

Christmas/New Year's Holidays & Season Days Worksheet - 2024

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 |
|--------------------------|----------|----------|----------|-----------------|-----------------|-----------------|----------|
| | 12/22/24 | 12/23/24 | 12/24/24 | 12/25/24 | 12/26/24 | 12/27/24 | 12/28/24 |
| Scheduled Hours | | | | HOL | SEA | SEA | |
| Plot Hours Worked | | | | | | | |

| WEEK 2 | SUN | MON | TUE | WED | THUR | FRI | SAT |
|--------------------------|----------|-----------------|-----------------|---------------|--------|--------|--------|
| | 12/29/24 | 12/30/24 | 12/31/24 | 1/1/25 | 1/2/25 | 1/3/25 | 1/4/25 |
| Scheduled Hours | | SEA | SEA | 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 |
|------------------------|----------|-----------------|-----------------|-----------------|-----------------|-----------------|----------|
| | 12/22/24 | 12/23/24 | 12/24/24 | 12/25/24 | 12/26/24 | 12/27/24 | 12/28/24 |
| | 12/29/24 | 12/30/24 | 12/31/24 | 1/1/25 | 1/2/25 | 1/3/25 | 1/4/25 |
| 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 | Off | Off | Off | |
| | | Off | Off | Off | 8.0 | 8.0 | |
| Report As: | | 8.0 REG | 8.0 REG | 8.0 HOL | 8.0 SEA | 8.0 SEA | |
| | | 8.0 SEA | 8.0 SEA | 8.0 HOL | 8.0 REG | 8.0 REG | |

2. 40 Hour Appointment – Four 10 Hour Shifts

| | SUN | MON | TUE | WED | THUR | FRI | SAT |
|------------------------|----------|-----------------|-----------------|-----------------|--------------------|-----------------|----------|
| | 12/22/24 | 12/23/24 | 12/24/24 | 12/25/24 | 12/26/24 | 12/27/24 | 12/28/24 |
| | 12/29/24 | 12/30/24 | 12/31/24 | 1/1/25 | 1/2/25 | 1/3/25 | 1/4/25 |
| Scheduled Hours | | 10.0 | 10.0 | 10.0 | 10.0 | | |
| | | 10.0 | 10.0 | 10.0 | 10.0 | | |
| Hours Worked | | 10.0 | 10.0 | Off | Off | | |
| | | Off | Off | Off | 10.0 | | |
| Report As: | | 10.0 REG | 10.0 REG | 10.0 HOL | 10.0 SEA | | |
| | | 10.0 SEA | 10.0 SEA | 10.0 HOL | 2.0 SEW 8.0 REG | | |

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

| | SUN | MON | TUE | WED | THUR | FRI | SAT |
|------------------------|----------|-----------------|-----------------|-----------------|-----------------|-----------------|----------|
| | 12/22/24 | 12/23/24 | 12/24/24 | 12/25/24 | 12/26/24 | 12/27/24 | 12/28/24 |
| | 12/29/24 | 12/30/24 | 12/31/24 | 1/1/25 | 1/2/25 | 1/3/25 | 1/4/25 |
| 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 | 8.0 | 8.0 | |
| Report As: | | 8.0 REG | 8.0 REG | 8.0 HOL | 8.0 SEA | 8.0 SEA | |
| | | 8.0 SEA | 8.0 SEA | 8.0 HOL | 8.0 REG | 8.0 REG | |

4. **40 Hour Appointment – Working on a Holiday and/or a Season Day**

| | SUN | MON | TUE | WED | THUR | FRI | SAT |
|------------------------|----------|-----------------|-----------------|------------------------|-----------------|-----------------|----------|
| | 12/22/24 | 12/23/24 | 12/24/24 | 12/25/24 | 12/26/24 | 12/27/24 | 12/28/24 |
| | 12/29/24 | 12/30/24 | 12/31/24 | 1/1/25 | 1/2/25 | 1/3/25 | 1/4/25 |
| 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 | 8.0 | 8.0 | |
| Report As: | | 8.0 REG | 8.0 REG | 8.0 HOL 8.0 HWT/HWR | 8.0 SEW | 8.0 SEW | |
| | | 8.0 SEA | 8.0 SEA | 8.0 HOL | 8.0 REG | 8.0 REG | |

5. **32 Hour appointment – Flex schedule off using paid time, Convert Back to Straight Time ***

| | SUN | MON | TUE | WED | THUR | FRI | SAT |
|------------------------|----------|-----------------|-----------------|-----------------|-----------------|-----------------|----------|
| | 12/22/24 | 12/23/24 | 12/24/24 | 12/25/24 | 12/26/24 | 12/27/24 | 12/28/24 |
| | 12/29/24 | 12/30/24 | 12/31/24 | 1/1/25 | 1/2/25 | 1/3/25 | 1/4/25 |
| 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 HOL | 6.4 SEA | 6.4 SEA | |
| | | 6.4 SEA | 6.4 SEA | 6.4 HOL | 6.4 MRL | 6.4 MRL | |

* Holidays SPG (201.26-0)

(II.C.e.)Holidays that occur during approved absences:

An employee who is off work in accordance with the Vacation, Sick Time, Paid Maternity (Childbirth) Leave, Paid Parental Leave, or Paid Time Off Plans on a Holiday will be considered observing that Holiday and will not be charged for vacation time, paid maternity(childbirth) leave, paid parental leave, PTO, or sick time on that day.

