

# Christmas/New Year's Holidays & Season Days Worksheet - 2022

**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**

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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.

| <b>WEEK 1</b>     | SUN      | MON      | TUE      | WED      | THUR     | FRI      | SAT      |
|-------------------|----------|----------|----------|----------|----------|----------|----------|
|                   | 12/25/22 | 12/26/22 | 12/27/22 | 12/28/22 | 12/29/22 | 12/30/22 | 12/31/22 |
| Scheduled Hours   |          | HOL      | SEA      | SEA      | SEA      | SEA      |          |
| Plot Hours Worked |          |          |          |          |          |          |          |

| <b>WEEK 2</b>     | SUN    | MON    | TUE    | WED    | THUR   | FRI    | SAT    |
|-------------------|--------|--------|--------|--------|--------|--------|--------|
|                   | 1/1/23 | 1/2/23 | 1/3/23 | 1/4/23 | 1/5/23 | 1/6/23 | 1/7/23 |
| Scheduled Hours   |        | HOL    |        |        |        |        |        |
| Plot Hours Worked |        |        |        |        |        |        |        |

**Christmas/New Year's 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      |
|------------------------|----------|-----------------|-----------------|-----------------|-----------------|-----------------|----------|
|                        | 12/25/22 | <b>12/26/22</b> | <b>12/27/22</b> | <b>12/28/22</b> | <b>12/29/22</b> | <b>12/30/21</b> | 12/31/22 |
|                        | 1/1/23   | <b>1/2/23</b>   | 1/3/23          | 1/4/23          | 1/5/23          | 1/6/23          | 1/7/23   |
| <b>Scheduled Hours</b> |          | 8.0             | 8.0             | 8.0             | 8.0             | 8.0             |          |
|                        |          | 8.0             | 8.0             | 8.0             | 8.0             | 8.0             |          |
| <b>Hours Worked</b>    |          | Off             | Off             | Off             | Off             | Off             |          |
|                        |          | Off             | 8.0             | 8.0             | 8.0             | 8.0             |          |
| <b>Report As:</b>      |          | 8.0 HOL         | 8.0 SEA         | 8.0 SEA         | 8.0 SEA         | 8.0 SEA         |          |
|                        |          | 8.0 HOL         | 8.0 REG         | 8.0 REG         | 8.0 REG         | 8.0 REG         |          |

**2. 40 Hour Appointment – Four 10 Hour Shifts**

|                        | SUN      | MON             | TUE             | WED             | THUR            | FRI                   | SAT      |
|------------------------|----------|-----------------|-----------------|-----------------|-----------------|-----------------------|----------|
|                        | 12/25/22 | <b>12/26/22</b> | <b>12/27/22</b> | <b>12/28/22</b> | <b>12/29/22</b> | <b>12/30/22</b>       | 12/31/22 |
|                        | 1/1/23   | <b>1/2/23</b>   | 1/3/23          | 1/4/23          | 1/5/23          | 1/6/23                | 1/7/23   |
| <b>Scheduled Hours</b> |          |                 | 10.0            | 10.0            | 10.0            | 10.0                  |          |
|                        |          |                 | 10.0            | 10.0            | 10.0            | 10.0                  |          |
| <b>Hours Worked</b>    |          |                 | Off             | Off             | Off             | Off                   |          |
|                        |          |                 | 10.0            | 10.0            | 10.0            | 10.0                  |          |
| <b>Report As:</b>      |          | 8.0 HOM/HOV     | 10.0 SEA        | 10.0 SEA        | 10.0 SEA        | 2.0 SEA<br>8.0VAC/ETW |          |
|                        |          | 8.0 HOM/HOV     | 10.0 REG        | 10.0 REG        | 10.0 REG        | 10.0 REG              |          |

