MEMORIAL   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: _____ = _____

$$\frac{}{5}$$

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
	5/27/18	**5/28/18**	5/29/18	5/30/18	5/31/18	6/1/18	6/2/18
Scheduled Hours		HOL					
Report As							