

INDEPENDENCE DAY HOLIDAY WORKSHEET - 2018

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 Independence 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
	7/1/18	7/2/18	7/3/18	7/4/18	7/5/18	7/6/18	7/7/18
Scheduled Hours				HOL			
Report As							