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

|                        | SUN      | MON             | TUE             | WED             | THUR            | FRI             | SAT      |
|------------------------|----------|-----------------|-----------------|-----------------|-----------------|-----------------|----------|
|                        | 12/25/22 | <b>12/26/22</b> | <b>12/27/22</b> | <b>12/28/22</b> | <b>12/29/22</b> | <b>12/30/22</b> | 12/31/22 |
|                        | 1/1/23   | <b>1/2/23</b>   | 1/3/23          | 1/4/23          | 1/5/23          | 1/6/23          | 1/7/23   |
| <b>Scheduled Hours</b> |          |                 | 10.0            | 10.0            | 10.0            | 10.0            |          |
|                        |          |                 | 10.0            | 10.0            | 10.0            | 10.0            |          |
| <b>Hours Worked</b>    |          |                 | Off             | Off             | Off             | Off             |          |
|                        |          |                 | 8.0             | 8.0             | 8.0             | 8.0             |          |
| <b>Report As:</b>      |          | 8.0 HOL         | 8.0 SEA         | 8.0 SEA         | 8.0 SEA         | 8.0 SEA         |          |
|                        |          | 8.0 HOL         | 8.0 REG         | 8.0 REG         | 8.0 REG         | 8.0 REG         |          |

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

|                        | SUN      | MON                    | TUE             | WED             | THUR            | FRI             | SAT      |
|------------------------|----------|------------------------|-----------------|-----------------|-----------------|-----------------|----------|
|                        | 12/25/22 | <b>12/26/22</b>        | <b>12/27/22</b> | <b>12/28/22</b> | <b>12/29/22</b> | <b>12/30/22</b> | 12/31/22 |
|                        | 1/1/23   | <b>1/2/23</b>          | 1/3/23          | 1/4/23          | 1/5/23          | 1/6/23          | 1/7/23   |
| <b>Scheduled Hours</b> |          | 8.0                    | 8.0             | 8.0             | 8.0             | 8.0             |          |
|                        |          | 8.0                    | 8.0             | 8.0             | 8.0             | 8.0             |          |
| <b>Hours Worked</b>    |          | 8.0                    | Off             | Off             | Off             | Off             |          |
|                        |          | 8.0                    | 8.0             | 8.0             | 8.0             | 8.0             |          |
| <b>Report As:</b>      |          | 8.0 HOL<br>8.0 HWT/HWR | 8.0 SEA         | 8.0 SEA         | 8.0 SEA         | 8.0 SEA         |          |
|                        |          | 8.0 HOL<br>8.0 HWT/HWR | 8.0 REG         | 8.0 REG         | 8.0 REG         | 8.0 REG         |          |

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

|                        | SUN      | MON             | TUE             | WED                | THUR            | FRI             | SAT      |
|------------------------|----------|-----------------|-----------------|--------------------|-----------------|-----------------|----------|
|                        | 12/25/22 | <b>12/26/22</b> | <b>12/27/22</b> | <b>12/28/22</b>    | <b>12/29/22</b> | <b>12/30/22</b> | 12/31/22 |
|                        | 1/1/23   | <b>1/2/23</b>   | <b>1/3/23</b>   | <b>1/4/23</b>      | <b>1/5/23</b>   | <b>1/6/23</b>   | 1/7/23   |
| <b>Scheduled Hours</b> |          | 8.0             |                 | 8.0                |                 | 8.0             |          |
|                        |          | 8.0             |                 | 8.0                |                 | 8.0             |          |
| <b>Hours Worked</b>    |          | Off             |                 | Off                |                 | Off             |          |
|                        |          | Off             |                 | 8.0                |                 | 8.0             |          |
| <b>Report As:</b>      |          | 8.0 HOL         |                 | 8.0 SEA            |                 | 8.0 SEA         |          |
|                        |          | 8.0 HOL         |                 | 4.8 REG<br>3.2 SEW |                 | 8.0 REG         |          |

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

|                        | SUN      | MON             | TUE             | WED             | THUR            | FRI             | SAT      |
|------------------------|----------|-----------------|-----------------|-----------------|-----------------|-----------------|----------|
|                        | 12/25/22 | <b>12/26/22</b> | <b>12/27/22</b> | <b>12/28/22</b> | <b>12/29/22</b> | <b>12/30/22</b> | 12/31/22 |
|                        | 1/1/23   | <b>1/2/23</b>   | 1/3/23          | 1/4/23          | 1/5/23          | 1/6/23          | 1/7/23   |
| <b>Scheduled Hours</b> |          | 8.0             | 4.0             | 8.0             | 4.0             | 8.0             |          |
|                        |          | 8.0             | 4.0             | 8.0             | 4.0             | 8.0             |          |
| <b>Hours Worked</b>    |          | Off             | Off             | Off             | Off             | Off             |          |
|                        |          | Off             | Off             | Off             | Off             | Off             |          |
| <b>Report As:</b>      |          | 6.4 HOL         | 6.4 SEA         | 6.4 SEA         | 6.4 SEA         | 6.4 SEA         |          |
|                        |          | 6.4 HOL         | 6.4 MRL         | 6.4 MRL         | 6.4 MRL         | 6.4 MRL         |          |

