

Christmas/New Years Holidays & Season Days 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 STAFF EXCEPT POAM/COAM)

OR

Number of hours scheduled for the week divided by 5: = (APPLIES TO UNION STAFF)

5

Season hours: Percentage of effort x 32.0 hours = (DOES NOT APPLY TO IUOE)

Step 4: What hours are being worked for **Week 1** and **Week 2**?

Step 5: Using the chart below, plot the staff member's schedule by applying the appropriate holiday hours, season hours, and hours worked.

WEEK 1	SUN	MON	TUE	WED	THUR	FRI	SAT
	12/19/21	12/20/21	12/21/21	12/22/21	12/23/21	12/24/21	12/25/21
Scheduled Hours						HOL	
Plot Hours Worked							

WEEK 2	SUN	MON	TUE	WED	THUR	FRI	SAT
	12/26/21	12/27/21	12/28/21	12/29/21	12/30/21	12/31/21	1/1/22
Scheduled Hours		SEA	SEA	SEA	SEA	HOL	
Plot Hours Worked							

Christmas/New Years Holidays & Season Days Examples
Exempt, Non-Exempt, POAM and COAM (POAM and COAM not eligible for HOV)

1. 40 Hour Appointment – Five 8 Hour Shifts

	SUN	MON	TUE	WED	THUR	FRI	SAT
	12/19/21	12/20/21	12/21/21	12/22/21	12/23/21	12/24/21	12/25/21
	12/26/21	12/27/21	12/28/21	12/29/21	12/30/21	12/31/21	1/1/22
Scheduled Hours		8.0	8.0	8.0	8.0	8.0	
		8.0	8.0	8.0	8.0	8.0	
Hours Worked		8.0	8.0	8.0	8.0	Off	
		Off	Off	Off	Off	Off	
Report As:		8.0 REG	8.0 REG	8.0 REG	8.0 REG	8.0 HOL	
		8.0 SEA	8.0 SEA	8.0 SEA	8.0 SEA	8.0 HOL	

2. 40 Hour Appointment – Four 10 Hour Shifts

	SUN	MON	TUE	WED	THUR	FRI	SAT
	12/19/21	12/20/21	12/21/21	12/22/21	12/23/21	12/24/21	12/25/21
	12/26/21	12/27/21	12/28/21	12/29/21	12/30/21	12/31/21	1/1/22
Scheduled Hours		10.0	10.0	10.0	10.0		
		10.0	10.0	10.0	10.0		
Hours Worked		10.0	10.0	10.0	10.0		
		Off	Off	Off	Off		
Report As:		10.0 REG	10.0 REG	10.0 REG	10.0 REG	8.0 HOM/HOV	
		10.0 SEA	10.0 SEA	10.0 SEA	2.0 SEA 8.0 VAC/ETW	8.0 HOM/HOV	

3. 40 Hour Appointment – Four 10 Hour Shifts, Convert Back to Straight Time

	SUN	MON	TUE	WED	THUR	FRI	SAT
	12/19/21	12/20/21	12/21/21	12/22/21	12/23/21	12/24/21	12/25/21
	12/26/21	12/27/21	12/28/21	12/29/21	12/30/21	12/31/21	1/1/22
Scheduled Hours		10.0	10.0	10.0	10.0		
		10.0	10.0	10.0	10.0		
Hours Worked		8.0	8.0	Off	Off	Off	
		Off	Off	Off	Off	Off	
Report As:		8.0 REG	8.0 REG	8.0 REG	8.0 REG	8.0 HOL	
		8.0 SEA	8.0 SEA	8.0 SEA	8.0 SEA	8.0 HOL	

4. **40 Hour Appointment – Working on the Holidays**

	SUN	MON	TUE	WED	THUR	FRI	SAT
	12/19/21	12/20/21	12/21/21	12/22/21	12/23/21	12/24/21	12/25/21
	12/26/21	12/27/21	12/28/21	12/29/21	12/30/21	12/31/21	1/1/22
Scheduled Hours		8.0	8.0	8.0	8.0	8.0	
		8.0	8.0	8.0	8.0	8.0	
Hours Worked		8.0	8.0	8.0	8.0	8.0	
		Off	Off	Off	Off	8.0	
Report As:		8.0 REG	8.0 REG	8.0 REG	8.0 REG	8.0 HOL 8.0 HWT/HWR	
		8.0 SEA	8.0 SEA	8.0 SEA	8.0 SEA	8.0 HOL 8.0 HWT/HWR	

