.0             | 9.0             | 4.0             |          |
| <b>Report As:</b>      |          | 9.0 HOL         | 9.0 SEA            | 9.0 SEA         | 9.0 SEA         | 4.0 SEA         |          |
|                        |          | 9.0 HOL         | 1.0 SEW<br>8.0 REG | 9.0 REG         | 9.0 REG         | 4.0 REG         |          |

**3. 24 Hour appointment – Three 8 Hour Shifts**

|                        | SUN      | MON             | TUE             | WED                | THUR            | FRI             | SAT      |
|------------------------|----------|-----------------|-----------------|--------------------|-----------------|-----------------|----------|
|                        | 12/24/17 | <b>12/25/17</b> | <b>12/26/17</b> | <b>12/27/17</b>    | <b>12/28/17</b> | <b>12/29/17</b> | 12/30/17 |
|                        | 12/31/17 | <b>1/01/18</b>  | 1/02/18         | 1/03/18            | 1/04/18         | 1/05/18         | 1/06/18  |
| <b>Scheduled Hours</b> |          | 8.0             |                 | 8.0                |                 | 8.0             |          |
|                        |          | 8.0             |                 | 8.0                |                 | 8.0             |          |
| <b>Hours Worked</b>    |          | Off             |                 | Off                |                 | Off             |          |
|                        |          | Off             |                 | 8.0                |                 | 8.0             |          |
| <b>Report As:</b>      |          | 8.0 HOL         |                 | 8.0 SEA            |                 | 8.0 SEA         |          |
|                        |          | 8.0 HOL         |                 | 3.2 SEW<br>4.8 REG |                 | 8.0 REG         |          |

4. 40 Hour appointment – Four 10 Hour Shifts

|                        | SUN      | MON             | TUE                | WED             | THUR            | FRI             | SAT      |
|------------------------|----------|-----------------|--------------------|-----------------|-----------------|-----------------|----------|
|                        | 12/24/17 | <b>12/25/17</b> | <b>12/26/17</b>    | <b>12/27/17</b> | <b>12/28/17</b> | <b>12/29/17</b> | 12/30/17 |
|                        | 12/31/17 | <b>1/01/18</b>  | 1/02/18            | 1/03/18         | 1/04/18         | 1/05/18         | 1/06/18  |
| <b>Scheduled Hours</b> |          | 10.0            | 10.0               |                 | 10.0            | 10.0            |          |
|                        |          | 10.0            | 10.0               |                 | 10.0            | 10.0            |          |
| <b>Hours Worked</b>    |          | Off             | Off                |                 | Off             | Off             |          |
|                        |          | Off             | 10.0               |                 | 10.0            | 10.0            |          |
| <b>Report As:</b>      |          | 10.0 HOL        | 10.0 SEA           |                 | 10 SEA          | 10.0 SEA        |          |
|                        |          | 10.0 HOL        | 2.0 SEW<br>8.0 REG |                 | 10.0 REG        | 10.0 REG        |          |

5. 32 Hour appointment – Three 8 Hour Shifts, Two 4 Hour Shifts

|                        | SUN      | MON             | TUE                | WED             | THUR            | FRI             | SAT      |
|------------------------|----------|-----------------|--------------------|-----------------|-----------------|-----------------|----------|
|                        | 12/24/17 | <b>12/25/17</b> | <b>12/26/17</b>    | <b>12/27/17</b> | <b>12/28/17</b> | <b>12/29/17</b> | 12/30/17 |
|                        | 12/31/17 | <b>1/01/18</b>  | 1/02/18            | 1/03/18         | 1/04/18         | 1/05/18         | 1/06/18  |
| <b>Scheduled Hours</b> |          | 8.0             | 8.0                | 4.0             | 4.0             | 8.0             |          |
|                        |          | 8.0             | 8.0                | 4.0             | 4.0             | 8.0             |          |
| <b>Hours Worked</b>    |          | Off             | Off                | Off             | Off             | Off             |          |
|                        |          | Off             | 8.0                | 4.0             | 4.0             | 8.0             |          |
| <b>Report As:</b>      |          | 8.0 HOL         | 8.0 SEA            | 4.0 SEA         | 4.0 SEA         | 8.0 SEA         |          |
|                        |          | 8.0 HOL         | 1.6 SEW<br>6.4 REG | 4.0 REG         | 4.0 REG         | 8.0 REG         |          |