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

|                        | SUN      | MON             | TUE             | WED             | THUR            | FRI             | SAT      |
|------------------------|----------|-----------------|-----------------|-----------------|-----------------|-----------------|----------|
|                        | 12/25/22 | <b>12/26/22</b> | <b>12/27/22</b> | <b>12/28/22</b> | <b>12/29/22</b> | <b>12/30/22</b> | 12/31/22 |
|                        | 1/1/23   | <b>1/2/23</b>   | 1/3/23          | 1/4/23          | 1/5/23          | 1/6/23          | 1/7/23   |
| <b>Scheduled Hours</b> |          | 8.0             | 8.0             | 8.0             | 8.0             | 8.0             |          |
|                        |          | 8.0             | 8.0             | 8.0             | 8.0             | 8.0             |          |
| <b>Hours Worked</b>    |          | 8.0             | 8.0             | 8.0             | 8.0             | 8.0             |          |
|                        |          | 8.0             | 8.0             | 8.0             | 8.0             | 8.0             |          |
| <b>Report As:</b>      |          | 8.0 HWT         | 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         |          |

## Christmas/New Year's 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      |
|------------------------|----------|-----------------|-----------------|-----------------|-----------------|-----------------|----------|
|                        | 12/25/22 | <b>12/26/22</b> | <b>12/27/22</b> | <b>12/28/22</b> | <b>12/29/22</b> | <b>12/30/22</b> | 12/31/22 |
|                        | 1/1/23   | <b>1/2/23</b>   | 1/3/23          | 1/4/23          | 1/5/23          | 1/6/23          | 1/7/23   |
| <b>Scheduled Hours</b> |          |                 | 8.0             | 8.0             | 8.0             | 8.0             | 8.0      |
|                        |          |                 | 8.0             | 8.0             | 8.0             | 8.0             | 8.0      |
| <b>Hours Worked</b>    |          |                 | Off             | Off             | Off             | Off             | Off      |
|                        |          |                 | 8.0             | 8.0             | 8.0             | 8.0             | 8.0      |
| <b>Report As:</b>      |          | 8.0 HOM         | 8.0 SEA         | 8.0 SEA         | 8.0 SEA         | 8.0 SEA         | 8.0 VAC  |
|                        |          | 8.0 HOM         | 8.0 REG         | 8.0 REG         | 8.0 REG         | 8.0 REG         | 8.0 REG  |

**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      |
|------------------------|----------|-----------------|-----------------|-----------------|-----------------|-----------------|----------|
|                        | 12/25/22 | <b>12/26/22</b> | <b>12/27/22</b> | <b>12/28/22</b> | <b>12/29/22</b> | <b>12/30/22</b> | 12/31/22 |
|                        | 1/1/23   | <b>1/2/23</b>   | 1/3/23          | 1/4/23          | 1/5/23          | 1/6/23          | 1/7/23   |
| <b>Scheduled Hours</b> |          | 9.0             | 9.0             | 9.0             | 9.0             | 4.0             |          |
|                        |          | 9.0             | 9.0             | 9.0             | 9.0             | 4.0             |          |
| <b>Hours Worked</b>    |          | Off             | 8.0             | 8.0             | 8.0             | 8.0             |          |
|                        |          | Off             | 8.0             | 8.0             | 8.0             | 8.0             |          |
| <b>Report As:</b>      |          | 8.0 HOL         | 8.0 SEW         | 8.0 SEW         | 8.0 SEW         | 8.0 SEW         |          |
|                        |          | 8.0 HOL         | 8.0 REG         | 8.0 REG         | 8.0 REG         | 8.0 REG         |          |

