

INDEPENDENCE DAY HOLIDAY 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 EMPLOYEES)
OR
 Number of hours scheduled for the week divided by 5: $\frac{\text{_____}}{5} = \text{_____}$

Step 4: What hours are you working **during the Independence 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
	6/30/2024	7/1/2024	7/2/2024	7/3/2024	7/4/2024	7/5/2024	7/6/2024
Scheduled Hours					HOL		
Report As							