

# LABOR 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:  $\frac{\text{_____}}{5} = \text{_____}$

**Step 4:** What hours are you working **during the Labor 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
	9/2/18	<b>9/3/18</b>	9/4/18	9/5/18	9/6/18	9/7/18	9/8/18
<b>Scheduled Hours</b>		<b>HOL</b>					
<b>Report As</b>							