**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      |
|------------------------|----------|--------------------|-----------------|-----------------|-----------------|-----------------|----------|
|                        | 12/25/22 | <b>12/26/22</b>    | <b>12/27/22</b> | <b>12/28/22</b> | <b>12/29/22</b> | <b>12/30/22</b> | 12/31/22 |
|                        | 1/1/23   | <b>1/2/23</b>      | 1/3/23          | 1/4/23          | 1/5/23          | 1/6/23          | 1/7/23   |
| <b>Scheduled Hours</b> |          | 9.0                | 9.0             | 9.0             | 9.0             | 4.0             |          |
|                        |          | 9.0                | 9.0             | 9.0             | 9.0             | 4.0             |          |
| <b>Hours Worked</b>    |          | 8.0                | Off             | Off             | Off             | Off             |          |
|                        |          | Off                | 8.0             | 8.0             | 8.0             | 8.0             |          |
| <b>Report As:</b>      |          | 8.0 HOL<br>8.0 HWT | 8.0 SEA         | 8.0 SEA         | 8.0 SEA         | 8.0 SEA         |          |
|                        |          | 8.0 HOL            | 8.0 REG         | 8.0 REG         | 8.0 REG         | 8.0 REG         |          |

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

|                        | SUN      | MON             | TUE                               | WED                               | THUR                              | FRI                               | SAT      |
|------------------------|----------|-----------------|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|----------|
|                        | 12/25/22 | <b>12/26/22</b> | <b>12/27/22</b>                   | <b>12/28/22</b>                   | <b>12/29/22</b>                   | <b>12/30/22</b>                   | 12/31/22 |
|                        | 1/1/23   | <b>1/2/23</b>   | 1/3/23                            | 1/4/23                            | 1/5/23                            | 1/6/23                            | 1/7/23   |
| <b>Scheduled Hours</b> |          | 4.0             | 4.0                               | 4.0                               | 4.0                               | 4.0                               |          |
|                        |          | 4.0             | 4.0                               | 4.0                               | 4.0                               | 4.0                               |          |
| <b>Hours Worked</b>    |          | Off             | 8.0                               | 8.0                               | 8.0                               | 8.0                               |          |
|                        |          | Off             | 4.0                               | 4.0                               | 4.0                               | 4.0                               |          |
| <b>Report As:</b>      |          | 4.0 HOL         | 4.0 SEW<br>4.0 OTR<br>4.0 OAP/OAV | 4.0 SEW<br>4.0 OTR<br>4.0 OAP/OAV | 4.0 SEW<br>4.0 OTR<br>4.0 OAP/OAV | 4.0 SEW<br>4.0 OTR<br>4.0 OAP/OAV |          |
|                        |          | 4.0 HOL         | 4.0 REG                           | 4.0 REG                           | 4.0 REG                           | 4.0 REG                           |          |

\* 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**

|                        | SUN             | MON         | TUE         | WED         | THUR        | FRI         | SAT             |
|------------------------|-----------------|-------------|-------------|-------------|-------------|-------------|-----------------|
|                        | 12/18/22        | 12/19/22    | 12/20/22    | 12/21/22    | 12/22/22    | 12/23/22    | <b>12/24/22</b> |
|                        | <b>12/25/22</b> | 12/26/22    | 12/27/22    | 12/28/22    | 12/29/22    | 12/30/22    | <b>12/31/22</b> |
|                        | 1/1/23          | 1/2/23      | 1/3/23      | 1/4/23      | 1/5/23      | 1/6/23      | 1/7/23          |
| <b>Scheduled Hours</b> |                 | 8.0         | 8.0         | 8.0         | 8.0         | 8.0         |                 |
|                        |                 | 8.0         | 8.0         | 8.0         | 8.0         | 8.0         |                 |
|                        |                 | 8.0         | 8.0         | 8.0         | 8.0         | 8.0         |                 |
| <b>Hours Worked</b>    |                 | 8.0         | 8.0         | 8.0         | 8.0         | Off         |                 |
|                        |                 | Off         | Off         | Off         | Off         | Off         |                 |
|                        |                 | Off         | 8.0         | 8.0         | 8.0         | 8.0         |                 |
| <b>Report As:</b>      |                 | 8.0 REG     | 8.0 REG     | 8.0 REG     | 8.0 REG     | 8.0 VAC/ETW | 8.0 HOM         |
|                        | 8.0 HOM         | 8.0 VAC/ETW | 8.0 VAC/ETW | 8.0 VAC/ETW | 8.0 VAC/ETW | 8.0 VAC/ETW | 8.0 HOM         |
|                        | 8.0 HOM         | 8.0 VAC/ETW | 8.0 REG     | 8.0 REG     | 8.0 REG     | 8.0 REG     |                 |

