Christmas/New Year's Holidays & Season Days Worksheet - 2026

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
	12/20/26	12/21/26	12/22/26	12/23/26	12/24/26	**12/25/26**	12/26/26
Scheduled Hours						**HOL**	
Plot Hours Worked							

WEEK 2	SUN	MON	TUE	WED	THUR	FRI	SAT
	12/27/26	**12/28/26**	**12/29/26**	**12/30/26**	**12/31/26**	**1/1/27**	1/2/27
Scheduled Hours		**SEA**	**SEA**	**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
	12/20/26	12/21/26	12/22/26	12/23/26	12/24/26	**12/25/26**	12/26/26
	12/27/26	**12/28/26**	**12/29/26**	**12/30/26**	**12/31/26**	**1/1/27**	1/2/27
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	Off	
		Off	Off	Off	Off	Off	
Report As:		8.0 REG	8.0 REG	8.0 REG	8.0 REG	8.0 HOL	
		8.0 SEA	8.0 SEA	8.0 SEA	8.0 SEA	8.0 HOL	

2. 40 Hour Appointment – Four 10 Hour Shifts, Convert Back to Straight Time

	SUN	MON	TUE	WED	THUR	FRI	SAT
	12/20/26	12/21/26	12/22/26	12/23/26	12/24/26	**12/25/26**	12/26/26
	12/27/26	**12/28/26**	**12/29/26**	**12/30/26**	**12/31/26**	**1/1/27**	1/2/27
Scheduled Hours			10.0	10.0	10.0	10.0	
			10.0	10.0	10.0	10.0	
Hours Worked		8.0	8.0	8.0	8.0	Off	
		Off	Off	Off	Off	Off	
Report As:		8.0 REG	8.0 REG	8.0 REG	8.0 REG	8.0 HOL	
		8.0 SEA	8.0 SEA	8.0 SEA	8.0 SEA	8.0 HOL	

3. 40 Hour Appointment – Four 10 Hour Shifts

	SUN	MON	TUE	WED	THUR	FRI	SAT
	12/20/26	12/21/26	12/22/26	12/23/26	12/24/26	**12/25/26**	12/26/26
	12/27/26	**12/28/26**	**12/29/26**	**12/30/26**	**12/31/26**	**1/1/27**	1/2/27
Scheduled Hours		10.0		10.0	10.0	10.0	
		10.0		10.0	10.0	10.0	
Hours Worked		10.0		10.0	10.0	Off	
		Off		10.0	Off	Off	
Report As:		10.0 REG		10.0 REG	2.0 SEW 8.0 REG	10.0 HOL	
		10.0 SEA		10.0 SEW	10.0 SEA	10.0 HOL	

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

	SUN	MON	TUE	WED	THUR	FRI	SAT
	12/20/26	12/21/26	12/22/26	12/23/26	12/24/26	**12/25/26**	12/26/26
	12/27/26	**12/28/26**	**12/29/26**	**12/30/26**	**12/31/26**	**1/1/27**	1/2/27
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	Off	
		8.0	Off	Off	Off	8.0	
Report As:		8.0 REG	8.0 REG	8.0 REG	8.0 REG	8.0 HOL	
		8.0 SEW	8.0 SEA	8.0 SEA	8.0 SEA	8.0 HOL 8.0 HWT/HWR	

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

	SUN	MON	TUE	WED	THUR	FRI	SAT
	12/20/26	12/21/26	12/22/26	12/23/26	12/24/26	**12/25/26**	12/26/26
	12/27/26	**12/28/26**	**12/29/26**	**12/30/26**	**12/31/26**	**1/1/27**	1/2/27
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 MRL	6.4 MRL	6.4 HOL	
		6.4 SEA	6.4 SEA	6.4 SEA	6.4 SEA	6.4 HOL	

* 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
	12/20/26	12/21/26	12/22/26	12/23/26	12/24/26	**12/25/26**	12/26/26
	12/27/26	**12/28/26**	**12/29/26**	**12/30/26**	**12/31/26**	**1/1/27**	1/2/27
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 REG	8.0 REG	8.0 HWT	
		8.0 REG	8.0 REG	8.0 REG	8.0 REG	8.0 HWT	

*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
	12/20/26	12/21/26	12/22/26	12/23/26	12/24/26	**12/25/26**	12/26/26
	12/27/26	**12/28/26**	**12/29/26**	**12/30/26**	**12/31/26**	**1/1/27**	1/2/27
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		Off
		Off	Off	Off	Off		8.0
Report As:		8.0 REG	8.0 REG	8.0 REG	8.0 REG	8.0 HOM	8.0 SEA
		8.0 SEA	8.0 SEA	8.0 SEA	8.0 VAC/ETW	8.0 HOM	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
	12/20/26	12/21/26	12/22/26	12/23/26	**12/24/26**	**12/25/26**	12/26/26
	12/27/26	**12/28/26**	**12/29/26**	**12/30/26**	**12/31/26**	**1/1/27**	1/2/27
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	Off	Off	
Report As:		8.0 REG	8.0 REG	8.0 REG	8.0 REG	8.0 HOL 8.0 HWT	
		8.0 SEW	8.0 SEW	8.0 SEA	8.0 SEA	8.0 HOL	

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

	SUN	MON	TUE	WED	THUR	FRI	SAT
	12/20/26	12/21/26	12/22/26	12/23/26	12/24/26	**12/25/26**	12/26/26
	12/27/26	**12/28/26**	**12/29/26**	**12/30/26**	**12/31/26**	**1/1/27**	1/2/27
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	4.0	4.0	4.0	Off	
		8.0	8.0	8.0	8.0	Off	
Report As:		4.0 REG	4.0 REG	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	

* **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
	12/20/26	12/21/26	12/22/26	12/23/26	**12/24/26**	**12/25/26**	12/26/26
	12/27/26	12/28/26	12/29/26	12/30/26	**12/31/26**	**1/1/27**	1/2/27
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 REG	8.0 REG	8.0 HOM	8.0 HOL 8.0 HWD	
	8.0 VAC/ETW	8.0 VAC/ETW	8.0 VAC/ETW	8.0 VAC/ETW	8.0 HOM	8.0 HOL	

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

	SUN	MON	TUE	WED	THUR	FRI	SAT
	12/20/26	12/21/26	12/22/26	12/23/26	**12/24/26**	**12/25/26**	12/26/26
	12/27/26	12/28/26	12/29/26	12/30/26	**12/31/26**	**1/1/27**	1/2/27
Scheduled Hours	4.0			12.0	12.0		12.0
	12.0	4.0		12.0		12.0	
Hours Worked	4.0			Off	12.0		12.0
	12.0	4.0		12.0		12.0	
Report As:	4.0 REG			12.0 VAC	12.0 HOL 12.0 HWD	8.0 HOM	12.0 REG
	12.0 REG	4.0 REG		12.0 REG	8.0 HOM	12.0 HOL 12.0 HWD	