

MEMORIAL DAY HOLIDAY WORKSHEET - 2021

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 Memorial 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
	5/30/2021	5/31/2021	6/1/2021	6/2/2021	6/3/2021	6/4/2021	6/5/2021
Scheduled Hours		HOL					
Report As							