

# THANKSGIVING 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: \_\_\_\_\_ =

**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
	11/21/2021	11/22/2021	11/23/2021	11/24/2021	<b>11/25/2021</b>	<b>11/26/2021</b>	11/27/2021
<b>Scheduled Hours</b>					<b>HOL</b>	<b>HOL</b>	
<b>Report As</b>							