5. **24 Hour Appointment – Three 8 Hour Shifts**

	SUN	MON	TUE	WED	THUR	FRI	SAT
	12/19/21	12/20/21	12/21/21	12/22/21	12/23/21	12/24/21	12/25/21
	12/26/21	12/27/21	12/28/21	12/29/21	12/30/21	12/31/21	1/1/22
Scheduled Hours		8.0		8.0		8.0	
		8.0		8.0		8.0	
Hours Worked		8.0		8.0		Off	
		Off		Off		Off	
Report As:		8.0 REG		4.8 REG 3.2 SEW		8.0 HOL	
		8.0 SEA		8.0 SEA		8.0 HOL	

6. **32 Hour appointment – Three 8 Hour Shifts, Two 4 Hour Shifts, on Maternity Leave**

	SUN	MON	TUE	WED	THUR	FRI	SAT
	12/19/21	12/20/21	12/21/21	12/22/21	12/23/21	12/24/21	12/25/21
	12/26/21	12/27/21	12/28/21	12/29/21	12/30/21	12/31/21	1/1/22
Scheduled Hours		8.0	4.0	8.0	4.0	8.0	
		8.0	4.0	8.0	4.0	8.0	
Hours Worked		Off	Off	Off	Off	Off	
		Off	Off	Off	Off	Off	
Report As:		6.4 MRL	6.4 MRL	6.4 MRL	6.4 MRL	6.4 HOL	
		6.4 SEA	6.4 SEA	6.4 SEA	6.4 SEA	6.4 HOL	

7. Temporary Employee – Working on the Holidays and Season Days

	SUN	MON	TUE	WED	THUR	FRI	SAT
	12/19/21	12/20/21	12/21/21	12/22/21	12/23/21	12/24/21	12/25/21
	12/26/21	12/27/21	12/28/21	12/29/21	12/30/21	12/31/21	1/1/22
Scheduled Hours		8.0	8.0	8.0	8.0	8.0	
		8.0	8.0	8.0	8.0	8.0	
Hours Worked		8.0	8.0	8.0	8.0	8.0	
		8.0	8.0	8.0	8.0	8.0	
Report As:		8.0 REG	8.0 REG	8.0 REG	8.0 REG	8.0 HWT	
		8.0 REG	8.0 REG	8.0 REG	8.0 REG	8.0 HWT	

Christmas/New Years Holidays & Season Days Examples

AFSCME and Trades (not eligible for HOV)

1. 40 Hour Appointment – Five 8 Hour Shifts

	SUN	MON	TUE	WED	THUR	FRI	SAT
	12/19/21	12/20/21	12/21/21	12/22/21	12/23/21	12/24/21	12/25/21
	12/26/21	12/27/21	12/28/21	12/29/21	12/30/21	12/31/21	1/1/22
Scheduled Hours		8.0	8.0	8.0	8.0	8.0	
		8.0	8.0	8.0	8.0	8.0	
Hours Worked		8.0	8.0	8.0	8.0	Off	
		Off	Off	Off	Off	Off	
Report As:		8.0 REG	8.0 REG	8.0 REG	8.0 REG	8.0 HOL	
		8.0 SEA	8.0 SEA	8.0 SEA	8.0 SEA	8.0 HOL	

2. 40 Hour Appointment – Four 9 Hour Shifts and one 4 hour shift, with Season Time worked – convert back to straight schedule

	SUN	MON	TUE	WED	THUR	FRI	SAT
	12/19/21	12/20/21	12/21/21	12/22/21	12/23/21	12/24/21	12/25/21
	12/26/21	12/27/21	12/28/21	12/29/21	12/30/21	12/31/21	1/1/22
Scheduled Hours		9.0	9.0	9.0	9.0	4.0	
		9.0	9.0	9.0	9.0	4.0	
Hours Worked		8.0	8.0	8.0	8.0	Off	
		8.0	8.0	8.0	8.0	Off	
Report As:		8.0 REG	8.0 REG	8.0 REG	8.0 REG	8.0 HOL	
		8.0 SEW	8.0 SEW	8.0 SEW	8.0 SEW	8.0 HOL	

3. 40 Hour Appointment – Four 9 Hour Shifts and one 4 hour shift, working Christmas – convert back to straight time

	SUN	MON	TUE	WED	THUR	FRI	SAT
	12/19/21	12/20/21	12/21/21	12/22/21	12/23/21	12/24/21	12/25/21
	12/26/21	12/27/21	12/28/21	12/29/21	12/30/21	12/31/21	1/1/22
Scheduled Hours		9.0	9.0	9.0	9.0	4.0	
		9.0	9.0	9.0	9.0	4.0	
Hours Worked		8.0	8.0	8.0	8.0	8.0	
		Off	Off	Off	Off	Off	
Report As:		8.0 REG	8.0 REG	8.0 REG	8.0 REG	8.0 HOL 8.0 HWT	
		8.0 SEA	8.0 SEA	8.0 SEA	8.0 SEA	8.0 HOL	