6. Temporary Employee – Working on the Holidays and Season Days*

| | SUN | MON | TUE | WED | THUR | FRI | SAT |
|------------------------|----------|-----------------|-----------------|-----------------|-----------------|-----------------|----------|
| | 12/22/24 | 12/23/24 | 12/24/24 | 12/25/24 | 12/26/24 | 12/27/24 | 12/28/24 |
| | 12/29/24 | 12/30/24 | 12/31/24 | 1/1/25 | 1/2/25 | 1/3/25 | 1/4/25 |
| 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 HWT | 8.0 REG | 8.0 REG | |
| | | 8.0 REG | 8.0 REG | 8.0 HWT | 8.0 REG | 8.0 REG | |

*Temporary employees are entitled to time and a half working on the Holiday (HWT), but they are not entitled to season time.

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 |
|------------------------|----------|-----------------|-----------------|-----------------|-----------------|-----------------|----------|
| | 12/22/24 | 12/23/24 | 12/24/24 | 12/25/24 | 12/26/24 | 12/27/24 | 12/28/24 |
| | 12/29/24 | 12/30/24 | 12/31/24 | 1/1/25 | 1/2/25 | 1/3/25 | 1/4/25 |
| 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 | | Off | Off | Off |
| | | Off | Off | | 8.0 | 8.0 | 8.0 |
| Report As: | | 8.0 REG | 8.0 REG | 8.0 HOM | 8.0 SEA | 8.0 SEA | 8.0 VAC |
| | | 8.0 SEA | 8.0 SEA | 8.0 HOM | 8.0 REG | 8.0 REG | 8.0 REG |

2. 40 Hour Appointment – Working a flex schedule, with Christmas and Season Time worked – convert back to straight schedule

| | SUN | MON | TUE | WED | THUR | FRI | SAT |
|------------------------|----------|-----------------|-----------------|--------------------|-----------------|-----------------|----------|
| | 12/22/24 | 12/23/24 | 12/24/24 | 12/25/24 | 12/26/24 | 12/27/24 | 12/28/24 |
| | 12/29/24 | 12/30/24 | 12/31/24 | 1/1/25 | 1/2/25 | 1/3/25 | 1/4/25 |
| 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 | |
| | | 8.0 | 8.0 | Off | 8.0 | 8.0 | |
| Report As: | | 8.0 REG | 8.0 REG | 8.0 HOL 8.0 HWT | 8.0 SEW | 8.0 SEW | |
| | | 8.0 SEW | 8.0 SEW | 8.0 HOL | 8.0 REG | 8.0 REG | |

3. 20 Hour Appointment – Five 4 Hour Shifts and working 8 hours on each Season Day *

| | SUN | MON | TUE | WED | THUR | FRI | SAT |
|------------------------|----------|-----------------------------------|-----------------------------------|-----------------|-----------------------------------|-----------------------------------|----------|
| | 12/22/24 | 12/23/24 | 12/24/24 | 12/25/24 | 12/26/24 | 12/27/24 | 12/28/24 |
| | 12/29/24 | 12/30/24 | 12/31/24 | 1/1/25 | 1/2/25 | 1/3/25 | 1/4/25 |
| 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 | Off | 8.0 | 8.0 | |
| | | 8.0 | 8.0 | Off | 4.0 | 4.0 | |
| Report As: | | 4.0 REG | 4.0 REG | 4.0 HOL | 4.0 SEW 4.0 OTR 4.0 OAP/OAV | 4.0 SEW 4.0 OTR 4.0 OAP/OAV | |
| | | 4.0 SEW 4.0 OTR 4.0 OAP/OAV | 4.0 SEW 4.0 OTR 4.0 OAP/OAV | 4.0 HOL | 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 |
|------------------------|-------------|-------------|--------------------|-----------------|-------------|-------------|----------|
| | 12/22/24 | 12/23/24 | 12/24/24 | 12/25/24 | 12/26/24 | 12/27/24 | 12/28/24 |
| | 12/29/24 | 12/30/24 | 12/31/24 | 1/1/25 | 1/2/25 | 1/3/25 | 1/4/25 |
| 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 | Off | 8.0 | | 8.0 | 8.0 | |
| | Off | Off | Off | | Off | Off | |
| Report As: | 8.0 REG | 8.0 VAC/ETW | 8.0 HOL 8.0 HWD | 8.0 HOM | 8.0 REG | 8.0 REG | |
| | 8.0 VAC/ETW | 8.0 VAC/ETW | 8.0 HOL | 8.0 HOM | 8.0 VAC/ETW | 8.0 VAC/ETW | |

2. 40 Hour appointment – Three 12 Hour Shifts, One 4 Hour Shift, Schedule Varies Each Week

| | SUN | MON | TUE | WED | THUR | FRI | SAT |
|------------------------|----------|----------|-----------------|----------------------|----------|----------|----------|
| | 12/22/24 | 12/23/24 | 12/24/24 | 12/25/24 | 12/26/24 | 12/27/24 | 12/28/24 |
| | 12/29/24 | 12/30/24 | 12/31/24 | 1/1/25 | 1/2/25 | 1/3/25 | 1/4/25 |
| Scheduled Hours | 4.0 | 12.0 | | 12.0 | | | 12.0 |
| | 12.0 | 4.0 | | 12.0 | | 12.0 | |
| Hours Worked | 4.0 | 12.0 | | Off | | | Off |
| | 12.0 | 4.0 | | 12.0 | | 12.0 | |
| Report As: | 4.0 REG | 12.0 REG | 8.0 HOM | 12.0 HOL | | | 12.0 VAC |
| | 12.0 REG | 4.0 REG | 8.0 HOM | 12.0 HOL 12.0 HWD | | 12.0 REG | |