

# THANKSGIVING 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:  =   
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
	11/19/2023	11/20/2023	11/21/2023	11/22/2023	11/23/2023	11/24/2023	11/25/2023
Scheduled Hours					HOL	HOL	
Report As							