4. 20 Hour Appointment – Five 4 Hour Shifts and working 8 hours on each Season Day *

	SUN	MON	TUE	WED	THUR	FRI	SAT
	12/19/21	12/20/21	12/21/21	12/22/21	12/23/21	12/24/21	12/25/21
	12/26/21	12/27/21	12/28/21	12/29/21	12/30/21	12/31/21	1/1/22
Scheduled Hours		4.0	4.0	4.0	4.0	4.0	
		4.0	4.0	4.0	4.0	4.0	
Hours Worked		4.0	4.0	4.0	4.0	Off	
		8.0	8.0	8.0	8.0	Off	
Report As:		4.0 REG	4.0 REG	4.0 REG	4.0 REG	4.0 HOM/HOV	
		4.0 SEW	4.0 SEW	4.0 SEW	4.0 SEW	4.0 HOM/HOV	
		4.0 OTR	4.0 OTR	4.0 OTR	4.0 OTR		
		4.0 OAP/OAV	4.0 OAP/OAV	4.0 OAP/OAV	4.0 OAP/OAV		

* For this example, the REG, HOL and SEW hours represent the employee's 20 base hours for the week.

The SEW hours on each season day will pay the employee for 4 hours worked, and also add 4 hours to the employee's vacation or PTO balance.

The 4 OTR (overtime at the regular rate) reported on each season day will result in an additional 4 hours of pay, and the corresponding OAP/OAV hours (over appointment add to PTO/VAC) will result in an additional 4 hours being added to the employee's PTO or vacation balance for each season day.

In summary, this employee will receive 8 hours of pay and 8 hours added to their PTO/vacation balance for each season day worked.

Christmas/New Year's Holidays & Season Days Examples

IUOE (not eligible for HOV or Season Days)

1. 40 Hour Appointment – Five 8 Hour Shifts, Monday – Friday, Off Christmas – New Year's Day

	SUN	MON	TUE	WED	THUR	FRI	SAT
	12/19/21	12/20/21	12/21/21	12/22/21	12/23/21	12/24/21	12/25/21
	12/26/21	12/27/21	12/28/21	12/29/21	12/30/21	12/31/21	1/1/22
Scheduled Hours		8.0	8.0	8.0	8.0	8.0	
		8.0	8.0	8.0	8.0	8.0	
Hours Worked		8.0	8.0	8.0	8.0	Off	
		Off	Off	Off	Off	Off	
Report As:		8.0 REG	8.0 REG	8.0 REG	8.0 REG	8.0 HOL	8.0 HOM
		8.0 VAC	8.0 VAC	8.0 VAC	8.0 VAC	8.0 HOL	8.0 HOM

2. 40 Hour Appointment – Five 8 Hour Shifts, Schedule Varies Each Week

	SUN	MON	TUE	WED	THUR	FRI	SAT
	12/19/21	12/20/21	12/21/21	12/22/21	12/23/21	12/24/21	12/25/21
	12/26/21	12/27/21	12/28/21	12/29/21	12/30/21	12/31/21	1/1/22
Scheduled Hours	8.0		8.0	8.0	8.0	8.0	
		8.0	8.0	8.0	8.0		8.0
Hours Worked	8.0		8.0	8.0	8.0	8.0	
		Off	Off	8.0	8.0		8.0
Report As:	8.0 REG		8.0 REG	8.0 REG	8.0 REG	8.0 HOL 8.0 HWT	8.0 HOM
		8.0 VAC	8.0 VAC	8.0 REG	8.0 REG	8.0 HOM	8.0 HOL 8.0 HWT

3. 40 Hour Appointment – Three 12 Hour Shifts, One 4 Hour Shift, Schedule Varies Each Week, Working Christmas Day

	SUN	MON	TUE	WED	THUR	FRI	SAT
	12/19/21	12/20/21	12/21/21	12/22/21	12/23/21	12/24/21	12/25/21
	12/26/21	12/27/21	12/28/21	12/29/21	12/30/21	12/31/21	1/1/22
Scheduled Hours		12.0	12.0	4.0			12.0
	12.0			12.0	12.0	4.0	
Hours Worked		12.0	12.0	4.0			12.0
	12.0			12.0	12.0	4.0	
Report As:		12.0 REG	12.0 REG	4.0 REG		8.0 HOM	12.0 HOL 12.0 HWD
	12.0 REG			12.0 REG	12.0 REG	4.0 HOL 4.0 HOM	8.0 HOM