

THANKSGIVING 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 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
	11/18/18	11/19/18	11/20/18	11/21/18	11/22/18	11/23/18	11/24/18
Scheduled Hours					HOL	HOL	
Report As							