

MEMORIAL 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: _____ =

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.

| | SUN | MON | TUE | WED | THUR | FRI | SAT |
|------------------------|---------|---------|---------|--------|--------|--------|--------|
| | 5/29/16 | 5/30/16 | 5/31/16 | 6/1/16 | 6/2/16 | 6/3/16 | 6/4/16 |
| Scheduled Hours | | HOL | | | | | |
| Report As | | | | | | | |