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

|                        | SUN                | MON      | TUE      | WED      | THUR     | FRI      | SAT                |
|------------------------|--------------------|----------|----------|----------|----------|----------|--------------------|
|                        | 12/18/22           | 12/19/22 | 12/20/22 | 12/21/22 | 12/22/22 | 12/23/22 | <b>12/24/22</b>    |
|                        | <b>12/25/22</b>    | 12/26/22 | 12/27/22 | 12/28/22 | 12/29/22 | 12/30/22 | <b>12/31/22</b>    |
|                        | 1/1/23             | 1/2/23   | 1/3/23   | 1/4/23   | 1/5/23   | 1/6/23   | 1/7/23             |
| <b>Scheduled Hours</b> | 8.0                | 8.0      |          | 8.0      | 8.0      |          | 8.0                |
|                        |                    | 8.0      | 8.0      |          | 8.0      | 8.0      | 8.0                |
|                        | 8.0                | 8.0      | 8.0      |          | 8.0      | 8.0      |                    |
| <b>Hours Worked</b>    | 8.0                | 8.0      |          | 8.0      | 8.0      |          | 8.0                |
|                        |                    | 8.0      | 8.0      |          | 8.0      | 8.0      | 8.0                |
|                        | 8.0                | 8.0      | 8.0      |          | 8.0      | 8.0      |                    |
| <b>Report As:</b>      | 8.0 REG            | 8.0 REG  |          | 8.0 REG  | 8.0 REG  |          | 8.0 HOL<br>8.0 HWT |
|                        | 8.0 HOM            | 8.0 REG  | 8.0 REG  |          | 8.0 REG  | 8.0 REG  | 8.0 HOL<br>8.0 HWT |
|                        | 8.0 HOL<br>8.0 HWT | 8.0 REG  | 8.0 REG  |          | 8.0 REG  | 8.0 REG  |                    |

**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                  |
|------------------------|----------------------|----------|----------|----------|----------|----------|----------------------|
|                        | 12/18/22             | 12/19/22 | 12/20/22 | 12/21/22 | 12/22/22 | 12/23/22 | <b>12/24/22</b>      |
|                        | <b>12/25/22</b>      | 12/26/22 | 12/27/22 | 12/28/22 | 12/29/22 | 12/30/22 | <b>12/31/22</b>      |
|                        | <b>1/1/23</b>        | 1/2/23   | 1/3/23   | 1/4/23   | 1/5/23   | 1/6/23   | 1/7/23               |
| <b>Scheduled Hours</b> | 4.0                  | 12.0     |          | 12.0     |          |          | 12.0                 |
|                        | 12.0                 |          |          | 4.0      | 12.0     | 12.0     |                      |
|                        | 12.0                 |          |          | 12.0     |          | 12.0     | 4.0                  |
| <b>Hours Worked</b>    | Off                  | Off      |          | Off      |          |          | 12.0                 |
|                        | 12.0                 |          |          | 4.0      | 12.0     | 12.0     |                      |
|                        | 12.0                 |          |          | 12.0     |          | 12.0     | 4.0                  |
| <b>Report As:</b>      | 4.0 VAC              | 12.0 VAC |          | 12.0 VAC |          |          | 12.0 HOL<br>12.0 HWT |
|                        | 12.0 HOL<br>12.0 HWD |          |          | 4.0 REG  | 12.0 REG | 12.0 REG | 12.0 HOM             |
|                        | 12.0 HOL<br>12.0 HWT |          |          | 12.0 REG |          | 12.0 REG | 4.0 REG              |