

LABOR DAY HOLIDAY WORKSHEET - 2023

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: $\frac{\quad}{5} = \quad$

Step 4: What hours are you working **during the Labor 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
	9/3/2023	9/4/2023	9/5/2023	9/6/2023	9/7/2023	9/8/2023	9/9/2023
Scheduled Hours		HOL					
Report As							