## Christmas/New Years Holidays & Season Days Examples

### AFSCME and Trades (not eligible for HOV)

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

|                        | SUN      | MON             | TUE             | WED             | THUR            | FRI             | SAT      |
|------------------------|----------|-----------------|-----------------|-----------------|-----------------|-----------------|----------|
|                        | 12/24/17 | <b>12/25/17</b> | <b>12/26/17</b> | <b>12/27/17</b> | <b>12/28/17</b> | <b>12/29/17</b> | 12/30/17 |
|                        | 12/31/17 | <b>1/01/18</b>  | 1/02/18         | 1/03/18         | 1/04/18         | 1/05/18         | 1/06/18  |
| <b>Scheduled Hours</b> |          | 8.0             | 8.0             | 8.0             | 8.0             | 8.0             |          |
|                        |          | 8.0             | 8.0             | 8.0             | 8.0             | 8.0             |          |
| <b>Hours Worked</b>    |          | Off             | Off             | Off             | Off             | Off             |          |
|                        |          | Off             | 8.0             | 8.0             | 8.0             | 8.0             |          |
| <b>Report As:</b>      |          | 8.0 HOL         | 8.0 SEA         | 8.0 SEA         | 8.0 SEA         | 8.0 SEA         |          |
|                        |          | 8.0 HOL         | 8.0 REG         | 8.0 REG         | 8.0 REG         | 8.0 REG         |          |

**2. 40 Hour appointment – Four 9 Hour Shifts and one 4 hour shift, with Season Time worked – convert back to straight schedule**

|                        | SUN      | MON             | TUE             | WED             | THUR            | FRI             | SAT      |
|------------------------|----------|-----------------|-----------------|-----------------|-----------------|-----------------|----------|
|                        | 12/24/17 | <b>12/25/17</b> | <b>12/26/17</b> | <b>12/27/17</b> | <b>12/28/17</b> | <b>12/29/17</b> | 12/30/17 |
|                        | 12/31/17 | <b>1/01/18</b>  | 1/02/18         | 1/03/18         | 1/04/18         | 1/05/18         | 1/06/18  |
| <b>Scheduled Hours</b> |          | 9.0             | 9.0             | 9.0             | 9.0             | 4.0             |          |
|                        |          | 9.0             | 9.0             | 9.0             | 9.0             | 4.0             |          |
| <b>Hours Worked</b>    |          | Off             | 8.0             | 8.0             | 8.0             | 8.0             |          |
|                        |          | Off             | 8.0             | 8.0             | 8.0             | 8.0             |          |
| <b>Report As:</b>      |          | 8.0 HOL         | 8.0 SEW         | 8.0 SEW         | 8.0 SEW         | 8.0 SEW         |          |
|                        |          | 8.0 HOL         | 8.0 REG         | 8.0 REG         | 8.0 REG         | 8.0 REG         |          |

**3. 40 Hour appointment – Four 9 Hour Shifts and one 4 hour shift, with no Season Time worked – convert back to straight schedule**

|                        | SUN      | MON             | TUE             | WED             | THUR            | FRI             | SAT      |
|------------------------|----------|-----------------|-----------------|-----------------|-----------------|-----------------|----------|
|                        | 12/24/17 | <b>12/25/17</b> | <b>12/26/17</b> | <b>12/27/17</b> | <b>12/28/17</b> | <b>12/29/17</b> | 12/30/17 |
|                        | 12/31/17 | <b>1/01/18</b>  | 1/02/18         | 1/03/18         | 1/04/18         | 1/05/18         | 1/06/18  |
| <b>Scheduled Hours</b> |          | 9.0             | 9.0             | 9.0             | 9.0             | 4.0             |          |
|                        |          | 9.0             | 9.0             | 9.0             | 9.0             | 4.0             |          |
| <b>Hours Worked</b>    |          | Off             | Off             | Off             | Off             | Off             |          |
|                        |          | Off             | 8.0             | 8.0             | 8.0             | 8.0             |          |
| <b>Report As:</b>      |          | 8.0 HOL         | 8.0 SEA         | 8.0 SEA         | 8.0 SEA         | 8.0 SEA         |          |
|                        |          | 8.0 HOL         | 8.0 REG         | 8.0 REG         | 8.0 REG         | 8.0 REG         |          |

**4. 20 Hour appointment – Five 4 Hour Shifts and working 8 hours on each Season Day \***

|                        | SUN      | MON             | TUE                           | WED                           | THUR                          | FRI                           | SAT      |
|------------------------|----------|-----------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|----------|
|                        | 12/24/17 | <b>12/25/17</b> | <b>12/26/17</b>               | <b>12/27/17</b>               | <b>12/28/17</b>               | <b>12/29/17</b>               | 12/30/17 |
|                        | 12/31/17 | <b>1/01/18</b>  | 1/02/18                       | 1/03/18                       | 1/04/18                       | 1/05/18                       | 1/06/18  |
| <b>Scheduled Hours</b> |          | 4.0             | 4.0                           | 4.0                           | 4.0                           | 4.0                           |          |
|                        |          | 4.0             | 4.0                           | 4.0                           | 4.0                           | 4.0                           |          |
| <b>Hours Worked</b>    |          | Off             | 8.0                           | 8.0                           | 8.0                           | 8.0                           |          |
|                        |          | Off             | 4.0                           | 4.0                           | 4.0                           | 4.0                           |          |
| <b>Report As:</b>      |          | 4.0 HOL         | 4.0 SEW<br>4.0 OTR<br>4.0 OAP | 4.0 SEW<br>4.0 OTR<br>4.0 OAP | 4.0 SEW<br>4.0 OTR<br>4.0 OAP | 4.0 SEW<br>4.0 OTR<br>4.0 OAP |          |
|                        |          | 4.0 HOL         | 4.0 REG                       | 4.0 REG                       | 4.0 REG                       | 4.0 REG                       |          |

\* For this example, the REG, HOL and SEW hours represent the employee's 20 base hours for the week.

