

# Christmas/New Year's Holidays & Season Days 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 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.

<b>WEEK 1</b>	SUN	MON	TUE	WED	THUR	FRI	SAT
	12/24/23	12/25/23	12/26/23	12/27/23	12/28/23	12/29/23	12/30/23
Scheduled Hours		HOL	SEA	SEA	SEA	SEA	
Plot Hours Worked							

<b>WEEK 2</b>	SUN	MON	TUE	WED	THUR	FRI	SAT
	12/31/23	1/1/24	1/2/24	1/3/24	1/4/24	1/5/24	1/6/24
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
	12/24/23	<b>12/25/23</b>	<b>12/26/23</b>	<b>12/27/23</b>	<b>12/28/23</b>	<b>12/29/23</b>	12/30/23
	12/31/23	<b>1/1/24</b>	1/2/24	1/3/24	1/4/24	1/5/24	1/6/24
<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
	12/24/23	<b>12/25/23</b>	<b>12/26/23</b>	<b>12/27/23</b>	<b>12/28/23</b>	<b>12/29/23</b>	12/30/23
	12/31/23	<b>1/1/24</b>	1/2/24	1/3/24	1/4/24	1/5/24	1/6/24
<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 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
	12/24/23	<b>12/25/23</b>	<b>12/26/23</b>	<b>12/27/23</b>	<b>12/28/23</b>	<b>12/29/23</b>	12/30/23
	12/31/23	<b>1/1/24</b>	1/2/24	1/3/24	1/4/24	1/5/24	1/6/24
<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
	12/24/23	<b>12/25/23</b>	<b>12/26/23</b>	<b>12/27/23</b>	<b>12/28/23</b>	<b>12/29/23</b>	12/30/23
	12/31/23	<b>1/1/24</b>	1/2/24	1/3/24	1/4/24	1/5/24	1/6/24
<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 8.0 HWT/HWR	8.0 SEA	8.0 SEA	8.0 SEA	8.0 SEA	
		8.0 HOL 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
	12/24/23	<b>12/25/23</b>	<b>12/26/23</b>	<b>12/27/23</b>	<b>12/28/23</b>	<b>12/29/23</b>	12/30/23
	12/31/23	<b>1/1/24</b>	1/2/24	1/3/24	1/4/24	1/5/24	1/6/24
<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 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
	12/24/23	<b>12/25/23</b>	<b>12/26/23</b>	<b>12/27/23</b>	<b>12/28/23</b>	<b>12/29/23</b>	12/30/23
	12/31/23	<b>1/1/24</b>	1/2/24	1/3/24	1/4/24	1/5/24	1/6/24
<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
	12/24/23	<b>12/25/23</b>	<b>12/26/23</b>	<b>12/27/23</b>	<b>12/28/23</b>	<b>12/29/23</b>	12/30/23
	12/31/23	<b>1/1/24</b>	1/2/24	1/3/24	1/4/24	1/5/24	1/6/24
<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
	12/24/23	<b>12/25/23</b>	<b>12/26/23</b>	<b>12/27/23</b>	<b>12/28/23</b>	<b>12/29/23</b>	12/30/23
	12/31/23	<b>1/1/24</b>	1/2/24	1/3/24	1/4/24	1/5/24	1/6/24
<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
	12/24/23	<b>12/25/23</b>	<b>12/26/23</b>	<b>12/27/23</b>	<b>12/28/23</b>	<b>12/29/23</b>	12/30/23
	12/31/23	<b>1/1/24</b>	1/2/24	1/3/24	1/4/24	1/5/24	1/6/24
<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
	12/24/23	<b>12/25/23</b>	<b>12/26/23</b>	<b>12/27/23</b>	<b>12/28/23</b>	<b>12/29/23</b>	12/30/23
	12/31/23	<b>1/1/24</b>	1/2/24	1/3/24	1/4/24	1/5/24	1/6/24
<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 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
	12/24/23	<b>12/25/23</b>	<b>12/26/23</b>	<b>12/27/23</b>	<b>12/28/23</b>	<b>12/29/23</b>	12/30/23
	12/31/23	<b>1/1/24</b>	1/2/24	1/3/24	1/4/24	1/5/24	1/6/24
<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 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	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
	<b>12/24/23</b>	<b>12/25/23</b>	12/26/23	12/27/23	12/28/23	12/29/23	12/30/23
	<b>12/31/23</b>	<b>1/1/24</b>	1/2/24	1/3/24	1/4/24	1/5/24	1/6/24
<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	8.0	8.0	8.0	8.0	
		Off	Off	Off	Off	Off	
<b>Report As:</b>	8.0 HOM	8.0 HOL	8.0 REG	8.0 REG	8.0 REG	8.0 REG	
	8.0 HOM	8.0 HOL	8.0 VAC/ETW	8.0 VAC/ETW	8.0 VAC/ETW	8.0 VAC/ETW	

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

	SUN	MON	TUE	WED	THUR	FRI	SAT
	<b>12/24/23</b>	<b>12/25/23</b>	12/26/23	12/27/23	12/28/23	12/29/23	12/30/23
	<b>12/31/23</b>	<b>1/1/24</b>	1/2/24	1/3/24	1/4/24	1/5/24	1/6/24
<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 HOL	8.0 HOL		8.0 REG	8.0 REG		8.0 REG
	8.0 HWT	8.0 HWT					
	8.0 HOM	8.0 HOL	8.0 REG		8.0 REG	8.0 REG	8.0 REG
		8.0 HWT					

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