

LABOR DAY HOLIDAY WORKSHEET - 2016

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 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
	9/4/16	9/5/16	9/6/16	9/7/16	9/8/16	9/9/16	9/10/16
Scheduled Hours		HOL					
Report As							