

THANKSGIVING 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: _____ =

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
	11/24/2024	11/25/2024	11/26/2024	11/27/2024	11/28/2024	11/29/2024	11/30/2024
Scheduled Hours					HOL	HOL	
Report As							