The SEW hours on each season day will pay the employee for 4 hours worked, and also add 4 hours to the employee's vacation or PTO balance.

The 4 OTR (overtime at the regular rate) reported on each season day will result in an additional 4 hours of pay, and the corresponding OAP hours (over appointment add to VAC/PTO) will result in an additional 4 hours being added to the employee's vacation or PTO balance for each season day.

In summary, this employee will receive 8 hours of pay and 8 hours added to their vacation/PTO balance for each season day worked.

## Christmas/New Year's Holidays & Season Days Examples

### IUOE (not eligible for HOV or Season Days)

**1. 40 Hour appointment – Five 8 Hour Shifts, Monday – Friday, Off Christmas – New Year's Day**

|                        | SUN      | MON      | TUE      | WED      | THUR     | FRI      | SAT      |
|------------------------|----------|----------|----------|----------|----------|----------|----------|
|                        | 12/24/17 | 12/25/17 | 12/26/17 | 12/27/17 | 12/28/17 | 12/29/17 | 12/30/17 |
|                        | 12/31/17 | 1/01/18  | 1/02/18  | 1/03/18  | 1/04/18  | 1/05/18  | 1/06/18  |
| <b>Scheduled Hours</b> |          | 8.0      | 8.0      | 8.0      | 8.0      | 8.0      |          |
|                        |          | 8.0      | 8.0      | 8.0      | 8.0      | 8.0      |          |
| <b>Hours Worked</b>    |          | Off      | Off      | Off      | Off      | Off      |          |
|                        |          | Off      | 8.0      | 8.0      | 8.0      | 8.0      |          |
| <b>Report As:</b>      | 8.0 HOM  | 8.0 HOL  | 8.0 VAC  | 8.0 VAC  | 8.0 VAC  | 8.0 VAC  |          |
|                        | 8.0 HOM  | 8.0 HOL  | 8.0 REG  | 8.0 REG  | 8.0 REG  | 8.0 REG  |          |

**2. 40 Hour appointment – Five 8 Hour Shifts, Schedule Varies Each Week**

|                        | SUN      | MON      | TUE      | WED      | THUR     | FRI      | SAT      |
|------------------------|----------|----------|----------|----------|----------|----------|----------|
|                        | 12/24/17 | 12/25/17 | 12/26/17 | 12/27/17 | 12/28/17 | 12/29/17 | 12/30/17 |
|                        | 12/31/17 | 1/01/18  | 1/02/18  | 1/03/18  | 1/04/18  | 1/05/18  | 1/06/18  |
| <b>Scheduled Hours</b> | 8.0      | 8.0      | 8.0      | 8.0      | 8.0      |          |          |
|                        |          |          | 8.0      | 8.0      | 8.0      | 8.0      | 8.0      |
| <b>Hours Worked</b>    | Off      | Off      | 8.0      | 8.0      | 8.0      |          |          |
|                        |          |          | 8.0      | 8.0      | 8.0      | 8.0      | 8.0      |
| <b>Report As:</b>      | 8.0 HOL  | 8.0 HOL  | 8.0 REG  | 8.0 REG  | 8.0 REG  |          |          |
|                        | 8.0 HOM  | 8.0 HOM  | 8.0 REG  | 8.0 REG  | 8.0 REG  | 8.0 REG  | 8.0 REG  |

**3. 40 Hour appointment – Three 12 Hour Shifts, One 4 Hour Shift, Schedule Varies Each Week**

|                        | SUN                    | MON                    | TUE      | WED      | THUR     | FRI      | SAT      |
|------------------------|------------------------|------------------------|----------|----------|----------|----------|----------|
|                        | 12/24/17               | 12/25/17               | 12/26/17 | 12/27/17 | 12/28/17 | 12/29/17 | 12/30/17 |
|                        | 12/31/17               | 1/01/18                | 1/02/18  | 1/03/18  | 1/04/18  | 1/05/18  | 1/06/18  |
| <b>Scheduled Hours</b> |                        | 12.0                   | 12.0     |          | 12.0     | 4.0      |          |
|                        | 12.0                   |                        |          | 12.0     | 12.0     | 4.0      |          |
| <b>Hours Worked</b>    |                        | Off                    | 12.0     |          | 12.0     | 4.0      |          |
|                        | Off                    |                        |          | 12.0     | 12.0     | Off      |          |
| <b>Report As:</b>      | 8.0 HOM                | 8.0 HOL<br>4.0 VAC/ETW | 12.0 REG |          | 12.0 REG | 4.0 REG  |          |
|                        | 8.0 HOL<br>4.0 VAC/ETW | 8.0 HOM                |          | 12.0 REG | 12.0 REG | 4.0 VAC  |          |